

Role Profile template

Job Title	Assistant Director (Environment)
Barnet Band and scale range	BBB Scp
Reports to	Director of Environment & Transport
Service area	Environment & Transport
Number of staff responsible for	500+ ?
Budget responsibility (£)	£18m

Purpose of Job: -

To take full responsibility for all aspects of the management of Operations (Refuse, Cleansing, and Street Scene), Greenspaces, Transport and Waste Strategy engendering a culture of continuous improvement and optimum performance to meet present and future client needs and Service priorities and to make a major contribution to improving the Street Scene in Barnet.

To be the Key Player for Environment Management within the council by actively seeking and applying innovative methods of service delivery and embracing new techniques in environment management.

Key accountabilities

Role Specific Responsibilities

1. To Lead on the planning of the Waste Prevention and Clean Borough Strategy implementation process and actively pursue continuous improvement in service delivery.
2. Provide the Director of Environment and Transport with advice, assistance and support on all Environment matters.
3. To act as Link ok? Officer for all performance monitoring information required for 1st Stat, Best Value and other Performance Indicators for the Environment Group liaising with the Performance & Development Team accordingly
4. To lead the overall direction of the Environment Group, structured into four functional sections, in order to ensure consistent delivery of quality service to the council in an environment of continuous development and improvement.
5. To act as lead officer in providing planning advice to Members and senior officers in all environment related activities of the Council.
6. To assist the Director of Environment & Transport in providing advice to Members and senior officers in all environment policy and practice issues.

7. Monitor outside developments and trends affecting the work of the group and make adjustments to provide improved mechanisms for the development, delivery, monitoring and review of service and performance.
8. To act as Lead Officer for reporting to Committees all environment related programmes.
9. To be the lead officer for the Environment JNCC Sub Committees.
10. Appoint and manage consultants.
11. Ensure compliance with corporate financial and procurement rules within the group.
12. Manage the resource and service implications of all new or existing agreements for contracting service delivery. Ensuring that actions and recommendations arising are implemented.
13. Ensure a complete and detailed knowledge of Contract procedures and the relevant procurement regulations, liaising with the Strategic Procurement Team as appropriate . Keep up to date with the latest developments, health and safety and other regulations in the field of activity relevant to your post.
14. To manage and benchmark framework agreements and appropriate contracts for a range of contracting services within external organisations. To advise corporately on the effective use of such agreements.
15. Lead on negotiations of contracts, agreements and partnership arrangements with other organisations to deliver the Service and Corporate aims
16. To provide expert advice and information to Members and Senior Management within the area of responsibility and contribute to the development and implementation of corporate strategies to secure the achievement of Service and Corporate aims
17. Provide specialist planning advice to Committees on environment issues.
18. To promote a culture of staff care within the context of health and safety legislation, policy and guidance and monitor compliance across the service
19. Ensure full compliance with the Council's Health and Safety policies and maintain a high Health and Safety profile for all the work of the sections.
20. Ensure safe and efficient delivery of service by achieving high standards of health and safety and reducing risk.
21. Ensure compliance on environment related legislation by pre-empting, determining and managing programme information for new acquisitions and existing stock.
22. Identify key changes and developments in relevant legislation and National, Regional or local Policy and advise and put forward recommendations and detailed proposals on their impact for the Service.

23. Assessing and responding to changes in legislation, statutory requirements, codes of practice, British and European standards to ensure that practices, procedures and working methods of the team are reviewed and updated as necessary to ensure compliance.
24. Advise Directors, Executive Directors, Chief Executive and Members on issues relating to the professional areas under the post holder's control.

Team Leadership and Management

1. Deal with complex, contentious and sensitive issues to create value for both the community in Barnet and the Council.
2. Ensure a high level of confidentiality is maintained in all aspects of work.
3. Be responsible for the liaison with Information Services on the specification and provision of the Environment Group's Information Systems requirements.
4. Be able to use and manipulate the latest information technology utilised in delivering the service
5. To attend appropriate council committee and Cabinet meetings, corporate officer groups and external meetings and to prepare and present reports for such meetings, as appropriate
6. To build and maintain relationships and work effectively with Members, Senior Management, trade unions and all other stakeholders in support of the agreed Service and Corporate objectives.
7. Regularly liaise with Committee Chairmen and Ward Members and take the lead on matters within the professional work area with Area Sub-Committee Chairmen in particular.
8. Liaison with the Police on matters relating to crime reduction and creating a safer environment including joint working on approved identified projects. Analyse and monitor trends in crime statistics and advise Members to enable them to prioritise accordingly.
9. Represent Environment & Transport at corporate meetings, committees and sub-committees.
10. Participate in corporate teams as requested by Chief Executive, Strategic Director or Director of Environment & Transport.
11. Acting as the Director of Environment & Transport's representative on all matters relating to service delivery contracts.
12. To assist the Director of Environment & Transport in providing advice to Cabinet and Committees on service-wide policy issues.

13. Represent the service and/or the authority at Council Cabinet, Committees, Sub-Committees and other meetings, both internal and external to the authority.
14. Manage risk assessments for the services and help maintain the Service's risk log.
15. Ensure the effective risk management strategies are developed, implemented and managed to ensure structural integrity and safety of the assets relating to the area of service delivery.
16. To encourage and develop optimum performance from staff and engage with and implement the corporate approach to customer needs as reflected in the council's structure and style.
17. To lead and motivate the team, communicating effectively, empowering employees to the greatest extent possible, recognising success and encouraging staff to overcome obstacles
18. To build teams and ensure effective working relationships
19. Manage the learning and professional development for staff in the group within the councils framework.
20. To manage all staff within the post holder's area of responsibility.
21. To ensure high calibre staff are recruited and developed to deliver service objectives.
22. Liaise with suppliers of external services to ensure that the best interests of the Council are maintained and that standards of operation are in line with Member requirements and the Council's values.

Strategy and Policy Development

1. Contribute to the effective implementation of the Barnet Council values in working with others and in service delivery.
2. To contribute to Corporate and Service plans and reviews insofar as they relate to the broad responsibilities of this post. This may include the Corporate Plan, Best Value reviews, Equalities Action Plan etc
3. Manage the activities of the teams within the Council's engineering group to ensure optimum levels of effective and efficient work output in line with agreed targets, priorities, Sustainable Community Strategy and the Corporate Plan.
4. Where appropriate, work with the Strategic Director to produce strategic options which implement the Council's Corporate Plan and service objectives as determined by Members. Develop appropriate performance standards in consultation and in conjunction with the Perf & Dev Group and the Resources Service
5. Assist the Director in establishing standards that ensure that the service is organised to deliver Council policy in the most effective and efficient way possible.

6. To contribute to the development and implementation of corporate strategies to secure the achievement of wider cross-service council aims and objectives
7. To providing strategic direction and leadership to the Greenspaces, Grounds Maintenance, Refuse & Cleansing, Transport, Waste and Sustainability Teams ensuring the development and maintenance of a responsive, effective and integrated service that achieves or exceeds Services targets and customer expectation.
8. Provide strategic leadership to the Managers and staff who work in the Greenspaces, Grounds Maintenance, Refuse & Cleansing, Transport, Waste and Sustainability Teams to ensure that a culture of continuous improvement delivers ongoing improvement of these services within the principles of Best Value.
9. As a member of the Environment & Transport Service Management Team, contribute to council and service strategies and policies.
10. Manage strategic and tactical delivery of a suite of complex, environment related business systems and processes.

Performance and Customer Focus

1. Establish and manage mechanisms which measure and maintain customer satisfaction and service delivery to the required cost, time and quality standards. Ensuring probity and effective use of the Group's resources
2. Ensure that Customer Care Strategies are implemented within the terms and that value for money services are delivered in accord with agreed Council standards, values and practices.
3. Ensure the needs of customers and users of environment services, are clearly understood through regular surveys and customer feedback/complaints are used to change and enhance service delivery.
4. Proactively develop, manage and maintain customer relationships.
5. Marketing the services provided by the Environment Group in order to optimise usage of the service and generate income within the constraints of local government legislation.
6. Develop, manage and ensure that communication processes within the teams are efficient, timely and responsive to the need of Members, Council officers, service users and other stakeholders.
7. To continuously improve on the Team's quality and productivity through a process of regular monitoring and review.
8. As permanent member of the Environmental Services Management Team contribute to the development of the Service as a whole and improve its capacity to deliver the performance management plan objectives and the Council's priorities

9. To recommend strategies for continuous service development within the context of council policy and the Corporate Plan as well as in relation to national and local objectives and targets.
10. Manage project and asset performance, preparing and presenting reports and recommendations. Be commercially aware, and be alert to opportunities to improve service delivery techniques.
11. Establish standards that ensure the professional service area is organised to deliver Council policy in the most efficient and effective manner possible. Produce mechanisms for the development, delivery, monitoring and review of service and performance targets across all professional service activities.
12. Continue the development of the Environment Group so that it remains passionate and committed to delivering an excellent service to our successful borough.
13. Set group and individual performance objectives linked to those of the Service and corporate organisation.
14. Ensure all relevant performance indicators are clearly understood and performance information is used to continually improve services across the group.
15. Through appraisals and day-to-day management, ensure staff perform to their maximum ability.
16. Determine Local, Key, and Best Value Performance Indicators which measure the performance of assets. Ensuring these develop to and compare positively to those in the external environment.

Financial Responsibilities

1. Respond to internal audit reviews and implement action plans within agreed deadlines.
2. Dealing with all claims, legal challenges and disputes against the Council that can have an impact financially and in terms of service delivery.
3. Management of group staffing budget including associated administrative codes.
4. To manage and monitor the relevant budgets for the Street Scene and Greenspaces Team, identifying and taking action on emergent budget pressures.
5. Pro-actively manage capital expenditure, income and revenue expenditure proposals for the group. Ensure that services provided are managed, monitored and adjusted to meet financial service and business targets in line with Member priorities.
6. Be responsible for the contract management of all projects within your control. Including certifying payments, certificates and that instructions issued ensure the proper administration of contracts and compliance with financial regulations.
7. Establish, develop and manage systems which maximises income to be obtained from external sources.

8. Preparation of bids, justification for financial support, agreement of programmes and the execution of all management functions to obtain external funding from Central Government, Greater London Assembly, and other appropriate funding sources.
9. Negotiate and deliver funding to the Council for Environment related improvements through the mechanisms within Section 106 agreements.

Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

Health and Safety

- Ensure safe and efficient delivery of service by achieving high standards of health and safety and reducing risk.

The Council's Commitment To Equality

- Deliver the council's commitment to equality of opportunity both in the provision of services and as an employer. Promote equality in the work place and in the services the council delivers.
- To ensure equality of opportunity for all employees within a culture of fairness, respect and mutual support

Qualifications required

Type	Level required
Professional qualifications/memberships	Appropriate professional qualification in one or more service disciplines Membership of either/or the Inst SAL, Inst Hort, CIWM, CIM
Education	Appropriate Degree, Post Graduate Qualification, MBA or similar

Technical / Knowledge Requirements

Type	Description
Parks and Open Spaces	Broad based knowledge of parks and open spaces management gained in either the public or private sector
Waste Management	Broad based knowledge of waste management gained in either the public or private sector

Transport	Broad based knowledge of transport management gained in either the public or private sector
Street Cleaning	Broad based knowledge of street cleaning and street based services management gained in either the public or private sector

Behavioural Competencies

Competency	Level
Staff management	
Time management	
Teamwork	
Change management	
Political awareness	
Influencing & negotiation	
Leadership	
Management & Performance	
Communication skills	
IT skills	