

Job description



South
Cambridgeshire
District Council

Department: Shared Waste & Environment	Location: Cambourne/Waterbeach
Job title: Head of Climate, Environment and Waste	Post number:
Grade: Grade 11 (This is an indicative grade, pending job evaluation)	SCP range: 55-60
Responsible to: Chief Executive	Responsible for: Shared Waste & Environment
Health Considerations/ Risk/ Surveillance Required:	

Description of duties and responsibilities

All Heads of Service are active members of the Senior Leadership team, and this role is unique in that it delivers a key service for two councils (South Cambridgeshire District Council and Cambridge City Council).

Key responsibilities / specific duties

- To be a highly effective leader and manager of a range of services; being accountable for effectively managing budgets, resources and people. To influence the shape and direction of outcomes, and services to deliver the Councils' priorities.
- Ensure the Councils' strategic goals are clearly communicated through excellent leadership, providing direction and clarity to help ensure staff understand and commit to delivering the business plan.



- To manage the political interface with the service area; meeting the expectations of both Councils' Cabinets and Leadership teams in managing the political landscape.
- To ensure the effective delivery of high quality, customer focussed and cost-efficient services that work to deliver the Councils' Business plans and priorities whilst maintaining the ability to flex and adapt to change; to lead change effectively; creating and maintaining a 'One Council' approach, working collegiately across services and where appropriate, organisation boundaries to achieve the most effective outcomes for the communities of South Cambridgeshire and Cambridge City.
- To develop strategies and business plans and models that are set and aligned with the Councils' plans, vision and statutory obligations.
- To contribute to the formation of the corporate vision and strategy to deliver high quality, cost effective solutions to achieve the best possible outcomes and better public services for local people.
- Maximise service performance through effective management and processes, which are delivered with pace, and enabled by effective and informed decision making and information sources.
- To manage and monitor service budgets to ensure that expenditure and income targets are met, budgets are transparent and aligned to service plans.

This post is politically restricted under the Local Government and Housing Act 1989

Principal Accountabilities

- Provide effective and appropriate direction, clarity of purpose, controls and leadership to create an environment of innovation, empowerment and accountability, increasing capacity, delivery and financial sustainability.
- Develop and implement strategies for the delivery of services, including shared services, partnership working and alternative delivery models where appropriate, taking into account anticipated developments in the external environment and influencing those developments appropriately.
- Be responsible for ensuring that the quality and delivery of service provision meets or exceeds customer expectations and that statutory expectations are fulfilled.



- Lead and develop teams to achieve high levels of performance, continuous improvement and high levels of commitment and engagement whilst ensuring they are supported appropriately.

Skills & Behaviours

- Business acumen and knowledge of the external environment, best practices and local government landscape as relates to the service.
- Ability to lead and manage services and change effectively.
- Ability to produce informative and well written reports and identify options and solutions to service and organisation problems and challenges.
- Ability to assess business needs; manage demand effectively and identify service solutions including the effective use of technologies and stakeholder feedback.
- Proven leadership and management of a range of services including strategic and operational delivery at pace and with effective outcomes.
- Strong written and verbal communication skills and the ability to tailor communications to the audience.
- Good interpersonal skills including the ability to work across services and organisational boundaries.
- Ability to deal with difficult situations, understanding of customers (internal and/or external) and the ability to manage their demands.

Attributes

- Behaves in a way that demonstrates good judgement in complex situations.
- Works with pace and energy, using their judgement to focus on change that makes a real difference.
- Starts from a position of trusting colleagues and builds strong relationships with a range of people both inside and outside the Councils.
- Maintains the standards expected by the Councils; able to represent the Council; a good role model.
- Communicates in a way which is clear, open, honest, respectful and constructive; listens and responds to information, options, ideas and instructions.



- Looks for creative ways to continuously improve both personally and organisationally.
- Creates a positive atmosphere which motivates employees to a high level of performance; understands the importance of employee engagement and commitment, able to deal effectively with poor performance of a service or an employee.
- Looks to the future of the Councils and its contribution to its communities and the wider region; focusses on sustainability; has a business focus; has an appropriate level of commercial awareness and is able to make best use of resources available.

General Features

- The nature of the post requires commitment outside of normal working hours, including working evenings and weekends when required and emergency on call duty approximately every 9 weeks (for a week at a time) for each Council.

Dimensions

Budget & Staffing

- Gross revenue expenditure (not including staff) - £7.27m
- Income - £7.51m
- Staff – 220
- Salary Budgets - £7.42m
- Investment Partnerships – up to £100m capital investment over four years

Services Managed

- **Shared Waste service:**
Waste Operations
Commercial Waste
Waste Policy, Change and Innovation
- **Environmental Health service:**
People, Protection and Planning
Commercial and Licensing



Key Contacts

Internal

- Elected Members, Chief Executives, Heads of Service and Chief Operating Officer (SCDC), Directors (CCC) all colleagues.

External

- Representatives of statutory agencies; partner bodies; regional, county and local government bodies and agencies; private sector and 'not for profit' sector organisations; community leaders; the media.

Supporting Information specific for the Head of Climate, Environment and Waste

In addition to the above the Head of Climate, Environment and Waste has the following main responsibilities:

- Grow the shared waste service, and South Cambridgeshire streetcare/watercourses services, looking both internally, across services and outwards to partners and customers to ensure they continue as a high-performing, customer-focused services that embrace and deliver innovation, commercial opportunities, profit, value-for-money, a culture of learning and professionalism, and new ways of working.
- For South Cambridgeshire, ensure the efficient and effective functioning of the Environmental Health and Licensing service, acting as a role model for the prevention of silos across the council and ensuring that we always have the customer at the forefront of our operations.
- For South Cambridgeshire, lead and inspire colleagues across the Council in our 'Green to the Core' objective, advising members on all related issues. Plan and monitor the delivery of our aspirational strategies to deliver a greener district, drawing on the resources and brain power of colleagues from all services, members, partners and other stakeholders. Act as lead officer on the Climate and Environment Advisory Committee.



- For South Cambridgeshire, act as a board director on the Council's two Investment Partnerships, which are focused on delivering high quality housing through joint ventures with private sector developers. Sit on this board alongside a councillor director, providing advice and guidance on complex development projects including large scale financial investment.

General to all job descriptions

To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

To comply with / ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Last Reviewed: September 2020