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| **Job Description and Person Specification** |  |
| **This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.**  **Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.** | |

**SECTION A: Role Profile**

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| **Post Title** | Assistant Director for Environment, Highways and Sustainability | **Post No** |  |
| **Directorate** | Economy and Infrastructure | | |
| **Division** | Environment, Highways and Sustainability | | |
| **Band and Salary** | Band – Assistant Director (JNC)  £89,933 to £95,809 per annum. Incremental progression is subject to performance. | | |
| **Responsible to** | Director of Economy and Infrastructure | | |
| **Location** | Council House | | |
| **DBS Check** | Not Applicable | | |
| **Fluency Duty** | This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers. | | |

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| **Car User Status** | This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively.  Applicants must be able to drive, have a driving licence and be a car owner, however for disabled applicants, reasonable adjustments will be made where required. |
| **Special Conditions** | There will be a requirement to work such hours as necessary to fully perform the duties of the post. Evening and occasional weekend working will form part of this working pattern. |

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| **Role Purpose** |
| 1. To ensure that the Council delivers high quality environmental and highways services in conjunction with its partners. 2. To lead the delivery of the Council’s ambitions for environmental sustainability in Solihull. |

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| **Role Responsibilities** |
| 1. Lead an effective Environment, Highways and Sustainability service, holding accountability for all aspects of planning, finance, performance, people, change and risk management within the service. In doing this, the postholder will ensure delivery of the highest quality service that can be provided to customers with the resources available. 2. Lead on the procurement and management of the Strategic Environment and Highways contracts. 3. Lead the strategic planning and delivery of physical infrastructure and services across the Borough, including high-profile, high-risk services such as waste collection, street cleaning and highways. The postholder will ensure high quality and cost effectiveness across some of the Borough’s highest profile and highest cost services. 4. Lead the management and development of physical infrastructure to improve the quality of the street scene, reduce traffic congestion and increase walking and cycling. 5. Lead the Council’s work managing and improving the public realm and delivering the highest standards. 6. Commissioning of highways and structural maintenance programmes, active travel and road safety programmes to reduce congestion and casualties in line with the capital and revenue funding streams. 7. Lead on ensuring compliance with Environment Agency directives for environmental service and compliance with relevant legislation, policies and regulations governing the areas of environment and infrastructure. Keeping up to date with changes and best practices. 8. Lead on partnership working with agencies such as Highways Agency, Transport for West Midlands, West Midlands Combined Authority and neighbouring authorities on matters of strategic infrastructure planning. 9. To be the Council’s lead professional and most senior subject matter expert on environmental sustainability, carbon reduction and infrastructure. 10. Lead the delivery of the Solihull Climate Change Prospectus that articulates Solihull’s low carbon vision and ensures we are at the forefront of the UK’s transition to a low carbon economy. 11. Lead the implementation of the Solihull Net Zero Action Plan to reduce greenhouse gas emissions and transition to net zero, including carbon emissions from the Council’s operations. 12. Lead innovation in service delivery, environmental sustainability and use of new technologies in order to improve quality, productivity and cost effectiveness. 13. Be responsible for ensuring project and programme governance is established and adhered to in line with Council Standing Orders. 14. Establish and sustain effective working relationships with portfolio holders, Cabinet and other elected members in supporting and implementing the Council's strategic priorities. 15. Ensure all statutory duties associated with the service are fulfilled. 16. Undertake any other duties commensurate with level of responsibility of the post. |

**Section B: Person Specification**

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education & Qualifications** | Degree level/professional qualification in a relevant discipline within the portfolio of functions covered within the post and/or significant relevant knowledge and skills built up through extended experience.  Evidence of continuing personal development and its impact. | A leadership qualification or evidence of extensive study of leadership and management. | Application |

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| **Experience & Knowledge** | 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. |  | Application and interview |
| Effective leadership, management and experience across a range of development services with multiple stakeholders. |  |
| A track record of successfully working in a complex, multi-disciplinary public sector/ partnership environment. |  |
| Proven experience of effective financial management including budgetary planning, monitoring and control. |  |
| Evidence of managing a performance framework including evaluation of service quality and delivery of change, innovation and continuous improvement. |  |
| Proven experience in improving outcomes across a range of services, with a particular focus on planning and delivering sustainable growth. | Proven experience in improving outcomes specifically in relation to environmental sustainability and sustainable growth. |
| Comprehensive understanding, of working within a political environment, including the provision of advice and guidance on strategic issues. |  |
| Experience of managing large and complex contracts, programmes and projects. |  |
| Knowledge of issues relating to environmental sustainability and climate change. |  |
| Familiarity with democratic and other decision-making processes. |  |

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| **Skills & Abilities** | Proven leadership skills within a multi-agency context. | Application, assessment and interview |
| Awareness of, and responsiveness to, “organisational politics” and ability to establish positive relationships with partners. |
| Very strong communication, negotiation and problem-solving skills. |
| An ability to influence outcomes through effective reasoning, persuasion and diplomacy |
| Excellent written and presentation communications skills (e.g. for report writing) |
| Ability to work on complex matters with minimal supervision. |
| A proven ability to deliver change |
| A good understanding of contract, programme and project management principles. |

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| **Core Behaviours** | **Excellence -** With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a ‘can do’ attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers. | Interview |
| **Simplicity -** You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working. | Interview |
| **Trust and Respect -** You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect | Interview |
| **Working Together -** You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve. | Interview |
| **Responsibility -** You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions. | Interview |
| **Leadership -** Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential**.** | Interview |

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| **Compiled/Reviewed by** | Mary Morrissey |
| **Date** | January 2024 |

**Section C: Additional Information**

**Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

**Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others’ health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council’s Corporate Health and Safety Policy and any local safety procedures.

**Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

**Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

**Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

**Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.