

Job title: Director Environmental and Cultural Services

Directorate: Environmental and Cultural Services

Service: Environmental and Cultural Services

Reports to: Chief Executive

Politically Restricted Post: Y

Pay Band: D1

Job Description:

Overview

The postholder shall provide strategic leadership, operational oversight, and organisational direction for the council. The role ensures that services are delivered efficiently, resources are managed responsibly, and the council's long-term vision is translated into practical outcomes for residents, businesses, and partners.

The Director shall act as a key advisor to elected members and represent the council at regional and national levels.

The Director of Director Environmental and Cultural Services shall be responsible for following specific service areas:

Head of Environmental Services

- Regulatory Services
- Environmental Health
- Licensing
- Enforcement
- Emergency Response

Head of Waste and Street Cleansing

- Waste Collection
- Recycling
- Street Cleansing
- Fleet Management (Operators Licence)

Head of Leisure and Cultural Services

- Arts Centre
- Crematorium
- Events
- Markets
- Leisure

Head of Property and Assets

- Property Estate
- Commercial Property
- Car Parking
- Facilities Management

Key Responsibilities

Strategic Leadership

- Lead the development and delivery of the council's corporate strategy, ensuring alignment with statutory duties and community priorities.
- Provide clear, forward-thinking leadership to senior managers and service heads across a range of specific heads of service that report to them as well as others across the organisation.
- Lead translation and delivery of the Council's Corporate Plan and its stated priorities and objectives into practical outcomes for residents, businesses, and partners within the allocated resources.
- Drive innovation, transformation, and continuous improvement across all council functions.

Governance & Decision-Making

- Serve as the principal advisor to committees and elected members, offering evidence-based recommendations and professional guidance.
- Ensure compliance with all relevant legislation, regulatory frameworks, and governance standards.
- Oversee preparation of reports, business cases, and policy proposals for committees.

Service Delivery & Performance

- Ensure high-quality, cost-effective delivery of council services that the Director has responsibility for.
- Establish performance frameworks, KPIs, and monitoring systems to track service outcomes.
- Lead major programmes and projects, ensuring they are delivered on time, within budget, and to specification.

Financial & Resource Management

- Support and ensure adherence to the council's budget process, ensuring financial sustainability and value for money as part of the Council's Leadership Team.
- Lead medium- and long-term financial planning, including capital investment strategies.
- Ensure effective management of assets, contracts, procurement, and commissioning arrangements.

Partnerships & External Relations

- Build strong relationships with government departments, neighbouring authorities, health partners, voluntary organisations, and local businesses.
- Represent the council in regional forums, strategic partnerships, and cross-sector initiatives.
- Champion the district's interests in discussions on funding, infrastructure, and policy development.

Community Engagement

- Promote transparency, accountability, and meaningful engagement with residents.
- Support initiatives that strengthen community resilience, inclusion, and local democracy.
- Ensure the council responds effectively to emerging local needs and public feedback.

Organisational Culture & Workforce Leadership

- Foster a positive, inclusive, and high-performing organisational culture.
- Lead workforce planning, talent development, and succession strategies.
- Ensure compliance with HR policies, health and safety requirements, and equality duties.

Person Specification

Essential Skills & Experience

- Proven senior leadership experience within local government or a comparable complex organisation.
- Strong understanding of UK public-sector governance, legislation, and financial management.
- Demonstrable success in strategic planning, service transformation, and organisational change.
- Excellent political awareness and ability to work constructively with elected members.
- Exceptional communication, negotiation, and stakeholder-management skills.
- Experience managing large budgets and multi-disciplinary teams.
- Professional Qualification and membership of relevant functional area.

Desirable Attributes

- Experience working within a district or unitary council environment.
- Track record of leading cross-authority or regional partnerships.

Personal Qualities

- Visionary, decisive, and resilient leadership style.
- Commitment to public service values and community outcomes.
- Ability to balance strategic thinking with operational delivery.
- Integrity, transparency, and a collaborative mindset.

Values & Behaviours

- Helpful
- Kind
- Trustworthy
- Open
- Reliable

People Management

Our People Managers inspire optimism, seek opportunities, show genuine appreciation and welcome feedback and new ideas.

The headings below set out how we expect our people managers to demonstrate our values:



Additional Role Conditions

- Working pattern: [e.g., Monday–Friday with regular evening meetings and occasional weekends].
- Participate in the out of hours rota and emergency response activities as required.
- Safeguarding: All staff share responsibility for safeguarding and promoting the welfare of children and vulnerable adults.
- DBS check: Yes- Basic
- Flexibility: [Expectation to work across locations and adapt to organisational needs].

Approval & Version Control

Prepared by	[Enter details]
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Approved by	[Enter details]
Date	[Enter details]
Version	[Enter details]