

Head of Environment and Waste JE Code: JE0004

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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes Council** | |
| **Service** | Property and Environment |
| **Reports to:** | Director Property and Environment |
| **Job Family** | Strategic Leadership |
| **Grade:** | N |
| **Political restricted** | N |
| **Date:** | 31/03/2021 |

**Key Deliverables**

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| **1.** | Develop and implement strategies and plans for the effective management of the Council’s waste and environment assets, including the waste recycling factory, waste recycling facility, open spaces, trees, play areas, shrub beds and street cleansing. |
| **2.** | Manage the operation of the Council’s waste treatment plants, ensuring that the Council is disposing its waste in the most environmentally and financially efficient way and invests in these assets sustainably |
| **3.** | In liaison with local communities and councillors, develop plans and implement improvements to the environment or collection of waste that promote economic progress, community well-being and safety for users. Provide advice to planning colleagues on the environment and waste implications of new developments, to assist in the delivery of growth across Milton Keynes and facilitate the implementation of any new development and infrastructure. |
| **4.** | Provide direction and advise on planning and policy development; manage the development, planning and implementation of strategies, policies and plans; ensure that these are communicated effectively and implemented to meet stated objectives and core values. |
| **5.** | Lead on the development of service strategies and policies within the service area and contribute as part of the management team to corporate strategies and policies, working with colleagues in other directorates and partner organisations, such as contractors, The Parks Trust, Town and Parish Councils and emergency services to meet the Council’s objectives. |
| **6.** | Contribute to the overall management of risk, ensuring that lines of accountability are clear and well understood and systems are in place for monitoring, evaluating and managing risk to secure the reputation and physical, virtual and intellectual resources of the Council. |
| **7.** | Lead and support the management of allocated projects, including the management of staff, consultants, contractors and service providers. Prepare reports for staff, managers of all levels and steering groups or other bodies as required. Monitor and review progress to ensure that specified projects deliver the required outcomes within agreed timescales, budget and quality standards. |
| **8.** | To prepare revenue and capital budgets including savings and income, and the programming and control of expenditure, both on individual projects and on specific areas of expenditure. This involves significant total annual budget of approximately £40m |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills & qualifications)**

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| **1.** | Knowledge or application of 2 or more of the following Waste Collection, Waste Disposal, Recycling, Community Recycling Centres, Street Cleansing, Landscaping, Environmental Enforcement, Floods and Water, Community Liaison. |
| **2.** | Ability to write reports on complex strategic issues and the ability to present them to a range of audiences including elected members; stakeholders and the general public. |
| **3.** | Degree level education or relevant experience. |
| **4.** | Ability to manage and undertake risk assessments of strategies and to identify and communicate mitigation measures to colleagues, partners and stakeholders. |
| **5.** | Budget management; monitoring and control skills. |



Job Family

Strategic Leadership

Grade N

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| **Colleagues Expectations**   * Be professional at all times * Work together for the good of the team, council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Managers expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

The essential characteristic of Strategic Leadership jobs is that they bear responsibility for the planning and development of the Council's approach to its statutory and elective aims, maximising efficiency, value for money and the quality of service delivery across entire operating functions.

### Role Characteristics

At this level job holders report to a Director and are responsible for the development and implementation of strategy relating to several large and/or wide-ranging Services within that Group. Roles carry very significant responsibilities for finance and a range of other non-financial assets.

Job holders will make autonomous decisions and lead the management of change throughout the Group.

**The Knowledge and skills required**

Job holders require advanced theoretical knowledge to make appropriate judgements and decisions at this level. In addition, job holders will maintain ongoing professional development and have a thorough understanding of external legislative and societal change, as well as a deep understanding of the Councils operational structures which both support and depend upon the job holder’s actions and advice. Roles will be professional experts, providing expert leadership across a number of Services.

### Thinking, Planning and Communication

Job holders will use their professional expertise to deal with highly complex, pressing issues including change initiatives and risk management across a range of services. They will also look well ahead and take a long-term, strategic view of their project and service delivery objectives over several years into the future, shaping their service’s composition, approach and operating procedures in accordance with wider goals mandated by Group management.

The information exchanged at this level will be routinely complex, contentious in nature and/or highly significant to the Council’s reputation. Job holders will, however, have additional demands placed upon them by the need to persuade others to adopt courses of action they may not otherwise wish to take, based on evidence-based and reasoned argument. This will occur in written interactions but can also be the case in face to face verbal exchanges where job holders will advocate the Council’s position in response to opposing opinion in a formal or informal setting.

**Decision Making and Innovation**

The limitations to job holders' decision making will be only the broad policy and practice guidelines that exist at both a corporate and even national/professional level. At this level of autonomy, job holders will be the final arbiter of many escalated technical and professional disputes and problems. They will report to a Group Head and will devise and implement strategic plans and policy in relation to several service areas.

### Areas of responsibility

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

Roles will focus on the needs of external service users or partners and will be responsible for critical day to day decisions with legal and reputational dimensions and the development of directorate level policy and functional procedures.

In addition, such roles are likely to have very high levels of responsibility for such elements as finance (very substantial budget management), information assets (council-wide systems) or premises (of extremely high value and critical operational importance).

Job holders will have full line management responsibility over several service areas, each with their own full management structure and featuring highly diverse specialties and employee profiles.

### Impacts and Demands

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently very complex, demanding of particularly lengthy periods of concentrated mental attention. Job holders will also manage very high levels of work-related pressure from deadlines, interruptions or conflicting demands.

At this level, tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

Job holders will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders at this level will find themselves very occasionally exposed to some disagreeable, unpleasant or hazardous working conditions.