

CHIEF OFFICER OF ENVIRONMENTAL SERVICES

ROLE SPECIFICATION

Directorate:	Communities and Environment
Service Area:	Environmental Services
Job Title:	Chief Officer (Environmental Services)
Grade:	JNC Dir 75%
Responsible To:	Director of Communities and Environment
Responsible For:	Heads of Service within Environmental Services

Job Purpose:

The Chief Officer is strategically responsible for the leadership, management and continuous improvement of the Environmental Action and Waste Management Services group and their functions with accountability and responsibility for the delivery of agreed outcomes, targets and objectives in line with Council priorities. The role has overall responsibility for fulfilling the Council's statutory obligations in relation to the functions within the post remit, including environmental crime, waste collection, disposal and Household Waste Sorting Sites.

The post holder will take responsibility for maintaining effective communications and engagement with staff, service users, Elected Members, Trade unions, partners and other stakeholders which supports open including responsive and accountable government.

The post holder is accountable for the safety of staff, service users and contractors in accordance with legislation and the Council Health and Safety policy. You will ensure that the relevant legislation and regulatory requirements are adhered to in order to enhance and protect the environment

Key Requirements:

- Significant successful senior leadership experience within a high profile, large, front line service, preferably including service delivery of local (street level) environmental improvements and waste management.
- Substantial experience of operating in a political environment, including across multiple local authorities.
- Evidence of working in a multi-agency environment and of forging and driving successful partnership programmes to deliver cross sector priorities and outcomes.
- Experience of successful leadership and management of large scale complex change programmes with an understanding of the strategic issues that face integrated work.
- Extensive successful experience of exercising sound judgement and providing clear advice at Senior level.
- Comprehensive knowledge and understanding of the current local and national issues and the legislative and political context relevant to the remit of the post.
- Highly developed influencing skills; able to create and shape strategic alliances to benefit the Leeds City Region.
- Excellent communication skills with the ability to influence, negotiate and establish credibility for the Council, to enhance its reputation and to form positive partnerships and relationships.

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- Ability to raise the profile of the city of Leeds nationally and internationally.
- Excellent communication skills with the ability to influence, negotiate and continually improve the credibility of the service, to enhance its reputation, and to form positive relationships with all stakeholders which includes working directly with elected Members.
- Evidence of ability to make reasoned and logical decisions.
- In line with the Budget Management Accountability Framework, to be responsible and accountable for developing appropriate, proportionate and effective financial solutions to be implemented within the service and to support this work across the Directorate.

Leeds City Council Values:

Working as a Team for Leeds

- Evidence of ability to make reasoned and logical decisions allied with high level organisational skills

Being Open, Honest & Trusted

- 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

Working with Communities

- Works effectively with a variety of partner organisations to deliver services; communicates and involves stakeholders and the wider community in new developments to encourage ownership and commitment

Treating People Fairly

- Recognise that everyone has an equally important part to play within the Council and value the diverse and vibrant nature of the city and all its citizens

Spending Money Wisely

- Recognise that everyone has an equally important part to play within the Council and value the diverse and vibrant nature of the city and all its citizens

Working Context

- 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. Hours are worked mainly Monday to Friday, in accordance with the needs of the service; however the post holder will be expected to work regularly outside normal working hours, including attendance at evening / weekend meetings or events. The post holder will be reasonably expected to respond upon contact out of hours as needed.

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ROLE PROFILE

Purpose of Role

People in roles at this level are responsible for the strategic leadership and direction and delivery of specific functions and services as appropriate.

Specifically Chief Officer supports the Director to promote and progress the Leeds corporate vision and support the Chief Executive of Leeds City Council in their role to deliver the Corporate Plan for the city and region. The Chief Officer is accountable to the Director, and is strategically responsible for the leadership, development and coordination of a coherent agenda of city-wide change and ongoing service development with partners for continuous improvement of services.

Working as part of the Best Council leadership team; roles at this level live and model values and behaviours to help the council to achieve the ambition to become the best city council in the country and the best city in the UK.

For roles at this level, you must be able to show:

1. Knowledge

Appropriate professional qualification or equivalent in depth diverse expertise with significant managerial/ practical experience across service areas

Extensive knowledge of local, regional and national issues that influence the city and region and impact upon health and social care strategy, policy and practice.

Thorough understanding of the economic, business, cultural and political environment within the city and region and the ability to give direction to changing programmes and priorities

As a result:

You use your knowledge and expertise to plan and develop strategies and frameworks to shape future service provision in partnership with others

You identify links between societal and economic trends and anticipate emerging issues to influence the strategic direction and delivery of shared outcomes

You understand the significance of building strong and dynamic relationships at all levels that build trust and enhance profile and reputation

2. Leadership & Strategic Planning

Lead by example, cultivating strong relationships and effective joint working within the Council, politicians and with partners and stakeholders across the City, region and nationally

Set and deliver complex change and transformational goals with broad perspectives and long term timelines, that impact across the Council

Develop innovative strategies that support the achievement of a high performing culture, where everyone can realise their potential and 'feel they count' and where there is a drive to deliver excellent service performance, planned outcomes, targets and objectives

This will result in:

You develop and enhance public and private sector partnership relationships to help to bring the city together and to join up the approaches of different stakeholders

You use a range of leadership styles which focus on achieving results, building trust and generating energy and support during periods of significant cross sector, services and system change

You demonstrate visible and supportive leadership with excellent communication skills creating a climate of learning and improvement leading to high levels of performance and improved outcomes

3. Collaboration & Innovation

In partnership with others, develop strategies and frameworks to shape future service provision, share best practice, add value and improve outcomes in line with significant strategic programmes and plans

Develop opportunities to work collaboratively across the local authority and partners to facilitate and support an approach that is needs led and focussed on client feedback

In partnership develop and lead innovative and enterprising models of service delivery across sectors and services. Engage with multi agency teams, partners and communities to influence and shape the vision to meet city priorities

This will result in:

You use your influence to develop ways of working that lead to creative and innovative solutions to complex strategic problems

You develop ways of working that encourages and supports engagement with stakeholders and which leads to the delivery of services with a focus on individual needs and outcomes

There is evidence of how you effectively collaborate and engage with all stakeholders that leads to priorities and objectives being met

4. Problem Solving & Decision Making

Undertake a key role at Best Council leadership level identifying opportunities, initiating and developing strategic plans and projects and delivering solution focused outcomes across a diverse range of related and unrelated issues

Anticipate emerging issues and changing context and develop strategies and policies to solve related or unrelated problems or seize opportunities across services

This will result in:

You demonstrate commitment to working and leading across sectors and services, to enable transformation, and implement change and deliver agreed outcomes, targets and objectives

There is evidence that you take diverse issues requiring development of solutions and implement strategies that lead to successful outcomes

5. Delivery

Working in partnership with the Council, you take a lead role in influencing, informing and assisting the development of strategies, policy, functions and structures for the delivery of the Directorate strategy

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Inform, support and assist the Director, coordinating work across Council directorates and managing relationships across services and with partners and other stakeholders

As a result:

You ensure that local and regional level plans and policies are influencing and being influenced by developments nationally and locally

There is evidence of your ability to lead and manage large scale change. You demonstrate credibility, integrity and openness and ability to work collaboratively to deliver outcomes

6. Resource & People Management

Set and deliver transformational goals with broad perspectives and long term timelines, which maximises effective resource management, ensures financial compliance and is responsive to sector and city priorities

Support a culture of excellence in service delivery, continuous improvement and a focus on outcomes which maximises the effectiveness of the workforce through workforce planning and actively promotes organisational values, supports adaptable ways of working and creates strong flexible teams

This will result in:

Plans are in place to meet priorities, budgets are maximised and there is an efficient and sustainable use of resources

You empower, enable and develop individuals and teams, promoting a 'can do' attitude within an environment of supported and continuous improvement