



Role Description and Employee Specification

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| Job Title: | Head of Waste and Environment | Location: | Cirencester |
| Department: | Communities | Service: | Communities and Place |
| Reports to: | Director of Communities and Place | Working Hours: | 37 hours per week |
| Salary: | £63,288 to £69,331 | Peer Group: | PGT4 |
| Business World Post Number: | TBC | Job Group: | Business Manager/Head of Service |
| Contract Type: | Permanent | Direct Reports: | Contract Monitoring Officer |

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| Overall purpose of the Post: | <p>To be a highly effective leader and manager of Waste and Environment services; providing strategic vision to transform Waste and Environmental related services for the Council in partnership with the service provider and Councils across Gloucestershire.</p> <p>The role will provide strategic advice and guidance to the Council on the different procurement routes and alternative delivery opportunities of environmental and waste services.</p> <p>The role will be responsible for leading on both the development and implementation of the programme of projects in partnership with other local authorities, ensuring the outcomes and benefits are delivered.</p> <p>You will demonstrate an excellent collaborative, multi-solving approach to develop and maintain strong relationships across Gloucestershire, representing the Council on the relevant waste related boards.</p> |
| Key Tasks and Responsibilities: | <ul style="list-style-type: none">• Provide guidance and leadership to the teams established to provide specialist and focused project delivery towards the wider Savings and Transformation programme focussing on Waste and Recycling services and to identify priorities, agree objectives and establish measures of success.• Adopt a commercial mindset and seek out ways to streamline processes, enhance efficiency, optimise resource and budget allocation, and accountable for effectively managing budgets, resources and people.• Facilitate scoping of projects to identify requirements, ensure agreement from relevant officers and elected members, assess outputs |

required and advise on appropriate methodology for delivery of projects or programmes to achieve these outputs.

- Prepare business cases, compile feasibility studies, produce project documentation and report on project delivery, all using the agreed project governance framework. Prepare formal Council/committee reports for project decisions
- Lead projects from inception, through feasibility to completion, clearly identifying project aims and objectives, key stakeholders, opportunities, constraints, risks and issues and ensuring outcomes are to the required quality standard.
- Coordinate internal and externally delivery across multiple teams and input from external consultants/contractors and manage stakeholder relationships
- Oversee the day-to-day operations of teams and always ensure strategic alignment. This also includes overseeing workloads, team budgets, resourcing requirements and processes.
- Monitor and evaluate team performance against agreed standards and targets, identifying areas for improvement, taking appropriate action, and celebrating success wherever appropriate to do so.
- Inspire and empower team members to foster a culture of continuous improvement, collaboration and innovation and to provide excellent colleague and customer experience.
- Collaborate with internal and external stakeholders to understand their needs, priorities and challenges to build strong relationships, effective communication and collaboration on environmental and sustainability related initiatives.
- Keep abreast of industry trends, regulations, and best practices to ensure the Council remains at the forefront of excellence; and stay well informed of external changes or opportunities impacting services that need to be managed or incorporated into new ways of working
- Be an important and valued member of our overall senior management team.
- Identify and manage risks and opportunities related to team activities and council priorities and develop strategies to mitigate risks and capitalise on opportunities presented
- To be politically astute and engage effectively with elected members and the wider local community, representing the Council's interests in environmental and sustainability, including providing interpretation and guidance of impact and implications of new legislation and guidance

The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.

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| <p>Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:</p> | <ul style="list-style-type: none"> • Educated to degree level or equivalent in a relevant profession • Substantial (5 years plus) post qualification experience in a relevant field / specialism with experience of managing complex environmental service contracts. • Significant experience managing services during periods of organisational change. • Experience of implementing change, transformation, and monitoring service performance and delivering improvements • Proven experience of successful financial management including budget formulation, including a track record of improving services, managing complex budgets, involving a range of funding streams, and delivering value for money • Experience of collaborative working to enable delivery of the Council's waste and environmental ambitions. • Ability to inspire and successfully motivate others towards shared objectives • Ability to translate and influence strategic direction • Effectively manage knowledge and information, including performance and businesses information • Ability to demonstrate a dynamic and proactive approach to problems and challenges • Be results driven as measured by your outcomes Operate with integrity and build trust amongst others • Ability to address tactical issues in the short-term while maintaining strategic vision for the long-term • Communicate effectively in providing feedback and actively invite feedback from others • Able to deal with ambiguity and the pace of change within local government. |
| <p>Desirable Requirements Qualifications, Skills and Abilities:</p> | <ul style="list-style-type: none"> • Recognised relevant management qualification • Knowledge, understanding and experience of programme and project management |
| <p>General Accountabilities:</p> | <p>The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment.</p> <p>Work in compliance with the Codes of Conduct, Regulations and policies of the council.</p> <p>To support the response to a major incident, including taking up a designated role within the emergency management framework if required or requested by the Chief Executive.</p> |
| <p>Special Conditions:</p> | <p>You will be expected to work reasonable additional hours in line with the needs of the service.</p> <p>There may be a requirement to work at other locations to meet the needs of the business.</p> |

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| | <p>Full UK Driving Licence.</p> <p>Ability to travel / access to a vehicle for work purposes.</p> <p>Politically restricted postholders are restricted from canvassing on behalf of a political party or for a person who is, or seeks to be, a candidate for election to a local authority, the House of Commons, or the European Parliament.</p> | | |
| Date Reviewed: | Rob Weaver | Reviewed By: | |
| Checked by HRBP | Carmel Togher | Date of Issue: | February 2025 |