

Job Profile – Assistant Director Waste, Fleet and Environment (AD2)

Department:	Environment
Responsible to:	Strategic Director Environment
Responsible for:	Waste Management and Fleet Services, Street Cleansing, Parks, Green Spaces and Allotments, and Household Waste Recycling Centres
Grade:	AD2

Job purpose

Lead on the effective delivery of services including waste collection and disposal, parks and ground maintenance, workshops, and fleet services, street cleansing, green spaces, allotments and household waste recycling centres.

Lead the Council's response to the national waste and resources reforms.

Build, nurture and sustain effective multi-agency partnerships across the locality ensuring the delivery of needs-led integrated, joined-up, fit for purpose and responsive services.

Corporate responsibilities

1. Contribute to the strategic leadership of the Council by establishing, leading, developing and implementing effective strategies and plans that will deliver the Council's priority outcomes.
2. Create, encourage and role model a culture of achievement and service excellence through efficiency and continuous improvement.
3. Inform, support and advise Elected Members so that they can fulfil their executive, scrutiny and representational responsibilities.
4. Design and implement service delivery standards and performance criteria and develop and mature key performance data.
5. Champion employee engagement and experience ensuring Bradford Council is a great place to work and has an inclusive culture in which all staff have a voice and are supported in achieving their potential.
6. Ensure effective, efficient and sustainable use and management of resources in accordance with Council Standing Orders and Financial Regulations.
7. Ensure all decisions are based on sound risk management principles which comply with Council procedures and processes within its financial, legal, ethical and statutory frameworks.
8. Take collective responsibility for the delivery of the Council's transformation programmes.

Service focused responsibilities

1. Ensure that effective risk management and health and safety policies relating to the service are in place across the organisation.
2. Ensure services are appropriately managed and resourced to enable effective delivery of service planning objectives.

3. Secure external funding to all service areas to augment core funding as part of service development, including Extended Producer Responsibility for packaging payments and other grant income.
4. Ensure that the service can respond effectively to external incidents and disasters, and to carry out the designated role within a major peacetime disaster scheme arrangement.
5. Ensure the efficient and effective delivery of the Council's waste collection, waste disposal and the management of the Council's closed landfill sites.
6. Lead the ongoing delivery of the Simpler Recycling reforms, including the further changes to kerbside collections due from 2027.
7. Ensure the efficient and effective delivery of street cleansing, parks, green spaces and allotments.
8. Lead engagement and enforcement activity to improve recycling participation and reduce contamination.
9. Ensure the efficient and effective operation and improvement of the Council's Household Waste Recycling Centres.
10. Manage the efficient provision and maintenance of the Council's vehicle and plant fleet, ensuring that it meets the needs of users and that the obligations of the Council's Vehicle Operators Licence are fulfilled, as determined by the Traffic Commissioner.
11. Lead the development of the Council's fleet strategy and vehicle replacement programme, including the transition to lower emission vehicles and efficient procurement.
12. Lead the consolidation and rationalisation of the Council's depot estate to support efficient collection, cleansing and fleet operations.
13. Use data and digital tools, including in cab technology and route optimisation, to improve productivity and evidence performance.
14. Build and sustain constructive relationships with recognised trade unions and the workforce through periods of service change.
15. Ensure the security and resilience of the Council's fuel supplies.

Dimensions of role (direct/ indirect as applicable) e.g. total number of staff managed/ total budget/ total scope of role

- Manage a gross budget of c. £41m
- Responsibility for a workforce of c500 FTE

Structure Chart (role of direct reports)

Reporting to the Strategic Director Environment. Direct reports to this post:

- Head of Fleet and Waste
- Head of Street Cleansing and Parks
- Executive and Systems Support Officer

Person specification – Assistant Director Waste, Fleet and Environment

Qualifications	A professional, academic or management qualification or relevant professional experience, ideally in waste or a related operational discipline Evidence of sustained personal and professional development
Knowledge and experience	Successful track record at a senior management level of leading large scale frontline operational services, with demonstrable improvement in performance, productivity and resident satisfaction, in a comparable organisational context and environment Working knowledge of the national waste and resources reform programme and its operational and financial implications for a collection authority Experience of leading a large frontline workforce, including constructive engagement with recognised trade unions through periods of service change Experience of fleet and transport operations, including Operator Licence compliance and fleet replacement Understanding of the legal, financial and political workings of local government and current best practice on tackling the kind of challenges that face local government services Extensive experience of working collaboratively in order to drive forward new and innovative approaches to both service development and delivery across all areas Extensive experience of successful financial management including budget formulation, financial planning, monitoring and control, within tight financial limits in a complex organisation Tangible evidence of guiding, motivating and developing people, to achieve high performance A track record of promoting and delivering positive solutions to achieve diversity, equality of opportunity and preventing discrimination
Skills	Ability to develop rapport and work effectively with a diverse range of people, consulting with, listening to and understanding varying needs Ability to form sound, evidence-based judgments, find solutions to complex issues and problems, assessing risks and taking responsibility High degree of self-awareness, with the ability to own mistakes and move quickly to develop contingency and / or mitigation strategies

	Ability to inspire, guide, motivate and develop people, to achieve high performance Ability to listen to and influence others, presenting information and arguments convincingly Ability to lead visibly and operate credibly with depot based teams and crews as well as with Elected Members and residents IT literate and able to manage information systems as necessary
Other requirements	Prepared to take an active role in the District affairs outside usual office hours, including weekends and holiday periods To participate in the Senior Leadership Team (SLT) Emergency Duty rota This post is subject to DBS requirements This post is politically restricted