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| Post Title: | JOINT DIRECTOR OF ENVIRONMENT FOR ISLE OF WIGHT COUNCIL & SOUTHAMPTON CITY COUNCIL |
| Post number: | TBC |
| Salary Grade: | CO1 |
| Accountable to: | Chief Executive |
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| Notes: | <p>The post of Director is:</p> <ul style="list-style-type: none"> • Subject to the terms and conditions of service as prescribed by the Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities except where locally agreed conditions are in place. • Politically restricted under section 2(1) of the Local Government and Housing Act 1989. Directors are disqualified from being a member of other local authorities, a Member of Parliament or a Member of the European Parliament. In addition the post holders may not hold office in a political party, canvas at elections or attempt to influence support in any other way for a political party. • To be undertaken in accordance with the Council's key values, agreed performance standards and the need for political sensitivity and awareness. |
| Date of document: | January 2011 |

DIRECTOR OF ENVIRONMENT: JOB DESCRIPTION

Purpose of Job

- As a Director, to work with each authority's Board of Directors, chief officer management teams, the Chief Executive and Councillors in driving forward the strategic and transformational agenda set by Cabinet ensuring that all customers receive high quality, value for money services.
- To undertake proper officer roles as laid down in the council's constitution.
- 'Horizon scan and plan' and, with the respective Chief Executives, leading on the respective council's response to strategic, cross cutting issues to ensure the council is best positioned to meet future challenges.
- Provide the day to day strategic leadership and direction to achieve the corporate strategy aims and the annual business plan objectives both of the directorate Council corporate priorities.
- Identify and drive the necessary changes to culture and practice to take forward the strategic and transformational agenda and ensure that appropriate structures are set, implemented and maintained.
- Identify opportunities for sharing resources, risk and commissioning with other local authorities and partners in the public and private sector.
- Build and lead successful joint working arrangements both with internal and external service providers, together with regional and local agencies to deliver high quality, cost effective services across both authorities.
- Ensure resources are deployed effectively to meet corporate and service performance priorities.
- Enhance the Council's reputation by promoting a positive image of the organisation to customers, partners and national and regional bodies.

Key Accountabilities

1. Provide clear executive leadership and strategic focus in the development, delivery and monitoring of the respective Councils' corporate strategies, objectives and priorities.

2. Ensure day to day operational contact and cover across the services within the remit of the respective Directorate roles.
3. Undertake emergency planning responsibilities consistent with the senior manager responsibilities reflected within Southampton City Council, which will be determined on an operational basis to reflect the nature of the dual-site role of the post holder.
4. Work pro-actively and closely with colleagues on the Board of Directors/Chief Officer management groups to identify, create and embed the necessary, sustainable changes in culture and practice to meet the strategic and transformational needs and aspirations of the respective Councils.
5. Take a strategic lead on a portfolio projects/ programmes/ assignments and the associated financial management and budgets, providing Senior Managers with sponsorship of the projects they are delivering and appropriate line management support.
6. Financial management accountability for the Joint Director Environment will rest with the post holder and be discharged in practical management terms through the senior managers based in the Environment Directorate of Southampton City Council.
7. Develop a positive model of valuing staff, effective communication and engagement, a 'healthy' organisational culture and high personal commitment and motivation on the part of all staff to achieve the best possible outcomes for our customers.
8. Ensure that all employees are aware of the aims, objectives and achievements of the Council and the standards of behaviour and performance expected.
9. Manage and maintain a coherent framework of performance management which ensures that Senior Managers lead, inspire and develop their staff to perform to the best of their abilities to achieve corporate objectives and performance management standards.
10. Develop, having regard to the nature of the Joint Director Environment post, clear and robust day to day management within Southampton City Council through the Council's Senior Management Team and Directorate management team, notably through close working with the Senior Manager-Environment.
11. Undertake line management responsibilities as appropriate - Line management responsibilities will be clarified to form an attachment to the final Job Description prior to the commencement of the post on 1st April 2012.
12. Develop and maintain constructive relationships between the Council and other local authorities, central government, the business and industrial sector and principal community and voluntary organisations and agencies.

13. Ensure the Council is able to demonstrate compliance with all policies and procedures, and robust management of health and safety, equal opportunities, customer care, emergency and business continuity planning, security and work standards.
14. Represent the Council without bias as an ambassador for the organisation, promoting the city and region, locally, nationally and internationally for the benefit of its community and commercial sector.
15. Work with lead members on policy and management issues, to avoid/manage any conflicts which may arise as a result of the strategies, policies and activities of the Council and its political leadership.
16. Be the lead director in dealings with, and manage Council relationships with, key service partners at local, Sub Regional and Regional levels.
17. Ensure that service plans and programmes are fully reflected in corporate strategies and are designed, commissioned/procured and delivered in the most effective, efficient and equitable manner.
18. Manage internal working arrangements ensuring key policy plans particularly those at strategic level accurately reflect corporate values and strategy.
19. Contribute to the strategic leadership of both the respective Councils and Directorates through attendance at scheduled meetings as required, including but not definitively Director's Board; Corporate Management Board; Directorate Management Meetings; scheduled meetings with lead members; Cabinet; Full Council; Scrutiny meetings.
20. To deputise for the Chief Executives in areas of own accountability as may be required.
21. To undertake any such duties and responsibilities determined by the Chief Executive commensurate with the nature of the post.
22. Within the Isle of Wight Council be the responsible director for strategic leadership and management of the functional responsibilities listed below:
 - a. Planning & Regulatory Services
 - b. Waste & Fleet Management
 - c. Highways, Transport & Highways PFI
 - d. Recreation, Leisure and Open Spaces
 - e. Economy, Tourism & Events
 - f. Strategic Asset Management

- g. Streetscene & Community Safety
 - h. Fire & Rescue Service
 - i. Procurement & Contract Management
23. Within Southampton City Council be the responsible director for strategic leadership and management of the functional responsibilities listed below, and cross-directorate or corporate initiatives as identified and impacting on these services:
- a. Housing Services
 - b. Streetscene & Community Safety (including emergency planning)
 - c. Waste & Fleet Transport
 - d. Regulatory Services
24. Provide strategic leadership and responsibility for the coordination of planning and sustainability, housing and highways arrangements on behalf of the City Council internally and externally.

DIRECTOR OF ENVIRONMENT: PERSON SPECIFICATION

Knowledge and Experience

- Educated to at least first degree level and/or an equivalent relevant professional qualification and significant evidence of continuing professional development.
- A track record of successfully leading a large multi-disciplined organisation through major change and delivering outcomes at a senior corporate level in a demanding, complex and politically sensitive environment.
- A clear understanding of the way in which the role and function of Local Government will change over the next decade.
- A successful track record of influencing, providing balanced professional advice and guidance to, and working productively with, senior decision makers in a complex political setting.
- Experience of leading, inspiring and motivating a range of diverse professional groups of staff to achieve progressively higher standards of service delivery, service improvements and cost reductions within challenging organisational circumstances.
- A strong and evidenced track record of effective partnership working with a wide range of communities, partner organisations, private sector providers, public agencies, voluntary bodies and statutory authorities.

- A strong track record of driving up levels of performance and ensuring that the organisation has the capacity to respond to clear community leadership.
- Extensive experience of resource and risk management including setting, managing and monitoring challenging budgets, the interpretation of financial management information and the delivery of major projects and complex programmes.
- A strong portfolio of achievement and a successful track record in business planning, decision making, policy implementation, quality and performance.
- Evidence of having used diversity in practical ways, to increase and enhance levels of organisational performance.
- Be able to demonstrate underpinning personal values, attitudes and behaviour and a proven track record of commitment to the portfolio / area of service responsibility.
- Have had responsibility for complex operational delivery and the challenges associated with the relevant service areas.

Key Competences, Skills and Personal Qualities

- A strategic and visionary thinker with high level analytical skills and strong achievement drive.
- Exhibits a passion for innovative models of seamless public service provision and delivery with a market orientated approach and a strong focus on understanding, interpreting and delivering the needs and wants of customers in cost effective, value for money ways.
- A corporate leader and excellent manager who is visible and accessible as well as determined and positive enough to successfully drive forward the ambitions, challenges and plans of the Council.
- The ability to provide professional advice confidently and tactfully, expressing a viewpoint and providing strategic direction.
- The ability to handle competing and multiple priorities and a challenging workload competently in a complex political environment.
- The ability to interpret and understand complex financial and budgetary issues and legislation.

- The ability to develop the leadership role of the city council in civic governance beyond the council's formal statutory powers and responsibilities.
- Have a personal and professional style of approach to leadership and management which is open, engaging, purposeful and facilitative but also a proven ability to make, implement and sustain difficult decisions.