



<b><u>Job title:</u> Chief Officer – Waste Management Services</b>		<b>Date:</b>	<b>Ref:</b>
<b><u>Job Purpose</u></b>			
<p>The Chief Officer Management Services is strategically responsible for the leadership and service management of the Council’s Waste Management Services Group and is accountable for the delivery of agreed outcomes, targets and objectives in particular the current Integrated Waste Management Strategy for Leeds.</p> <p>The post holder will ensure the delivery of improvement targets in the areas of waste reduction, reuse, recycling and diversion from landfill, working closely with partners.</p> <p>The role has overall responsibility for fulfilling the Council’s statutory obligations in relation to waste including collection, disposal and Household Waste Sorting Sites.</p>			
<b><u>Key Requirements</u></b>			
<ul style="list-style-type: none"> <li>• Lead and manage a range of waste management functions ensuring ongoing delivery and continuous improvement of services which meet the needs of citizens and stakeholders and the various outcomes set out in the Integrated Waste Management Strategy for Leeds.</li> <li>• To ensure the delivery of the Integrated Waste Management Strategy for Leeds and the statutory waste management function whilst delivering sustainability in waste collection and disposal, increasing recycling and waste minimisation.</li> <li>• To ensure the delivery of improvement targets in the areas of waste reduction, reuse, recycling and diversion from landfill, working closely with partners.</li> </ul>			
<b><u>LCC Values</u></b>			
<b>Working as a Team for Leeds</b>	<ul style="list-style-type: none"> <li>• Implements corporate decisions with energy and vigour. Uses developed leadership skills to embed a strong team ethos.</li> <li>• Work as a team for Leeds by developing and maintaining good working relationships with internal and external customers, other stakeholders and partners to achieve excellent outcomes for the citizens of Leeds</li> </ul>		
<b>Being Open, Honest &amp; Trusted</b>	<ul style="list-style-type: none"> <li>• Ensures citizens and council members are provided with all relevant information to make decisions; learns from mistakes and seeks to promote continuous improvement and best practice</li> </ul>		
<b>Working with Communities</b>	<ul style="list-style-type: none"> <li>• Works effectively with elected members, a variety of partners, including customers and other organisations to deliver services; communicates and involves stakeholders and the wider community in new developments to encourage ownership and commitment and in ways that support open, inclusive, responsive and accountable government.</li> </ul>		
<b>Treating People Fairly</b>	<ul style="list-style-type: none"> <li>• Recognise that everyone has an equally important part to play within the Council and valuing the diverse and vibrant nature of the city and all its citizens</li> <li>• Lead, promote and deliver positive solutions to achieving diversity and equality in all aspects of service delivery, community engagement and human resource areas, focussing on equality of outcome.</li> </ul>		

<p>Spending Money Wisely</p>	<ul style="list-style-type: none"> <li>• Sets high expectations of achievement across a range of strategic outcomes, actively seeks out opportunities to improve and lead delivery of services through partnership and feedback ensuring these provide value for money and quality services for customers in line with council priorities..</li> </ul>
<p><u>Working Context</u></p>	
<ul style="list-style-type: none"> <li>• The role is primarily office based but post holders are expected to work flexibly both at home and at various locations across the City and region.</li> </ul>	



Roles at this level support the Chief Officer in setting the purpose and strategic direction and in leading, developing and ensuring the effective delivery of service, directorate and corporate priorities, which contribute to the achievement of the Council's vision and strategic outcomes. This involves leading the planning, organising and commissioning the delivery of services to and on behalf of the organisation and all partners and stakeholders in the medium to long term.

People in these roles have a proficiency in a specialised field or a broad understanding of relationships between different fields. They have the ability to select, develop and assess the suitability of ways of working; and will have highly developed skills in persuading, influencing, developing and motivating people and establishing effective partnerships to achieve service objectives.

<b>Aspect</b> For roles at this level, you must be able to show you can...	<b>Outcome</b> The result when all aspects are applied effectively
<p><b>Know</b> - Appropriate professional qualification or equivalent substantial knowledge gained through significant managerial experience across the service area</p> <p>Understand public sector issues, government legislation and its impact on Council strategy and services.</p> <p>Demonstrate in depth knowledge of legislation, regulations, policies, inspections and performance measures applicable to the relevant strategic functions</p>	<p>You use your diverse knowledge and expertise to plan and enable the highest levels and standards in the delivery of work across either a specialist area or an entire service</p> <p>There is evidence that you maintain and apply up to date knowledge of current thinking and developments within professional and technical areas of expertise</p> <p>You use your knowledge to ensure significant and sustainable service improvements and outstanding results</p>
<p><b>Leadership &amp; Strategic Planning</b> - Demonstrate strong leadership and management skills to develop; a high performing culture across the service where everyone can achieve their potential and 'feel they count' and where there is a drive to deliver the most efficient and effective business solutions</p> <p>Contribute to and influence the strategic direction of the service area working with a range of internal and external partners and stakeholders.</p> <p>Develop, implement, promote and evaluate strategies and policies within the service area and contribute to overarching strategies for the organisation and its partners and stakeholders.</p>	<p>There is evidence of a high performing, engaged and productive workforce along with effective leadership and management that leads to solution focussed and quality outcomes</p> <p>Business plans are in place for the service, contingencies are identified so that plan objectives can be met.</p> <p>Medium to longer term strategic plans have been developed and implemented; policies are developed and adapted to balance the organisations needs and customer/stakeholder outcomes</p>

<p>nfluence and contribute to the wider issue of strategy and policy development and prioritisation for both the city and the council</p>	<p>You maintain a comprehensive knowledge of local, regional and national issues and use this to influence city wide and city council policy and practice</p>
<p><b>Collaboration &amp; Innovation</b> – Establish, develop and maintain effective and collaborative working relationships with a range of internal and external stakeholders and partners to gain ownership of the shared vision and improve and enhance service delivery and innovation</p> <p>Create a vision and direction that challenges and looks beyond the obvious and inspires and motivates others to achieve by driving change and leading by example.</p>	<p>Evidence of effective and successful working relationships with Directors, Members and partner organisations across the City and region</p> <p>There are examples of innovation in managing and implementing solutions on complex issues and in transformational change programmes</p>
<p><b>Problem Solving &amp; Decision Making</b> - Take responsibility and accountability for developing and implementing appropriate, proportionate and effective solutions to complex service delivery problems.</p> <p>Accurately analyse information and make timely well-judged decisions in order to achieve successful outcomes across a diverse range of, related and unrelated issues.</p> <p>Influence and contribute to the broader responsibilities of the directorate ensuring the delivery of strategic outcomes and objectives and promoting the council values</p>	<p>There is evidence of you working autonomously to develop and implement solutions within the service.</p> <p>You demonstrate an understanding of the need to balance the corporate orientation with operational responsibilities and accountability for decision making</p> <p>You support the council’s leadership team in ensuring that organisational developments and improvements are focussed on delivering improved outcomes for citizens and the city</p>
<p><b>Deliver</b> – Develop and maintain good working relationships with partner organisations, internal and external customers and wider networks to enhance services and deliver the councils vision, corporate and directorate objectives.</p> <p>Lead and manage a number of complex and potentially conflicting strategic and operational issues/priorities and be able to develop and implement innovative solutions to deliver required service outcomes</p>	<p>You meet key business and organisational objectives by building consensus within a multi-agency/partnership environment.</p> <p>Evidence of successful strategic and operational resource management with a track record of delivering effective outcomes</p>
<p><b>Resource management</b> –High level of numeracy and analytical skills to enable financial scenario planning and the development of business cases to support service transformation. Management of a number of substantial budgets within assigned service area through effective delegation and shared decision making.</p> <p>Review and monitor the performance of services, systems, budgets, teams and individuals against standards and agreed outcomes in a cost effective and flexible way that is responsive to a dynamic national, local and political context</p> <p>Use strong people management skills to engage, develop and performance manage resources that support adaptable ways of working and create strong more flexible teams</p>	<p>You are jointly accountable for a substantial budget within your service area ensuring that budgets are on track and that money is spent wisely</p> <p>Plans are in place to ensure that there is an efficient and sustainable use of resources, employees are effectively employed and budgets are maximised</p> <p>You coach and mentor employees and other managers to develop a culture of high performance where strategic outcomes and plans are translated into clear objectives</p>