

**Appendix A
Job Profile – Director of Environment**

Job Profile

Job Title:	Director of Environment
Directorate	
Service/Section:	
Post Number(s)	
Job Evaluation Number	
Grade:	G16
DBS required	N/A
Date last revised	
Reports to	Strategic Director, Place

Reporting staff: Assistant Director, Place, Environment, Heads of Service and Officers

Purpose of Role
<ul style="list-style-type: none">• Lead and manage a portfolio of services including those designed to ensure a clean and safe, public realm, delivered both in house and through third party relationships, including: Street cleansing, recycling and waste management; Highways maintenance, street lighting, traffic management, Parking services and sustainable transport; Parks and open spaces, and grounds maintenance.• Develop and deliver an effective infrastructure and sustainability plan for waste and energy.• Lead for the Climate Action plan for Council.• Accountable for the strategy and delivery of Environmental Services.

Duties and Responsibilities
<ul style="list-style-type: none">• Deliver and manage the one Environment service, bringing together grounds maintenance functions across all the Council's assets to ensure a consistent, high quality service.• Act as a champion for local businesses and ensure that they have access to responsive services from the Council.• Provide leadership and direction for the full range of regulatory and non-regulatory services on behalf of the council and in the public interest. These include (although are not limited to): Horticulture, Street Cleansing, Waste Management, Recycling, Parks, Parking and Highways• Champion and support the Council's environmental activity ensuring sustainability is embedded in every activity undertaken with accessible and high quality open and green spaces, streets free from litter and fly tipping enforcement in place

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- Lead the development of the Council's Strategic Plan and Local Area
- Develop, implement, monitor and regularly review the Council's open space, integrated waste, transportation and transport strategies ensuring that they reflect best practise, are customer focused, maximise opportunities for innovation and partnership working and deliver value for money.
- Represent the Council on directorate issues at all levels both within the Council and externally and to maintain professional relationships with other local authorities, partner organisations, government departments, funders, trade organisations and other relevant bodies
- Lead, manage and be accountable for all directorate activities ensuring that 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
- Ensure the effective procurement and management of all contracts and budgets within the directorate exploring the potential for shared services and third sector involvement where appropriate in order to create efficiencies and develop the local economy.
- Develop and ensure the timely and effective delivery of an Environment capital investment programme aligned to strategic priorities and including bids to external funding bodies where appropriate.
- Ensure that all services within the directorate, including those provided by external contractors have robust business continuity plans and contribute to the discharge of the Council's Civil Contingency responsibilities.
- For all those functions within the service area (which may vary through time), to ensure their effective and efficient management and to ensure service delivery of the highest quality and best value for money. In addition, provide an analysis and interpretation of legislation or regulations relating to the work of the service division including offering advice on such matters to the Chief Executive, Elected Members, Assistant Directors/Head of Service colleagues
- Ensure sound working relationships with the GLA, ELWA, MHCLG, HLF, Department of the Environment, Highways Agency, Transport for London, London Councils, other agencies and councils to ensure collaborative working on cross Borough and regional and sub-regional strategies to maximise investment in and ensure the effective management of the built and natural environment and all infrastructure
- This job description provides a summary of your key responsibilities and is not intended to be an exhaustive list. You may be required to perform other duties and tasks as assigned.

Additional Requirements:

- Comply with any and all legislation and good practice appropriate to the work you undertake, and particularly that related to:
 - Safeguarding

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- Information security and confidentiality
- Equality, diversity and inclusion
- Health and safety.
- This is an unprecedented time of social, technological and financial change. The Council needs all staff to embrace change by demonstrating a flexible attitude to work, understanding that for us to provide excellent services to the people of Havering, you may be required to undertake other duties in line with the overarching nature of this role and your level of skills and responsibility.
- Assume Silver command as part of the Council's response to major events or emergencies.
- Embrace the Council's iCare values and behaviours in all aspects of work and service delivery.
- From time to time there may be exceptional circumstances which you will be required to make yourself available to support emergency planning that may include out of hours cover.

Person Specification

Qualifications
Relevant Qualification for discipline Degree educated or equivalent experience
Experience
<ul style="list-style-type: none">• Manager of a directorate, possessing broad experience within area of expertise.• Experience of providing a high level of business information and support within a complex, politically sensitive and customer focussed environment.• Demonstrable experience of working effectively at a senior level, including partnership with the Strategic Director, representing one's organisation, building, and maintaining excellent relationships, promoting ideas and influencing decision-makers at all levels.• Experience of working effectively within a political environment, providing clear, balanced advice and guidance on strategic issues.• A proven track record of successfully leading and managing the direct provision and commissioning of high quality services at a senior level in the public and/or private sector and translating local, regional and national requirements into practical outcomes.• Evidence of experience in managing and controlling complex budgets and business planning processes to ensure the most cost effective use of resources.• Detailed knowledge of the work area and a general understanding of wider organisational procedures and regulations as applicable.• Experience of presenting to meetings and forums including senior managers, stakeholders and elected officials.• Experience of managing wider resources via a matrix management approach.• Have a proven track record of successfully designing and delivering medium-size, multi-stakeholder projects and programmes.• Proven experience of prioritising own work schedules and the work schedules of others.• Proven experience of political awareness.• Experience of leading and motivating successful teams.• Proven experience of effective strategic thinking, detailed planning and the ability to deliver to clear long-term objectives.
Skills and Attributes
<ul style="list-style-type: none">• Full understanding of impacts of their directorate on the organisation.• Able to lead and direct across their function and to motivate and inspire people.• Able to consider the wider implications for our residents, partners and stakeholders with all decisions.• Lead and enable delivery and development of work-streams.• Ability to deal with a broad range of complex problems requiring application of best practice.• Ensures goals set are always with a focus on service and delivery.• Politically adept and sophisticated.

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- Presents a positive product and service approach to enable people to understand what's available and how to access this.
- Thorough understanding of wider organisational issues and matters, including own area, and able confidently to give advice, or persuasion, within and outside of the organisation.
- Demonstrates high personal standards and quality of work in representing the organisation.
- High level of personal resilience and integrity.
- Excellent communication skills demonstrating the ability to inspire and influence at a senior level internally and externally, deliver complex information effectively to all audiences and build effective business-like relationships with key stakeholders of the service, demonstrating high trust and integrity.
- Have a proven track record of successfully designing and delivering medium-size, multi-stakeholder projects and programmes.
- Experience of leading and motivating successful teams.
- Experience of working effectively within a political environment, providing clear, balanced advice and guidance on strategic issues.
- Identifies and understands the communities in which we work, and their needs.
- Leads by example, role modelling corporate values and behaviours.
- Identifies the communities in which we work and specific stakeholder groups and develops a good rapport and understanding of their requirements.
- Role models a service approach in the Directorate ensuring that reports also provide a good level of service being provided and ensure improvements are made when required.
- Provides leadership and ability to coach and mentor middle managers.
- Drives and develops a responsive service delivery culture for the directorate.

August 2024.