

SLOUGH BOROUGH COUNCIL

JOB DESCRIPTION

JOB TITLE: Assistant Director Environmental Services and Quality

DIRECTORATE: Green & Built Environment

RESPONSIBLE TO: Strategic Director of The Green & Built Environment.

RESPONSIBLE FOR:

- Local Agenda 21.
- Environmental policy (E.g. Biodiversity, Fairtrade)
- Climate change policy.
- Energy Conservation (HECA)
- Contaminated Land.
- Air Quality and Radiation Monitoring"
- Sustainable Waste Management & Recycling.
- Street Cleaning.
- Grounds Maintenance.
- Parks, Open Spaces, Woodland & Play Area Maintenance and Management.
- Management of Parks Community Facilities Buildings.
- Parks Development & identification of funding opportunities for parks and open spaces.
- Allotments.
- Clienting – Enterprise Contract.
- Petroleum Licensing.
- Local Authority Air Pollution control - Authorised Processes.
- Public Conveniences.
- Cemetery & Crematorium.
- Registrars Service.
- Citizenship Ceremonies.
- Coroners Service.
- Management of Wexham Nursery & Horticultural Therapy Unit.

MAIN PURPOSE OF JOB:

1. To drive, organise and co-ordinate the Environmental Services & Quality functions.
2. To provide leadership, direction and management of the Environmental Services & Quality teams.

3. To lead and promote the Council's response to carbon management, driving continuous improvement through innovation and best practice.

MAIN RESPONSIBILITIES:

Corporate

1. To drive, organise and co-ordinate the Council's Environmental Services & Quality functions, providing leadership, strategic direction and management, to the services.
2. To support organisational change, ensuring appropriate systems of performance management and development, communications, quality measures, monitoring and review are in place.
3. To promote corporate working and lead or work as part of multi disciplinary project teams to enable the breaking down of departmental barriers and engender the concept of both internal and external partnership working
4. To be a member of the Directorate's Senior Management Team, contributing to the development and implementation of policies and strategies that will optimise service delivery by the Council to its clients.
5. To work with a range of partners, including the community and the voluntary sector on improving service delivery and promote creative and innovative ways of tackling local problems. Ensure services are developed which meet the needs of the ethnically diverse community and are accessible to all users.
6. To promote a positive image of Slough and represent the Council on environmental issues at local and national level, attending and presenting at conferences, seminars and working parties, as may be required, and liaising with appropriate national agencies.
7. To comply with the Council's Standing Orders and Code of Conduct and to advise the Chief Executive, Directors and Members as necessary.
8. To ensure full compliance with the Health & Safety at work act 1974 and the Council's Health & Safety Policy and all locally agreed safe methods of work.
9. To promote the Council's equal opportunity policies and to avoid all forms of discrimination as an employer and service provider.
10. To assist in providing an effective response to emergencies including any required call outs and undertake any duties that are consistent with the Council's expectations of a senior manager.

Service

1. To deliver effective management of Environmental Services and Quality, its financial and other resources and achieve best value in the delivery of its services.
2. To provide high quality and timely advice to the Council advising the Strategic Director, Chief Executive, the Cabinet, Scrutiny Committee and Panels,

Members and other colleague officers on all aspects of Environmental Services and Quality.

3. To be lead adviser on environment policy and sustainability and to raise the Council's profile on lobbying for environmental policy and sustainability issues at regional and national level.
4. To organise systems for the effective communication & consultation on environment policy and services delivery and the organisation and promotion of necessary campaigns and events.
5. To be responsible for managing the Environmental Services Partnership, working closely with other key stakeholders.
6. To commission contracts and services ensuring that environmental services are delivered in accordance with contract and customer requirements and that there is effective monitoring arrangements to ensure best value and the attainment of specified quality standards.
7. To ensure that the Council complies with all the necessary legal requirements relating to the Contaminated Land Regime, the UK Air Quality Strategy, Petroleum Licensing and Authorised Processes and ensure that these services are regulated in a fair and equitable manner.
8. To ensure that service, statutory and other required strategies, plans & reports are prepared effectively, co-ordinated efficiently, achieve targeted actions and time-scales, are properly consulted upon and effectively monitored.
9. To deliver cost effective, high quality, responsive services within the resources made available to the Council and to deliver partnership arrangements to deliver integrated service provision with a range of agencies.
10. To lead Environment Services and Quality ensuring the achievement of IIP status and that the Council's HR policies are in place to motivate, train and appraise employees to optimise their skill, contributions and outputs.
11. To plan and keep under review allocated budgets in line with the practices and procedures agreed by the Council, to monitor and control budgets and ensure clear accountability.
12. To maximise the Council's funding in relation to Environmental Services and Quality through a range of funding opportunities.
13. To plan and implement changes in structures, systems, practices and procedures to achieve an organizational culture that is routed in customer care, operational efficiency and best practice and which promotes, the Council as a learning organisation.
14. To oversee the management of allocated business units (Cemetery and Crematorium, Wexham Horticultural Nursery and Registrars Service), optimising income and ensuring the services meet the needs of the local community.

Person Specification
Assistant Director, Environmental Services & Quality

	Description	Essential/ Desirable
Experience	Significant experience in the environmental functions covered by the post and as a senior manager in the public sector.	Essential
	Track record of developing and implementing successful environmental policies and strategies.	Essential
	Success in working with Members, Directors, Senior Managers and key stakeholders and building relationships of mutual trust, respect and co-operation.	Essential
	Success in building and leading teams and acting in partnership with others.	Essential
	Commissioning and management of outsourced contracts.	Essential
	Record of achievement in promoting service improvement and in customer care.	Essential
	Record of successfully developing and implementing strategies addressing directorate and corporate objectives.	Essential
Knowledge	A significant understanding of the operational, statutory and non statutory duties and the strategic objectives of the Council and other partner organisations.	Essential
	An in-depth understanding of environmental policy and services.	Essential
	An in-depth understanding of contract procurement and management and the legislative and regulatory framework.	Essential
	A clear understanding of best value, budget and performance management.	Essential
Key Competencies	Leadership skills to inspire commitment and co-operation from teams and individuals in the directorate and throughout the council together with the ability to motivate and develop staff and foster a positive working culture.	Essential
	A well developed strategic perspective, creatively applied in response to a range of environmental policy and service issues.	Essential
	Lateral thinking used to develop creative policy and management issues and creating ownership of these amongst key audiences.	Essential

	Understands and applies Best Value principles to ensure the most cost-effective outcomes are achieved within limited resources.	Essential
	Has the personal credibility and interpersonal skills to work appropriately and effectively with politicians, key stakeholders, government representatives and colleagues.	Essential
	Confident in leading and working in multi-disciplinary teams.	Essential
	Draws logical conclusions from the analysis and interpretation of complex financial and numerical information.	Essential
	Well developed project and programme management skills.	Desirable
	Communicates clearly, simply and effectively. Can influence a wide range of audiences.	Essential
	Manages change and conflicting and competing priorities effectively.	Essential
	Resilience and drive to meet the demands and pressures of the post including the ability to cope effectively at times of crisis.	Essential
	Collaborative approach and solution orientated.	Essential
	Negotiates effectively to ensure the best interests of the Council.	Essential
	Committed to social inclusion and to equality of opportunity in employment and service delivery.	Essential
	Applies ICT solutions to improve service delivery.	Desirable
Qualifications	An appropriate professional qualification related to environmental services.	Essential
	Evidence of continuing professional development.	Essential
	A relevant post graduate qualification.	Essential
	Management qualification e.g. DMS or MBA	Desirable