



**Role Purpose, Context and Scope:**

A Tier 1 postholder will be directly responsible to Committees for the overall management and strategic direction of an entire department or major functional area of the City of London Corporation. Apart from the specific requirements noted below, this will entail:

- Working with Members in setting and delivering the strategic aims and objectives of the City Corporation
- Recognising and taking full account of the importance of all relevant internal and external factors in any strategic outlook, advice and guidance given
- Creating, fostering, and managing effective relationships with internal and external stakeholders at the highest levels, including Members, senior officers and external political and operational contacts
- Driving significant cultural change, employee engagement and service improvement throughout the City Corporation with a keen focus on collaboration
- Being fully accountable for the allocated budget and delivery of the business plan and Corporate Plan outcomes for all areas of responsibility
- Exercising the full range of leadership and management responsibilities for colleagues

**Our Values:**

All our strategic leaders are expected to demonstrate and live our values of pride, pace, passion and professionalism in all that we do. This is underpinned by our actions being relevant, reliable, responsible and radical.

**Indicative Accountabilities:**

- Plan and lead significant cultural change, and strategically desired service improvements and developments, and the development of services, policies, standards, and performance targets for their areas of responsibility in line with corporate and strategic aims and objectives.
- Make autonomous decisions as the corporate expert in their field to lead activities in that field in accordance with wider organisational goals and objectives and with potentially significant impact on the City Corporation's image, interests, or reputation.
- Be the lead representative for their area(s) of responsibility, presenting and leading on sensitive or contentious matters within and outside the specialist field on issues of major significance to the City Corporation.
- Be accountable for the quality, accuracy, and political sensitivity of a large volume of reports, policies, publications or other complex or sensitive work covering their entire area of responsibility and matters of the most significant corporate importance.

**Indicative Knowledge, Qualifications, Skills and Experience:**

- Have the depth and breadth of professional knowledge and experience to enable them to act as the City Corporation's authoritative spokesperson in their relevant field/s.
- Possess a thorough understanding of the policies and functions of the City Corporation and of external stakeholders and client partners which are key to delivering the strategic outcomes required in their area of responsibility.
- Possess a deep political awareness and exercise a high degree of political and professional judgement, which they can act upon quickly and authoritatively to resolve highly contentious and politically complex professional issues in accordance with corporate and strategic priorities.
- Provide the highest levels of awareness and responsiveness in managing conflicting demands on high-level political, operational, and strategic issues.

<b>Job Title and Service Area:</b>
<b>Executive Director Environment</b>
<b>Role Purpose:</b>
<p>The Executive Director of the Environment Department will be responsible for the strategic direction and leadership of the largest and most complex department of the City of London Corporation with over 850 staff, working in 25 locations providing key front-line services to the City and beyond.</p> <p>Supporting the strategic objectives of the City of London Corporation's Corporate Plan, they will oversee the work of the multi award-winning department's five divisions:</p> <ul style="list-style-type: none"> <li>• <b>Natural Environment</b> – managing over 11,000 acres of open space within and beyond London including Epping Forest and Hampstead Heath.</li> <li>• <b>Planning and Development</b> – providing planning authority services and support to the development industry in the Square Mile alongside the District Surveyor's office and the City Development and Investment Unit.</li> <li>• <b>City Operations</b> – bringing together all operational, transport and public realm activity on the Square Mile's streets and public spaces and delivering frontline services, such as street cleansing, highway maintenance and road safety management.</li> <li>• <b>Port Health and Public Protection</b> – dealing with public protection by providing comprehensive and effective environmental health, trading standards and licensing services for the City of London and delivering port health and animal health services for London alongside management of the City of London Cemetery and Crematorium.</li> <li>• <b>Business Services</b> – delivering business support services across the department by streamlining the central business functions and leading on talent, compliance, and data.</li> </ul>
<b>Main Responsibilities (in addition to indicative accountabilities on generic profile):</b>
<ol style="list-style-type: none"> <li>1. To be a visionary and visible leader who is committed to the Seven Principles of Public Life (also known as the Nolan Principles).</li> <li>2. To be responsible for the overall leadership and strategic management of the comprehensive range of environment-related services in the department.</li> <li>3. Commercially and politically astute with a solution focused approach to navigate and negotiate positive outcomes for the department and City of London Corporation.</li> <li>4. To provide relevant Members and Committees high-level policy advice to inform strategic and political decisions which align with the corporate and service plans.</li> <li>5. To lead for the department on Member and political engagement, financial management and service delivery.</li> <li>6. To represent the department at Corporation-level board meetings, committees, and events.</li> <li>7. To represent the department and undertake external speaking engagements at public meetings and social functions relevant to the department.</li> <li>8. To chair a range of departmental meeting including the Senior Leadership Team meetings and oversee risk registers and the development of annual business plans.</li> <li>9. Exceptional leadership, management and delegation skills to line manage and support the directors of each division within the department and demonstrate energy and enthusiasm to ensure successful engagement and communication with staff at all levels.</li> </ol>

# Job Specific Profile

10. To build the City of London's reputation as a global leader in all matter relating to the work of the department.
11. To celebrate the department's achievements and impact; nurture talent and encourage colleagues' development.
12. To show a commitment to improving equality, diversity and inclusion across the department and Corporation.
13. To perform such other duties as may from time to time be directed by the Court of Aldermen or the Court of Common Council.

**Knowledge, Qualifications, Skills and Experience (in addition to those on generic profile):**

1. A broad and geographical knowledge of many of the areas related to the work of the department, for example: planning, development, environmental management, conservation, or public protection.
2. Proven experience of working in a senior leadership role strategically managing a wide and diverse range of disciplines in the provision of environmental public services for a variety of stakeholders in a large and complex organisation.
3. A very strong ability to lead on the establishment and management of positive relationships and effective partnerships between elected Members, senior managers, and key players in the City, London, the UK and worldwide on a wide range of environment-related issues and services.
4. Proven experience of representing a large and complex organisation at the highest level in environment-related services, with the ability to successfully influence a range of diverse stakeholders.
5. A revolutionary approach and deep understanding on combining built and natural environment with the empathy required.
6. Experience of overseeing and ensuring high standards of governance and management of a Charitable Trust (this will be Epping Forest Charity and Buffer Lands).
7. An excellent ability to effectively present and publicly speak to a variety of audiences, including Members, external developers and associations, government bodies, residents, and workers as the Corporation's authority on environment-related issues and services.
8. Experience of leading on the delivery of environment-related services in partnership with other public bodies or private sector organisations on behalf of a large and complex organisation.
9. Experience in the effective political management of public consultations on highly contentious schemes which involve multiple stakeholders including residents, visitors, workers and public authorities and protects the City Corporation's reputation.
10. An understanding of the legal framework within which environmental public services operate and a clear and demonstrable ability to ensure that the City Corporation's statutory obligations are met in this regard.
11. An understanding of the pressures and future needs of the City of London as the world's leading financial provider as it relates to public services relating to the environment.
12. Experience of leading on the delivery of environment-related services in partnership with other public bodies or private sector organisations on behalf of a large and complex organisation.
13. Significant experience of projecting and managing high value budgets across diverse service areas including income generation, commercial opportunities and ensuring effective and efficient service delivery.
14. An ability to be a corporately focused, decisive problem solver able to see the bigger picture and the impact of decisions.

Role Reports to: Town Clerk & Chief Executive