

Job Description

Post title	Assistant Director – Neighbourhoods	Grade	Assistant Director Level
Directorate	Operations	Post ref	

Overall job purpose

To lead and manage the Council's Neighbourhood Services involving waste and recycling, parks and green spaces, street cleansing, cemeteries, allotments and commercial services for trade waste and pest control

To oversee delivery of the Council's Transport and Fleet investment and strategy including depot management and transition to electric and alternative fuel vehicles and machinery.

To lead the review and development of all services aligned to customer focus, legislative changes and sustainability aspirations such as Simpler Recycling, bio-diversification and enhancing the role of services contributing to wider health and wellbeing.

Reporting relationships

Reports to: Executive Director – Operations

Responsible for:
 Parks and Green Spaces
 Waste and Recycling Services
 Street Cleansing
 Allotments and Cemeteries
 Transport and Depot Services
 Commercial Services: Trade Waste/MOTs/ Pest Control

Key tasks and responsibilities – post specific

To strategically and operationally lead all Neighbourhood Services ensuring they are delivered in a value for money and high performing manner, in line with all statutory and legal requirements and that policies, procedures and regulations are effectively developed, communicated, implemented and adhered to.

To respond, lead, propose and implement solutions to emerging Environmental legislation and aligned to the ambitions of the Authority.

To oversee the collection monitoring and analysis of data to drive and evidence decision making and value for money, ensuring performance measures are in place, monitored and acted upon. Moving resources and capacity within the teams as required.

To lead policy and strategy development and implementation such as Simpler Recycling and decarbonisation measures.

To work with other services to build capacity in the community, such that they can play a greater role in maintaining and improving the local environment and sustainability.

To explore commercial opportunities within Neighbourhood Services and strengthen existing commercial trading for trade waste, pest control and vehicle maintenance.

To lead on projects and meetings relevant to the service areas, such as Depot Modernisation, Joint Waste Management Board, Joint Crematorium Committee, implementation of Simpler Recycling, Cemetery Strategy etc.

To be subject expert for the services managed in order to strategically advise, write reports and briefings for the Senior Management, Political Leadership, Cabinet, Portfolio Holder and other meetings as necessary, and attend such meetings or briefing sessions as required including at sub regional and national level.

Ensure that appropriate capital and revenue budgets relating to the Department are managed, monitored and reviewed in accordance with corporate guidance and timetables, working closely with the Finance and Performance teams, as well as other budget holders within the Directorate.

Ensure effective partnership working with all relevant partner agencies is in place and proactively supported, including attendance at external meetings, to deliver the strategic and operational aspirations of the section, the Council and its partners aligned to delivery of the Council's Corporate Plan.

To monitor and pragmatically manage risks within waste and environmental services, reporting escalating and/or emerging risk to the Executive Director/Strategic Leadership Team as appropriate.

Key tasks and responsibilities – corporate

To live and breathe the Corporate Values.

To provide a strong vision and delivery ethos for the Service areas of responsibility, bringing innovation, creativity and forward thinking approaches, whilst ensuring that strategies are well evidenced and evaluated.

To lead, the delivery of Corporate Plan priorities and Service targets.

To work closely with the Executive Director and Strategic Leadership Team, relevant Elected Members, to provide and develop the services under your remit and responsibilities within the overall Policy Framework and Constitution of the Council.

To ensure robust data and performance management and monitoring is embedded across all areas of responsibility

To attend meetings of the Cabinet, Council, Overview and Scrutiny Committees and other corporate committees and working groups, providing necessary briefing as required

To represent the Council at meetings with partners and other public and private sector agencies, voluntary groups and individuals at a local, regional and national level as required, helping to influence policies and strategies relevant to Ashfield.

To be responsible for Strategic Assets within your service areas.

To participate in Civil Contingency planning and development as specified and provide senior management cover out of hours as required.

To promote equal opportunities and equality of opportunity across the range of services delivered by the Service Area.

To undertake any other duties which may from time to time be reasonably directed by the Chief Executive and Corporate Leadership Team.

Ensure at all times all Health & Safety legislation requirements are met and that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.

Employee signature

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result, the Council expects that this job description and person specification will be subject to revision.

Employee signature:		Date:	
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Person Specification

Competencies	
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.</i>	
Competency framework relevant to the post:	Leadership Level 1 Assessment
Seeing the big picture	E –Interview / Test
Changing and improving	E –Interview / Test
Making effective decisions	E –Interview / Test
Leading and communicating	E –Interview / Test
Collaborating and Partnering	E –Interview / Test
Building capacity for all	E –Interview / Test
Achieving commercial outcomes	E –Interview / Test
Delivering value for money	E –Interview / Test
Managing a quality service	E –Interview / Test
Delivering at pace	E –Interview / Test

Skills	Essential / Desirable	Assessment
Able to negotiate, persuade and use diplomacy to successfully influence and engage a diverse a range of stakeholders	Essential	Application Form / Interview
Horizon scan and identify emerging key drivers for the Council.	Essential	Application Form / Interview
Critically analyse services and formulate innovative and practical solutions to improve	Essential	Application Form / Interview
Present complex subjects clearly and concisely to senior management and elected members	Essential	Application Form / Interview

Knowledge	Essential / Desirable	Assessment
Thorough understanding of strategic and operational strategy and key drivers across Neighbourhood Services	Essential	Application Form / Interview
Knowledge of the effective application of robust performance management aligned to delivery of corporate priorities	Essential	Application Form / Interview

Experience	Essential / Desirable	Assessment
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Effectively leading a large multi discipline customer facing Neighbourhoods team	Essential	Application Form / Interview
Proven track record of managing and delivering a range of complex programmes and projects leading to demonstrable improvements in service outcomes	Essential	Application Form / Interview
Mobilising significant resources in a way that optimises performance and ensures that corporate and legislative targets are adhered to.	Essential	Application Form / Interview
Leading significant change within organisations which tangibly increase value and / or improves service quality	Essential	Application Form / Interview
Experience of overseeing and maintaining a transport fleet and workshop with a view to carbon reduction	Desirable	Application Form / Interview

Qualifications	Essential / Desirable	Evidence
Educated to Degree Level or equivalent.	Essential	Certificates
Relevant professional / post graduate qualification	Desirable	Certificates

Additional information / other requirements of the post
<ul style="list-style-type: none"> • This post is politically restricted under the Local Government and Housing Act 1989 • The post holder is eligible for casual car user allowance. • The post involves driving and so the post holder will be required to undertake relevant DVLA licence checks. • The employee will be required to work out of normal working hours / attend evening meetings as part of their role. • The employee will be required to be part of the emergency rota

Date produced / last amended
May 2024

Equality Act 2010
<p>The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.</p> <p>If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.</p>