



Role Profile

Head of Environment & Waste
Inclusive Economy & Sustainability



SWINDON
BOROUGH COUNCIL

Role Profile: Head of Environment & Waste	Role Profile Number: SBC_12177
Grade: CFL 13	Salary:
Directorate/Group: Inclusive Economy & Sustainability	Reporting to: Director of Operations
Date Prepared: 1 st July 2024	Structure Chart attached: Yes

Job Purpose

The strategic and operational management and control of Environment and Waste Operations ensuring that the service meets national and local priorities in a customer-focused and efficient way. Lead advisor to the Council on waste and recycling, fleet, parks, open spaces and arboriculture and grounds management and maintenance.

To make a significant contribution to the overall raising of standards across our environment and waste portfolio contributing to improving outcomes across all aspects of the service but also ensure our services are positioned support the council's emerging new ways of localities working.

On a day-to-day basis, be 'hands-on' to lead a team of professionals responsible for to all elements of the council's end to end waste functions. It is specifically accountable for all elements of the environment and waste services.

Reporting to the Director of Operations you will provide clear leadership and support to your teams and engender a culture of operational excellence, focusing on innovative ways of working that both enhance the service and reputation of the Council and ensuring our residents remain at the heart of everything we do.

Key Accountabilities

- The postholder will take strategic budget responsibility c.£20m capital and revenue and staff budgets and circa £xxm of capital funding although this fluctuates annually) ensuring that the council's environment and waste functions and statutory duties are delivered in a customer focused and solutions led manner.
- To take a "one Council" approach to deliver more effective outcomes and at all times avoid a siloed, single division or service area approach.
- To actively seek out and learn from external good practice and bring those new ideas and ways of working into service development and delivery.
- To contribute and lead as required as a project owner on the delivery and implementation of specific corporate projects as required.

- To actively role model the council's priorities and ways of working and the council's leadership framework and values.
- To lead, manage and develop staff teams and ensure compliance with the Councils performance management system and all HR policies and procedures
- Be accountable for associated budget and have affordable plans in place to deliver the annual budget and Medium-Term Financial Plan.
- Act as the strategic contract lead for all environment and waste management contracts, ensuring contracts are effectively monitored against key performance indicators and implement remedial action, as required.
- Strategic management and planning of the Council's fleet of vehicles and plant; enabling the delivery of front-line services. Responsible for providing an effective, value for money, and efficient customer focused transport and fleet management function to the Directorate and wider Council that meets legislative requirements.
- Provide assurance that the services are compliant and performance monitoring is part of the corporate rhythm, and exceptions have robust action plans.
- To operate within the governance, financial and legal frameworks of the Council at all times.
- Ensure equalities is embedded into all aspects of professional and managerial roles, including service delivery and at all times carry out your duties with regard to the Council policy.
- Ensure by robust management that the services and staff you are responsible for adhere to the Council's Health and Safety Policy and operate within the safety management frameworks.
- To ensure the effective management of data and security of information received and used within the division, to comply with the relevant legislation such as GDPR and the Freedom of Information Act, recognising that the council wishes to operate in the most open and transparent way.
- Participate in cross organisational risk management and emergency planning activities as required
- To simplify complex statutory and technical legislation and offer strategic environmental and waste management advice to Elected Members, the Chief Executive, the Corporate Leadership Team, statutory officers, and senior leaders.
- To interpret existing and emerging legislation to develop processes and procedures to ensure compliance with all statutory requirements within cash limits.
- To identify, secure and allocate resources to minimise expenditure and maximise opportunities to enhance and improve the environment and waste services.
- Ensure that the culture, behaviours and shared values that make the Council successful are embedded across the service and create an effective and efficient working environment to deliver Council priorities and pledges.

Supplementary Accountabilities

- To be the council's lead technical officer on all aspects of environment and waste management.
- To embed commercial awareness throughout the environment and waste team to recognise the impacts on its day to day work in unlocking better outcomes for our communities.
- Embedding and maintaining rigour of key service performance indicators and service outputs which exceed local targets and contribute to the financial resilience of Swindon Borough Council.

- Through your visibility as a leader, provide clear direction and a motivational and inspirational environment for teams and individuals to develop.
- To carry out such other duties as may be expected by a senior officer at this level.
- To deputise for the Director of Operations/Managing Director when requested.
- As a line manager, to ensure that the organisation's health, safety, equality, diversity and inclusion policies are fully implemented at all times and in all aspects of service delivery and employment.
- As a member of the Operational Senior Management team, adopt a collaborative and supportive approach, maintaining up to date professional knowledge and providing advice and assistance to colleagues as required.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Significant senior management competence in managing operational services within the environment, fleet and waste setting or related field with a proven track record of leadership and strategic planning within a local authority or similar public sector environment.
- A proven ability of successful change management, implementing and delivering new working policies and practices alongside significant cultural and structural change that deliver improved services for customers in a more efficient way.
- Ability to work across organisational and professional boundaries, to contribute to the establishment of the desired organisational culture, to partnerships and to challenge inappropriate behaviour.
- Proven experience of successful financial management including budget formulation, including a track record of improving services, managing complex budgets, involving a range of funding streams, and delivering value for money.
- A proven track record of establishing and sustaining a performance management culture, supported by effective and efficient management information systems
- Able to deal with ambiguity and the pace of change within local government, confidently making and standing by decisions in challenging situations and persisting with flexibility in the face of setbacks
- Track record of developing staff, building effective teams and leading multi-disciplinary professional staff to achieve organisational aims and objectives
- An ability to lead and manage high-profile front-line services to our communities
- Extensive experience of supporting decision makers, including Councillors and statutory consultees and strategic partner organisations to achieve positive outcomes
- Ability to make site visits throughout the Borough and attend meetings outside the Borough.

Qualifications

- A professional or management qualification or educated to degree level or demonstrable equivalent experience.
- Evidence of continuing professional development, leadership and personal
- A Member of the Chartered Institute of Wastes Management (CIWM) is desirable, or a demonstrated commitment to joining CIWM.
- Competent working knowledge of Prince 2 Practitioner or knowledge of 'programme and project management techniques' within a similar digital environment

Decision Making

- The postholder has delegation of powers as head of environment and waste services to make significant, complex, decisions and must be aware to manage corporate risks.
- The postholder must take effective decisions quickly and act on their own initiative in order to resolve problems. Effective delegation across the team will be essential to empowering the team to run efficient services.
- The postholder must be able to quickly get to the heart of issues and accurately assess and manage risk
- The postholder must show creativity in using intellectual capital and resources to deliver cost effective services
- The postholder will be accountable for the successful operational delivery of the services and by extension to cross council transformational priorities.
- Through developing and reviewing environment and waste management strategies, the postholder must ensure decisions taken are based on clearly defined needs of the council (and our wider community) ensuring both short, mid and long term requirements are planned for.

Creativity and Innovation

- Constantly reviews ways of working and identifies opportunities to improve the quality of work of the service
- Identifies creative solutions to Council-wide issues and takes action to implement them
- Shows creativity in using resources to deliver cost effective services, engaging external experts where relevant, and looking beyond the boundary of current service delivery
- Continually identifying, evaluating and implementing innovative new areas of partnership working where it is beneficial to Swindon

<p><u>Job Scope</u></p> <p>Number and types of jobs managed To lead and co-ordinate service delivery and performance in the following service areas;</p> <ul style="list-style-type: none"> • waste collections operations • waste disposal operations, • HWRC operations, • waste disposal contract management, • Fleet management 	<p>Budget Holder:</p> <p>Responsibility:</p>	<p>YES - Overall responsibility for the service area budget</p> <p>The postholder will take strategic budget responsibility (circa £12m revenue and staff budgets and circa</p>
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<ul style="list-style-type: none"> • Waterside site operations and compliance • Arboriculture and Grounds management and maintenance <p>The total service staffing headcount is c.200 via 5 direct reports. The postholder will also convene cross-service and multi discipline boards to develop polices to support strategic environment and waste services.</p> <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • To visibly lead the day to day running of the environment and waste services and associated statutory elements. • Detailed budget monitoring • Implementation of staffing and performance matters including recruitment and retention of staff. • Develop and maintain robust service performance measures to ensure effective and efficient frontline services. • Support to the lead member for environment and transport 	<p>Asset Responsibility:</p>	<p>£8m of capital projects although this fluctuates annually) ensuring that the council’s environment and waste services responsibilities are delivered in a solutions led and statutorily compliant manner.</p> <p><i>Services are recognised as income generating and have significant targets to support key front-line service spend.</i></p> <p>Various operational assets and equipment</p>
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Contacts and Relationships

The Postholder will work in a collaborative manner with Members, Corporate Boards, other directorates, external and internal stakeholders, community members and other bodies that interact with this role to deliver solutions led positive outcomes.

Values and Behaviours

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

The postholder will be required to observe and fulfill the seven principles of public life (also known as the Nolan Principles):

- Selflessness - *Holders of public office should act solely in terms of the public interest.*
- Integrity - *Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not*

act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

- *Objectivity - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.*
- *Accountability - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.*
- *Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.*
- *Honesty - Holders of public office should be truthful.*
- *Leadership - Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.*

Other key requirements of the role

The post holder is jointly accountable with the corporate management team and all senior management for the delivery of the outcomes within the Swindon Plan and will personally lead relevant elements of it and champion it overall. Further, the post holder will also empower and enable staff within the service area to lead and partake in cross-council projects to support the delivery of outcomes within the Swindon Plan. The post holder will:

- ensure financial probity and competence of financial management across their department and that effective arrangements are in place to meet legislative and statutory requirements in relation to financial management, audit and internal control.
- ensure the corporate parenting responsibilities for the council's looked after children and care leavers are fulfilled in accordance with the Children and Social Work Act 2017.
- participate in the council's emergency arrangements as an on-call member and will fully participate as required, which may require chairing the formal council meetings.
- ensure that all relevant health & safety legislation and the council's health & safety requirements are reasonably complied with.
- be required to operate within any relevant delegations as detailed in the council's scheme of delegation of the council's constitution.
- be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and to ensure appropriate representation of the council with residents, the Leader and Cabinet and all elected Members and external bodies.
- Team player capable of influencing and working within cross-functional teams at all levels
- Able to deal with ambiguity and the pace of change within local government, confidently making and standing by decisions in challenging situations and persisting with flexibility in the face of setbacks
- Having the confidence to speak out for what is best for Swindon, even when it is not easy to do so.
- Ability to make site visits throughout the Borough and attend meetings outside the Borough

Other Key Features of the role

- The operational working environment can occasionally be unpleasant or involve hazardous conditions as would be expected within an operational waste site such as Waterside Park and working on or about the public highway.

This is a politically restricted post under the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990. The individual holding this post cannot have any active political role.

Politically restricted employees are prohibited from:

- standing for office as local councillors, MPs, MEPs, Members of the Welsh Assembly or Members of the Scottish Parliament,
- canvassing on behalf of a political party or a person who is, or seeks to be, a candidate, and
- speaking to the public at large or publishing any written or artistic work that could give the impression of advocating support for a political party.

Employee Name: Enter name here	Employee Signature:
Date: Enter date here	<i>Sign here</i>
Line Manager: Director of Operations	Line Manager Signature:
Date: Enter date here	

