

Director for Environment

Directorate: Environment

Post Number:

Division:

Grade/Salary: competitive

Section:

Reports to: Deputy Chief Executive

SUMMARY

Provide strategic direction, corporate leadership and advice on all matters relating to the Environment Directorate and delivery. Ensure statutory requirements are met and accelerated and sustained improvements in performance against Council targets are achieved.

Job Purpose

Under the overall direction of the Deputy Chief Executive, be responsible for the leadership and management of a portfolio of functions and services to deliver high quality and cost-effective operational service delivery. The post holder will support the Deputy Chief Executive in developing strategy and engage in key partnerships supporting the work of the Directorate and wider Council.

Lead, manage and be accountable for all activities including ensuring that robust service plans are produced which specify outcomes, performance measures, standards and resource allocation and underpin these plans with a performance management system involving all staff.

Actively promote partnership working that brings a coherence to service provision and functions concerned with delivering the Council's key priorities in relation to a Cleaner, Greener and Environmentally Friendly Borough.

The post holder will be expected to ensure that services within the portfolio are developed and improved through effective customer and stakeholder engagement. The extent of services and functions currently covered by this post is shown in the attached organisational structure chart.

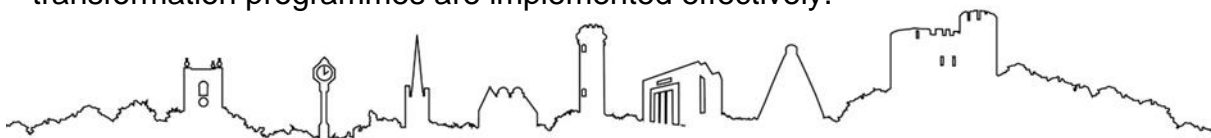


Statutory Responsibilities

Ensure that the Council meets its statutory responsibilities and operates effectively within any relevant legal statutes and frameworks governing delivery of services within the Portfolio (e.g. Road Traffic legislation, environmental legislation etc.)

Specific Responsibilities

1. Provide leadership to Heads of Service and other senior managers within the portfolio to realise the Council's vision and objectives through effective operational delivery of services.
2. Provide managerial direction and support to Heads of Service and other senior service managers through motivational and inspiring leadership and by demonstrating a visible commitment to corporate values.
3. Hold Heads of Service and other relevant senior managers to account for the effective delivery of their services through well considered performance management processes.
4. Establish and sustain effective working relationships with portfolio holders, Cabinet and other elected members in supporting and implementing the Council's strategic priorities and objectives through an integrated approach to service delivery.
5. Provide advice and guidance to Council and to Cabinet on the service impact of political agendas and support the Deputy Chief Executive, Chief Executive and lead members in shaping and setting the Council's strategic direction.
6. Contribute to and support Council wide co-ordination and development of functions and services, focussing upon maximising the benefits of integrated service delivery across the Council.
7. Make a leading contribution to the development of a culture of continuous improvement and innovation in the portfolio area and also across the Council enabling the organisation to anticipate, plan for and respond effectively to current and future service delivery.
8. Contribute as directed by the Chief Executive or Deputy Chief Executive on corporate cross cutting service developments and initiatives as well as major transformational projects.
9. Support the drive to transform service delivery within the portfolio area and ensure that transformation programmes are implemented effectively.



10. Foster effective partnerships with a range of statutory and non-statutory partners to attract external funding and also develop innovative approaches to service delivery.
11. Ensure that service planning and delivery is based upon engagement with service users and local residents in order to meet the authority's expressed vision as a Community Council.
12. Ensure the effective allocation and deployment of all resources (financial, human and physical) within the portfolio area in order to deliver Value for Money service provision.
13. Ensure that the portfolio's workforce develops and that the expertise, skills and potential of employees are realised through encouragement of an active learning environment where opportunities to maximise contribution and nurtured and encouraged.
14. Ensure that the highest levels of integrity and probity are maintained in all aspects of the Council's decision making, including at all times respect for the role of elected members as set out in the Constitution that governs the Council.
15. Ensure that service provision respects and reflects the diversity of communities residing within Dudley and decisions are taken with full regard to the Council's policies on equality and diversity and to visibly demonstrate a personal and professional commitment to the principles, aims and objectives of these policies.
16. Represent as appropriate the authority at local, regional and national level as well as advocating and always promoting a positive image of the Council and the Borough.
17. Deputise for the Deputy Chief Executive or Chief Executive as and when required to do so.
18. Where required be a Lead Officer for a council Scrutiny committee not relating to the post holder's own portfolio of responsibilities.
19. Enabling the organisation to anticipate, plan for and respond effectively to, current and future service delivery.



Corporate Responsibilities

1. Support the Chief Executive in the interpretation of political priorities and assist in the development of the Council's approach to the commissioning of services that are effective in meeting agreed corporate objectives.
2. Ensure that there is an active approach to risk management and health & safety management within the directorate.
3. Participate as required in the Council's corporate resilience, emergency planning and business continuity arrangements.
4. Support Elected members through attendance at formal meetings of the Council and Cabinet when required
5. Undertake a lead corporate role as directed by the Chief Executive on corporate cross cutting service developments and initiatives as well as major transformational projects.
6. Lead by example, behave in accordance with the Dudley Council Values, leadership accountabilities frameworks, and conduct duties within the council's code of conduct, professional and legal standards.
7. Ensure appraisals are undertaken across the directorate to ensure development of skills and expertise in identified areas. As well as developing his/her own skills and expertise in a professional manner.

Special Conditions

This is a politically restricted specified post as defined by the Local Democracy, Economic Development and Construction Act 2009.

This post is subject to the enhanced DBS checking process.

Driving Licence will be subject to checking with the DVLA. It is a council requirement to have Business Use Car Insurance and a valid MOT certificate (for cars over 3 years old).

Prepared by Deputy Chief Executive

Review Date 19th October 2023



Leadership Accountabilities Framework

Strategic Direction: Post holders will be expected to think strategically, looking forward across a typical horizon of five years they will be required to scan the external environment and anticipate the impact of external forces. Thinking involves setting policy frameworks and objectives for others to ensure integration between function and sub-functions in pursuit of collective goals and develop a long-term strategic overview of services that is also capable of responding to changing circumstances.

Workforce

Lead and develop a highly effective Directorate Management Team with a focus on translating and implementing the Council's strategic priorities and objectives through an integrated approach to service delivery.

Ensure that the directorates workforce develops and that the expertise, skills and potential of employees are realised through encouragement of an active learning environment where opportunities to maximise contribution are nurtured and encouraged.

Demonstrating and role modelling Dudley Council values and behaviours

Financial

Delivering within budget and ensuring that council financial regulation, standing orders and other financial policies and procedures are consistently applied

Embedding financial rigour, responsible use of resources and delivery of best value.

Governance

Abiding by the constitution and scheme of delegation, including leading employees through the required processes of the council

Ensure that the highest levels of integrity and probity are maintained in all aspects of the Council's decision-making.

Adhering to legislative requirements and Council Policies and Procedures including, but not exclusively health & safety, Data Protection and Internet/Email use.

Ensure Compliance with health and safety legislation and the Council's Health and Safety Policies across the directorate. As well as taking reasonable care of own health and safety as well as the health and safety of any person that is affected by your actions.

Information Security and Sharing

Creating a culture where confidentiality is respected

Enabling an environment where employees are comfortable asking questions including whistleblowing to address potential concerns

Safeguarding and Equality

Ensure that service provision respects and reflects the diversity of communities residing within Dudley and decisions are taken with full regard to the Council's policies on equality and diversity.

Upholding the highest standards of integrity and valuing difference

Promoting awareness of safeguarding and legislation that drives equality for all

Change

Champion the drive to transform service delivery and create a culture that is adaptable to change and enables succession planning and contributes to measurable improvements in outcomes for residents

Providing a clear vision and direction that reflects the ambition the council strives to achieve

Reputational

Advocating and promoting a positive image of the Council and the Borough at all times, deputising for the Chief Executive as and when required to do so.

Customer Service

Develop and foster effective partnerships with a range of statutory and non-statutory partners to attract external funding and develop innovative approaches to service delivery.

Ensuring quality customer service by placing the public at the heart of any decisions, listening to and understanding their perspective

Striving for excellence through driving up customer satisfaction and readily addressing complaints

Business Continuity and Performance

Lead Heads of Service and other senior managers within the directorate, holding them accountable for the effective delivery of their services through well-considered performance management processes.

Driving up performance and its reporting by actively benchmarking against the best in class

Assets and Property

Empowering communities and employees by developing assets that can be used in ways that reflect their needs

Person Specification - The post holder will be expected to demonstrate associated qualities from the Leadership Accountabilities. In addition, the successful candidate will have attained:

Qualifications	Essential	Desirable
Educated to post graduate level with a relevant professional qualification in a relevant discipline within the portfolio of functions covered within the post or a clear demonstration that equivalent in depth understanding has been gained through experience within career to date.	✓	
A leadership qualification or evidence of extensive study of leadership and management.	✓	
Evidence of a strong commitment to further accredited professional development		✓

During the selection process a successful candidate will be required to evidence:

Knowledge and Experience	Essential	Desirable
Substantial experience of managing and developing a major service or function relevant to the portfolio covered by the post within a complex large public sector organisation	✓	
Substantial experience of providing clear advice to senior decision makers within a complex large public sector organisation.	✓	
A strong track record of contributing to and also leading successful change management within a large organisation	✓	
Developing and ensuring effective service provision within a fast changing financial and political environment	✓	
Proven experience of effective financial management including budgetary planning, monitoring and control within tight financial constraints	✓	
Significant experience of working successfully with elected members within political frameworks and a democratic public sector context	✓	
Substantial and successful experience of developing strategic partnership working with a range of statutory and non-statutory agencies and bodies	✓	
Thorough knowledge of legislative and structural context of services and functions that make up the portfolio managed by the post holder.	✓	

