

Job Description and Person Specification



Head of Waste – Place and Economy

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| Salary: | £68,428 – 72,831 |
| Job Family: | SM12 |
| Working hours: | 37 hours per week. |
| Work base: | Thrapston (with regular visits to depots) |
| Responsible to: | Assistant Director, Highways and Waste |

We are delighted that you are interested in this key role within Place and Economy.

By recognising that our employees are our greatest asset, we invest in, value and develop them to progress our ambition to be an employer of choice. Our corporate values and behaviours also encourage customer focus, efficiency and support our employees to achieve.

Main Purpose

To provide strategic leadership and management within the Waste service for operational delivery, environmental enforcement, environmental and health and safety compliance, communication and awareness raising, performance and contract management. The post has corporate management responsibility in relation to the duties associated with the Environmental Protection Act 1990.

Support the Assistant Director of Highways and Waste in ensuring statutory responsibilities are met, and services are aligned to the Council's long-term vision, promoting a culture of performance management which delivers high quality, high performing, value for money services.

Role Responsibilities

- Ensure the reliable delivery of all waste functions under the responsibility of the unitary authority including: household waste collections, disposal arrangements, household waste and recycling centres, street-cleaning and associated services.
- Develop and maintain strategic plans for the delivery of the service long into the future to reflect changing legislative requirements, growing population and changing consumer demands and behaviours and the Council's financial constraints.
- Ensure compliance with all statutory responsibilities for the Council within the Environmental Protection Act 1990, Environment Act 2021, Waste (England and Wales) Regulations 2011, Controlled Waste (England and Wales) Regulations 2012, Clean Neighbourhoods Act amongst other related legislation and national guidance.
- Design and implement a robust contract management framework to ensure the Council is receiving value for money and high standards of contractual performance.
- Lead on the design and implementation of a communications programme for promoting environmental messages to reduce waste, promote recycling and encourage environmentally responsible behaviour.
- Ensure an environmental enforcement framework is in place in accordance with legislation and is implemented in line with the appropriate regulations to reduce environmental crime and anti-social behaviour.
- Contribute collaboratively towards the collecting and reporting of performance and financial data for the services in their responsibility.
- Monitor and manage the budgets, performance and risks related to the service under their responsibility, including accurate estimating, forecasting and out-turns against agreed budgets. Ensure that budget managers within their teams are implementing the same approach accurately and consistently with the Council's policies and procedures.
- Ensure that there are robust business continuity plans and emergency response plans in place and are regularly tested and updated to support the delivery of uninterrupted services and the Council's role within the Local Resilience Forum.
- Engage with elected Members at all levels to provide strategic, technical advice regarding the future of services and reliable information regarding the current service and its performance.
- Work collaboratively with services across the Council to align services for the benefit of the Council's residents and to deliver value for money.

General responsibilities applicable to all jobs

- Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
- Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
- Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

This post requires the postholder to travel independent of public transport to attend meetings and site visits across North Northamptonshire, and occasionally across the region.

Under the Local Government and Housing Act 1989 this post is classified as a politically restricted or sensitive post. Holders of such posts are disqualified from seeking election to or being a member of the House of Commons, the European Parliament, or a Local Authority, other than a Parish Council

Person Specification

Qualifications

Educated to degree-level or equivalent by experience.

Successful background of achievement and relevant experience at a senior management level in an appropriate, related work area, reflecting a corporate and strategic approach in a diverse service environment.

Background and Experience

Extensive experience of providing and developing successful, high value waste collection and disposal services, street-cleaning and environmental enforcement.

Successful record of leading change and continuous improvement, showing an appreciation of change management issues.

Experience of managing a diverse workforce, with demonstrable ability to motivate and inspire others to achieve high performance outcomes and positive working relationships and an open and flexible management style.

Experience of developing services at a strategic level and in turning concepts into operational delivery.

Experience of successfully operating in a political environment, including formal committees, as well as managing and resolving local political concerns.

Demonstrable practical knowledge of the relevant legislation and national guidance related to the services.

Appreciation and experience of working with related regulators within the waste and environmental enforcement services.

Knowledge and experience of the regulations regarding environmental enforcement to ensure cases can be taken to prosecution.

Experienced in managing the contract management cycle for high value contracts.

Skills and Knowledge

Comprehensive understanding of how the service will reflect local and national agendas relating to the delivery of a safe, environmentally responsible and efficient service.

Excellent communication and interpersonal skills for both conceptual and factual matters to a wide audience, with the ability to listen to the views of others and use effective influencing/negotiation techniques to achieve a positive outcome.

Experience and understanding of project management mechanisms and their uses in medium and long-term projects.

Proven success at working with other services across the Council, and external partners, to deliver high performing services.

Rational and innovative approach to problem solving and decision making.

Demonstrable ability to work at pace to deliver service improvements and change.

Effective budget manager who understands and has experience in managing large revenue and capital budgets to ensure accurate projections, mitigating overspends and remaining within allocated budgets

Committed to development of self and others, keeping fully abreast of new and innovative approaches within the professional and managerial sphere of the post, and maintain a high degree of integrity and professional standards that reflect the Corporate Values of North Northamptonshire Council.

Our Values and Behaviours

Our values define who we are and how we operate, by forming the foundation for how we interact with our customers, colleagues and provide our services. They are also at the forefront of our decision making and delivery and include:

- Customer-focused**
 - Think 'One Team' and act Council-wide
 - Take ownership and do the right thing
 - Keep customers up-to-date and informed
 - Listen and respond to differing needs
- Respectful**
 - Embrace and live the Council's values
 - Listen to and value the contributions of others
 - Share ideas and feedback at all levels
 - Promote diversity and inclusivity
- Efficient**
 - Challenge and innovate
 - Be collaborative and share learning
 - Be flexible, proactive and prioritise
 - Seek learning opportunities
- Supportive**
 - Build an open and sustainable culture
 - Promote achievement and celebrate success
 - Be caring and empathetic
 - Develop yourself and others
- Trustworthy**
 - Act with honesty and integrity
 - Build effective relationships
 - Do what you say you're going to do
 - Be open and transparent

Our Key Commitments

Our key commitments help ensure that the priorities we make, now and in the future, maintain the necessary breadth of focus in those areas that we believe matter most.

Our key commitments are:

- **Active, fulfilled lives:** We will help people live healthier, more active, independent and fulfilled lives.
- **Better, brighter futures:** We will care for our young people, providing them with a high-quality education and opportunities to help them flourish.
- **Safe and thriving places:** We will enable a thriving and successful economy that shapes great places to live, learn, work and visit.
- **Green, sustainable environment:** We will take a lead on improving the green environment, making the area more sustainable for generations to come.
- **Connected communities:** We will ensure our communities are connected with one another, so they are able to shape their lives and the areas where they live.
- **Modern public services:** We will provide efficient, effective and affordable services that make a real difference to all our local communities.

Why choose us?

We offer a fantastic working environment including diverse and active staff networks, great flexible working opportunities and well as many other benefits, you will:

Receive a generous annual leave allowance.

Have access to our Employee Assistance Programme which offers a confidential service for employees and their families 24 hours a day / 7 days a week. The programme provides expert advice and counselling in areas such as finances, family and personal problems, work issues, health related problems, childcare and consumer rights.

Join the Local Government Pension Scheme (LGPS), which is a tax approved occupational pension scheme with a generous employer contribution rate, immediate life cover and ill-health protection. Benefits are based on the length of your membership and final salary.

We are proud to be a recognised Disability Confident Employer and is committed to providing an inclusive recruitment process and will offer an interview to disabled applicants who meet the essential criteria for the role.

