

Slough Borough Council

Job Description

Job Description Reference: RH&E 4-0

Date: July 2023

Post Pay Level: SML 14

DBS requirement: Not Required

Job Title: Director of Environment & Highways

Responsible to: Executive Director, Regeneration, Housing & Environment

Responsible for: Environment & Infrastructure Departments

As the council's Director of Environment & Highways and a member of the Executive Director's Management Team, this post is directly responsible for:

Number of reports:

Direct reports: 2

Indirect reports: 220+

Total Managed: 220+

Financial Responsibilities:

Revenue budget of £11.8m

Capital budget of £41.8m over the next 5 years

Location

Though hybrid working is supported, the post holder must be able and willing to be in Slough Borough Council offices or other office sites 5 days a week if required.

Main purpose of Job:

The Director of Environment & Highways is a strategic leadership role reporting to the Executive Director of Regeneration, Housing & Environment. The post holder will have a diverse portfolio of responsibilities from the successful delivery of key environmental front line services, to maintaining and improving the borough's transportation and highways network and acting as the Council's lead professional for engineering and highways. The role requires a strategic mindset and a focus on achieving the council's priorities, which include improving service standards, driving efficiencies, driving savings, exploiting income opportunities. The post holder will be a visionary and transformational leader with strong leadership skills, a keen interest in the environment and demonstrable highways experience in an urban, multi-cultural environment.

General Accountabilities:

- **Strategy development**

Help shape the direction of the council to drive forward the public service reform agenda and ensure delivery of its priorities and value to residents. Provide a strategic vision for the future development of the service to enable the council to meet its future challenges, fostering a culture of continuous improvement.

- **Corporate leadership**

As a senior leader working as part of a wider leadership team across the council, work together take collective responsibility and drive forward a range of cross-council initiatives which are required to ensure changes are embedded in a sustainable way throughout the organisation. Provide corporate leadership that encourages our staff to recognise their contribution to the strategic objectives the council has set.

- **Service leadership and management**

Lead the integrated delivery, improvement, management and performance of the service, commissioning and directing activity within the council and externally as required, and ensuring overall objectives are translated into effective plans and that the service is efficient and locally responsive. Provide inspirational and professional leadership to staff, strengthening skills and competence and fostering a strong culture of standards, performance and accountability.

- **Resources / Financial management**

Ensure tight budgetary control and prioritise use of resources and assets to support the delivery of the council's corporate vision and help ensure that the council receives value for money from its expenditure. Drive and/or support the development of outcome-based commissioning models to better ensure strong price competition and transfer of risks through contracts with third parties. Champion and drive the development of commercial opportunities where appropriate.

- **Partners and stakeholders**

Actively engage, communicate and influence within the council, across partners and with the wider local and central government community to champion the council's approach to unified public services. Foster the bringing together of local services and decisions across agencies to reduce demand and help communities more independently support themselves.

- **Business change**

Lead, develop, implement and review change management programmes to deliver continual improvement. Assist the Chief Executive and Executive Directors in developing a single council-wide corporate culture to engender a strong and shared approach to delivering services and provide better support for staff to deliver savings.

- **Compliance**

Ensure that all activities within the service comply with the council's Constitution, Standing Orders, financial regulations, health and safety and safeguarding responsibilities and that effective systems operate within the service to manage performance and risk.

- **Equality and diversity**

Uphold and promote the aims of the council's equality and diversity policies to ensure non-discriminatory practices in all aspects of work, and that diversity is embedded in everything, from workforce planning and policy development to service delivery.

Specific Responsibilities:

1. To lead an effective Environment and Highways service, taking accountabilities for all aspects of planning, finance, performance, people, change and risk management within the service. In doing this, the postholder will ensure delivery of the highest quality service that can be provided to customers with the resources available.
2. To lead the strategic planning and delivery of physical infrastructure and services across the borough, including high-profile, high-risk services such as waste collection, street cleaning and highways. The postholder will ensure high quality and cost effectiveness across some of the borough's highest profile and highest cost services.
3. To lead innovation in service delivery, environmental sustainability and use of new technologies in order to improve quality, productivity and cost effectiveness. To be the council's lead professional and most senior subject matter expert of matters of environmental sustainability, carbon reduction and infrastructure.
4. Lead the management and development of physical infrastructure to improve the quality of the street scene, reduce traffic congestion and increase walking and cycling.
5. Lead the council's work managing and improving the public realm and delivering high standards and working towards European standards of public space quality.
6. Commissioning highways and structural maintenance programmes, active travel and roads safety programmes to reduce congestion and casualties in line with the capital and revenue funding streams.
7. Lead on ensuring compliance with Environment Agency directives for environmental service and compliance with relevant legislation, policies, and regulations governing the areas of Environment & Infrastructure, keeping up to date with changes and best practices. Undertaking any statutory duties as required.
8. To lead on partnership working with agencies such as Highways Agency, Transport for London and neighbouring authorities on matters of strategic infrastructure planning.
9. To take decisions of meaningful impact, including financial delegation of up to £100k. Such decisions will be informed by collaboration and engagement with other colleagues and made within the boundaries council's Constitution and financial framework, but the postholder is ultimately accountable for making such decisions.

10. Responsible for ensuring project and programme governance is established and adhered to in line with Council Standing Orders.
11. Responsible for attending and representing the Council at Coroners Court enquiries.
12. To undertake any other duties commensurate with level of responsibility of the post.

Person Specification – Director of Environment & Highways

Specification	Essential / Desirable
Qualifications	
A relevant degree (e.g., environmental management, civil engineering, or a related discipline) or significant experience in organisational leadership.	D
Professional qualification and full membership of relevant body. (e.g., ICE, RICS, CIWM etc).	D
Professional Health and Safety qualification (e.g., NVQ Level 7 Strategic Health & Safety Leadership).	D
Evidence of continuous professional development which reflects commitment to effective management in a large organisation.	E
Experience	
Strong experience in a senior leadership role with evidence of successfully leading a high performing team in an infrastructure and/ or environmental management function.	E
Knowledge and understanding of local government environmental services, road network development, maintenance and associated infrastructure.	E
Good knowledge of managing or holding statutory responsibilities in environment & infrastructure management - including Construction (Design and Management) Regulations (CDM), health and safety legislation, highway legislation, planning system and environmental protection legislation.	D
Demonstrated track record of successfully driving service improvements, operational efficiencies, and cost savings in a complex organisational environment. The post holder should have demonstrated experience of improving infrastructure services, public service requirements and operational management.	E

Specification	Essential / Desirable
Strong experience in setting and delivering environmental targets and other sustainability initiatives in infrastructure and public service function such as net zero targets.	D
Demonstrated experience of managing a diverse mixed workforce which includes a large number of manual workers.	E
Demonstrated track record of leading a customer-focused, high-performance culture, including workforce planning, objective setting, performance management, motivating and inspiring a diverse group of staff with different backgrounds and career goals.	E
Strong experience in identifying and pursuing income generation opportunities, with a focus on diversifying revenue streams.	E
Strong experience of setting service standards that will enhance the reputation of the Council and empowers others to deliver.	E
Experience of working in a political environment such as local or central government.	E
Can demonstrate political acumen and aptitude to adapt to a political environment.	E
Skills and abilities	
Strategic thinking and planning, able to develop clear strategies at organisation-level to achieve outcomes over a medium-to long-term timeframe, typically up to 5 years.	E
Business planning, able to develop clear business and operational plans for the delivery of a high-quality internal support services to customers.	E
Strong skills in scheme and project management, cost management and risk mitigation with demonstrated ability to establish robust governance and monitoring arrangements.	E

Specification	Essential / Desirable
Excellent written and verbal communication skills, able to translate complex technical concepts into simple, clear insight and advice for a diverse range of audiences.	E
Ability to work collaboratively, working across departmental and organisational boundaries to develop shared solutions with other council partners to deliver wider borough goals.	E
Excellent negotiation skills and evidence of having successfully applied these internally (in building excellent stakeholder relationships) and externally (in driving value through supplier relationships).	E
Judgement and proportionality, able to manage competing priorities, quickly identify key factors and direct attention and resources appropriately.	E
Excellent problem-solving skills, able to analyse complex scenarios and synthesise multiple strands of work into solutions that can be simply and clearly articulated to senior stakeholders including members.	E
Expertise in financial planning, budgeting. The post holder will have the ability to evaluate resource allocation to ensure sustainable and efficient use of resources.	E
The highest personal integrity and loyalty, supportive to colleagues, with a drive to deliver corporately on the Council's vision and values.	E
Knowledge and understanding	
Leadership with the ability to promote the long-term goals and direction of the organisation. This includes developing a clear and inspiring strategic plan for Environment & Highways.	E
Good understanding of assessing potential risks and uncertainties associated with Environment & Highways. This includes developing risk management strategies and contingency plans to minimise negative impacts and ensure successful outcomes.	E

Specification	Essential / Desirable
A mindset that encourages innovation, creativity, and continuous improvement. This includes being open to new ideas and emerging trends in regeneration, housing, and environmental practices, and adapting strategies accordingly to stay ahead of the curve.	D
Demonstrated knowledge and understanding of engineering and highways management. The post holder can demonstrate their ability to act as the Council's lead professional in this area.	E
An understanding of, and a personal commitment to, the vision, aims, values and priorities of Slough Borough Council.	D