

Job Description

Job Title: Head of Service, Waste Management

Grade: P6

Reports to: Service Director: Planning, Growth & Environment

Overall purpose of the job

Lead the waste management service across Cambridgeshire, ensuring strategies, policies, plans and contracts are developed and delivered to the highest standards, in line with relevant legislation, so that residents receive high quality services that enable them to maximise reuse, recycling, recovery and diversion from landfill in a cost effective way.

Provide the leadership, technical advice and expertise to develop and deliver forward programmes for the review and development of all waste strategies including the implementation of changes required to promote resource efficiency and move waste management in Cambridgeshire towards a circular economy and the BATc changes under the existing Waste PFI contract.

Work collaboratively with RECAP Waste Partnership constituent councils, RECAP Board Members, elected Members, regional and national partners to ensure all partners work together to develop and implement optimal changes to waste services in Cambridgeshire that consider all partners' needs and costs to ensure Cambridgeshire is a leading local authority in waste management. Actively engage with partner authorities, and in particular Peterborough, to identify and implement opportunities for integrated working arrangements.

Deliver a strategic commissioning process and lead the shaping, planning, design and delivery of commissioned services in a cost effective, integrated way that meets legislative, policy and quality requirements.

Manage external grant funding agreements, revenue and capital budgets. Identify and deliver new funding opportunities to deliver national and local strategies.

Main accountabilities

1.	To take the leadership role in the strategic, service development and service delivery aspects of Cambridgeshire County Council's (CCC) waste management functions and responsibilities for closed landfill sites, including amendments to account for legislative changes, with a proactive, committed customer focused approach towards continuous improvement. In collaboration with other managers and key stakeholders, support the Executive Director and Service Director, in the identification of future requirements, forward planning and bidding for funding by providing timely professional and managerial advice on all aspects of waste Commissioning and on wider service and corporate developments.
2.	<p>To engage and lead on relationship management with key partners such as the District Councils, Department for Environment, Food and Rural Affairs (Defra), Environment Agency, professional groups, Cambridgeshire and Peterborough Combined Authority (CPCA), Community Groups and others as required.</p> <p>Ensure an up to date policy framework to implement CCC and our RECAP partners' Joint Municipal Waste Management Strategy to meet the requirements of Local,</p>

	<p>National and European policies and targets.</p> <p>Advise CCC on the latest National and European policy developments and recommend solutions to ensure compliance and promote innovation.</p>
3.	<p>To develop and maintain effective relationships with elected Members, other officers, key stakeholders and customers in order to ensure that effective commissioning is promoted, remains up to date, is relevant and is appropriately directed to deliver the Authority's Strategic Objectives and customer focus.</p> <p>Prepare and present reports and give advice to Committees, elected Members and Management Team as required.</p>
4.	<p>To manage the waste service revenue budget and capital budgets (including projects for amendments to waste solutions to take account of legislative changes) to ensure value for money and quality of service while identifying and delivering savings.</p> <p>Take responsibility for the management of risk, providing professional judgement and advice to elected Members, senior management and service delivery teams in respect of serious or highly complex service issues. Implement risk monitoring and management processes in accordance with corporate guidelines in order to safeguard the Council's financial interests.</p> <p>Manage and report data with care and accuracy in accordance with legal requirements. Lead the coordination of activity in preparation for and in response to audits and reviews.</p>
5.	<p>To lead, inspire and develop the team of employees allocated to the waste management service to ensure that they are safe and achieve their maximum potential whilst providing flexible use of resource across the service. Identify priorities, targets and the most effective response to workload pressures, direct work programmes and staff resources accordingly.</p> <p>Remain up to date and compliant with all relevant legislation, organisational procedures, policies and codes of conduct in order to uphold standards of best practice.</p>
6.	<p>To act as Authority's Representative for the Waste PFI Contract with responsibility for ensuring services are delivered safely to the required standards, legislative requirements and cost. Review services, and make recommendations for service improvement, policy development, cost reduction and operational standards whilst balancing the demand for service delivery with the resources available.</p> <p>Build positive relationships with suppliers; negotiating costs and control expenditure to ensure appropriate and cost effective solutions are introduced.</p> <p>Ensure that commissioned services continue to amalgamate local, regional and national strategic initiatives and priorities into a coherent and effective plan. Model the values and principles that underpin high quality commissioning leading by example and having a clear understanding of the Authority's Representative role and the responsibilities of the post.</p>

7.	<p>To take an active role in Directorate and Service management teams to ensure the implementation of CCC's policies and standards across the waste service.</p> <p>Undertake other projects, initiatives and duties as may be determined by CCC from time to time, subject to any reasonable adjustments. Deputise for the Service Director Planning, Growth and Environment where required</p>
8.	<p>To represent and promote Cambridgeshire and Peterborough Councils at local and national meetings in order to contribute to and influence the local and national agenda.</p> <p>Create a positive image for CCC as a senior manager.</p> <p>Work with colleagues externally and across the Council to contribute to an environment that drives continuous improvement and long term change.</p> <p>Lead, inspire and develop others within Waste Management to ensure the effective delivery of services to elected Members, senior leadership team, the public and businesses in Cambridgeshire.</p>
9.	<p>To lead the development and delivery of waste education, minimisation and recycling initiatives for CCC in consultation with RECAP partners.</p>
10.	<p>Demonstrate an awareness and understanding of equality, diversity and inclusion.</p>

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Essential/ Desirable
Degree level education in Engineering/Waste Management	E
Relevant Professional Membership (e.g., Member of CIWM)	E
Substantial and demonstrable experience of service development/management or post graduate degree in local authority waste management or procurement & contract management	E
Health and safety qualification e.g. IOSH/NEBOSH	D

Minimum levels of knowledge, skills and experience required for this job

Knowledge/Skill requirements	Essential/ Desirable
Extensive knowledge of current and emerging UK waste and resources management legislation (in the context of EU legislation) and its application in a local government context.	E
Extensive knowledge of Public Procurement Regulations and their application in waste and resources management.	E
Extensive knowledge of the management of major contracts, particularly the management of waste Private Finance Initiative contracts and the standard forms of drafting; with a high level of knowledge of supplier relationship management.	E
Extensive knowledge of managing policy and legislative changes, especially in relation to amending and varying long term waste and resource management contracts.	E
Extensive knowledge of the UK commercial waste and resources management sector, the key suppliers and markets.	E
Extensive knowledge of the management of significant revenue and capital budgets.	E
Sound knowledge of land use planning and the minerals and waste planning process.	D
Good knowledge of programme and project management techniques and their application in the delivery of major projects and changes.	D
Good knowledge of local government legislation and its application to local county, district and unitary councils. Strong commitment to public services and local democracy.	D
Extensive knowledge of managing, motivating, mentoring and developing teams of technical specialists, contractor's employees and other personnel.	E
Extensive knowledge of the practical and legal aspects of the management and maintenance of land, property, waste facilities and infrastructure.	E
Highly developed leadership qualities and skills. Able to maintain a thorough awareness of and anticipate external and internal factors likely to affect the local government and able to find solutions to complex situations.	E
Highly developed negotiation and influencing skills. Able to negotiate with key partners and businesses to build collaborative solutions that recognise the	E

diverse needs of our communities.	
Able to work effectively with elected Members and chief officers, including engagement through the creation of Project Boards and Member Steering Groups as necessary. Able to shape and influence the governments emerging waste strategy and implementation of the Environment Bill so that waste management in Cambridgeshire is accommodated in the new legislation and any new burdens are funded. Aligning local strategies and policies with changing legislation. Working with committee Chairs and Vice Chairs to develop, deliver and agree committee recommendations.	E
Highly articulate in both written and oral communications to audiences at all levels. Able to interact well with others. Able to get stakeholder (including staff) buy in to new, and sometimes unpopular, ideas.	E
Able to develop positive working environments with elected Members, chief officers and other senior managers, staff, consultants and contractors and to deliver high quality services efficiently. Ability to lead, motivate and develop staff in a way that builds individual and team capacity to deliver quality services and continuous improvement.	E
Ability to drive culture change, such as the way that residents receive and use waste services, and within the waste management team structure and the way officers work. Ability to think insightfully and innovatively, based on an underlying understanding of key principles to provide innovative and beneficial solutions. Ability to be creative and find alternative ways forward for services.	E
Able to use a wide range of standard business and office software as well as specialist software for waste, resource and contract management.	D
Highly numerate for managing high value budgets and contracts. Knowledge of waste flow modelling and financial modelling.	E
Able to work at different locations where public transport is limited. Able to visit sites in a heavy industrial environment which may have difficult access. The flexibility and willingness to work outside normal office hours when required.	D
Significant experience of motivating, managing mentoring and developing teams of specialists and consultants to deliver highly complex services in a local authority environment.	E
Significant experience of managing highly complex waste services ideally within a County/Unitary Authority context.	E
Experience of building positive working relationships with elected Members and assisting them in the performance of their duties at service and ward level.	E
Significant experience of developing, agreeing and successfully delivering service plans. Ensure that efficient management and control systems are in place and that they are effectively operated in order to enable optimum service delivery and development.	E
Significant experience of working collaboratively with key partners and stakeholders, both locally and nationally, to deliver effective services efficiently.	E
Significant experience of managing multimillion pound revenue and capital budgets and ensuring that budgetary targets, including efficiency savings, are met. Implement risk monitoring and management processes in accordance with corporate guidelines in order to safeguard the Council's interests. Report on risks on projects / programmes through to the corporate risk register.	E
Significant experience of leading contract development, procurement and the delivery of outsourced service. Experience of developing, procuring and the ongoing management of Private Finance Initiative contracts for facilities and services. Extensive experience of negotiating and documenting major contract	E

changes.	
Significant experience of programme and project management, reporting and delivery. Extensive experience of leading and managing construction and infrastructure projects.	E
Significant experience of strategy planning, development, consultation and delivery.	E
Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	E

Disclosure level	<u>None</u>	Standard
	Enhanced	Enhanced with barred list checks

Work type	Fixed	<u>Hybrid</u>	Field	Remote	Mobile
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