

## Role Description and Employee Specification

<b>Job Title:</b>	Head of Environment and Sustainability	<b>Location:</b>	Coleford (Agile working policy applies)
<b>Department:</b>	Environment and Sustainability	<b>Service:</b>	Communities and Place
<b>Reports to:</b>	Director of Communities and Place	<b>Working Hours:</b>	37 hours per week
<b>Salary:</b>	£61,067 - £67,015	<b>Peer Group:</b>	PGT-4
<b>Business World Post Number:</b>	New Post	<b>Job Group:</b>	Business Manager
<b>Contract Type:</b>	Permanent	<b>Direct Reports:</b>	Climate Change Plus (TBC)

<b>Overall purpose of the Post:</b>	<p>The purpose of this role is to provide strategic vision, empowerment and strong leadership for the Council's environmental and regenerative future services, supporting its aspirations to foster thriving communities and economic prosperity, while ensuring environmental sustainability. Initially, the focus will be on climate change, decarbonisation and nature recovery, but the role may evolve to include other environmental services such as waste and recycling, environmental health, food safety and licensing.</p> <p>Demonstrate excellent place leadership by adopting a collaborative, multi-solving approach to develop and maintain sustainable communities, tackle the climate and ecological emergencies, foster a people-centred approach to economic prosperity, improve people's quality of life and meet customer needs.</p> <p>To be responsible for environmental and regenerative future policies and contract relationship management, acting as the council's lead advisor and intelligent customer and commissioner. Providing advice and guidance to council on the procurement and delivery of environmental services including waste, recycling, street cleansing and grounds maintenance. Whilst working in partnership with colleagues, councils, Ubico and other service providers to support the delivery of service transformation and improvements.</p> <p>Taking the lead on climate action for the Council, developing strategies and working across service areas and departments, and with external partners and stakeholders, to effect change. Responsible for the delivery of a Carbon Action Plan, a district-wide Climate Change Strategy and Biodiversity Plan as the Council's commitment to</p>
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	<p>becoming carbon neutral by 2030 and delivery of corporate and strategic priorities set out within the Council Plan and Local Recovery Plan. Oversee the work of a team for the Council.</p>
<p><b>Key Tasks and Responsibilities:</b></p>	<ul style="list-style-type: none"> <li>• Provide guidance and leadership to the teams established to provide specialist and focused project delivery towards a climate action and nature recovery work programme and to identify priorities, agree objectives and establish measures of success.</li> <li>• Oversee the day-to-day operations of teams and ensure strategic alignment at all times. This also includes overseeing workloads, team budgets, resourcing requirements and processes.</li> <li>• Be an important and valued member of our overall senior management team.</li> <li>• 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.</li> <li>• Inspire and empower team members to foster a culture of continuous improvement, collaboration and innovation and to provide excellent colleague and customer experience. Adopt a commercial mindset and seek out ways to streamline processes, enhance efficiency and optimise resource and budget allocation.</li> <li>• Collaborate with internal and external stakeholders to understand their needs, priorities and challenges to build strong relationships, effective communication and collaboration on environmental and regenerative future related initiatives.</li> <li>• Provide advice and guidance to councils on the procurement and delivery of environmental services including waste, recycling, street cleansing and grounds maintenance</li> <li>• 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</li> <li>• Identify and manage risks and opportunities related to team activities and council priorities and develop strategies to mitigate risks and capitalise on opportunities presented</li> <li>• To be politically astute and engage effectively with elected members and the wider local community, representing the Council's interests in environmental and regenerative futures, including providing interpretation and guidance of impact and implications of new legislation and guidance.</li> <li>• Prepare and present reports and recommendations to Council, Cabinet, the relevant portfolio holders and other committees</li> <li>• Lead by example and demonstrate commitment in managing and improving the key performance indicators for your area and oversee the core functions and objectives. Identify more efficient ways of working, areas for improvement and enhanced collaboration across the communities and place teams.</li> <li>• Design, develop and implement plans that translate the Council business objectives into working practices for excellent customer service delivery</li> <li>• Act as a role model and coach in delivering cultural change</li> </ul>

<p><b>Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:</b></p>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent in a relevant profession</li> <li>• Substantial (5 years plus) post qualification experience in a relevant field / specialism</li> <li>• Significant experience managing services during periods of organisational change</li> <li>• Experience of collaborative working to enable delivery of Councils waste and environmental ambitions.</li> <li>• Experience of large complex environmental service contracts</li> <li>• Experience of working in a political diverse environment</li> <li>• Experience of implementing change, transformation, and monitoring service performance and delivering improvements</li> <li>• Ability to inspire and successfully motivate others towards shared objectives</li> <li>• Experience in preparing, negotiating and managing budgets</li> <li>• Ability to translate and influence strategic direction</li> <li>• Effectively manage knowledge and information across Council and its clients</li> <li>• Ability to demonstrate a dynamic and proactive approach to problems and challenges</li> <li>• Be results driven as measured by your outcomes</li> <li>• Operate with integrity and build trust amongst others</li> <li>• Ability to address tactical issues in the short-term while maintaining strategic vision for the long-term</li> <li>• Communicates effectively in providing feedback and actively invites feedback from others</li> </ul>
<p><b>Desirable Requirements Qualifications, Skills and Abilities:</b></p>	<ul style="list-style-type: none"> <li>• Recognised sector relevant management qualification</li> <li>• Significant experience working with internal/external customers, partners/clients and elected members</li> <li>• Knowledge, understanding and experience of project management</li> <li>• Demonstrable commercial and political acumen</li> <li>• Ability to interpret relevant complex regulation, legislation and guidance</li> </ul>
<p><b>General Accountabilities:</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Work in compliance with the Codes of Conduct, Regulations and policies of the council.</li> <li>• Undertake any other duties as reasonably required to do so.</li> <li>• To support the response to a major incident, including taking up a designated role within the emergency management framework.</li> </ul>
<p><b>Special Conditions:</b></p>	<ul style="list-style-type: none"> <li>• You will be expected to work reasonable additional hours in line with the needs of the service.</li> <li>• There may be a requirement to work at other locations to meet the needs of the business.</li> <li>• Full UK Driving Licence.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to travel / access to a vehicle for work purposes.</li> <li>• 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.</li> </ul>
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<b>Date reviewed:</b>	September 2024	
<b>Reviewed by:</b>	Nigel Brinn	
<b>Manager job title:</b>	CEO	
<b>Date of issue:</b>	October 2024	
<b>Checked HRBP:</b>	Clare Jones	