

## ASHFORD BOROUGH COUNCIL

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Assistant Director of Environment, Property and Recreation</b>
<b>GRADE:</b>	MG3
<b>POST NUMBER:</b>	6305
<b>RESPONSIBLE TO</b>	Director of Place, Space and Leisure
<b>KEY RELATIONSHIPS</b>	Chief Executive and Elected Members
<b>JOB SUMMARY:</b>	<p>To lead a team of technical and professional staff that has responsibility for the delivery of</p> <ul style="list-style-type: none"> <li>• Environmental Services.</li> <li>• In-house landscape management, including environmental conservation, and play areas.</li> <li>• Property acquisition and disposal together with Estate Management.</li> <li>• Management of Council assets.</li> </ul> <p>To lead on corporate projects delivering continuous improvement, creating a vibrant change culture through to implementation and thus acting as an “Ambassador” for the Council.</p>
<b>ROLE REQUIREMENTS:</b>	
1	To provide high-level support and advice to the Chief Executive, Director, Senior Managers, Cabinet, Portfolio Holders, Overview and Scrutiny Committees, Elected Members, partners and stakeholders.
2	To lead and manage a team of technical and professional staff and support them to deliver their services in an effective and efficient way. Ensuring that the customer and local community’s needs are identified and responded to appropriately, and that the requirements of statutory duties are fulfilled.

3	Proactively contribute to corporate aims and objectives by playing a full role in corporate management team, leading and managing the implementation of new corporate projects, initiatives and processes and ensure that appropriate standards are maintained and that teams achieve required outputs.
4	To ensure that the appropriate portfolio holder(s) are adequately briefed and aware of issues within their portfolio. Prepare reports for, and attend Cabinet Meetings, Committees, Scrutiny meetings, Task Groups and Working Groups.
5	To be responsible for the marketing and promotion of Environment Property and Recreation to promote/support interaction with the wider community by developing initiatives to increase openness and accessibility of council services.
6	To bid for and be responsible for capital funds allocated to project responsibilities and report to the necessary groups on risk, under and overspends.
7	To be responsible for service planning, service development, policy development, budget management and business planning.
8	To work in partnership with key stakeholders and represent the Council in discussions and negotiations with statutory agencies and public service providers including central, regional, local government and the voluntary sector
9	To be responsible for formal complaints regarding the service in accordance with the Council's complaint procedure.
10	To lead and motivate others to continually improve performance, be approachable, supportive, and demonstrate integrity, fairness, and high personal and professional standards
11	To provide clear guidance, leadership and vision necessary in shaping and delivering innovative approaches to address the Council's vision and objectives including having regard to the budget and any significant budgetary challenges.
12	To keep abreast of and promote all aspects of the service areas, with a view to improving services and facilities and optimising the Council's performance in meeting targets and its effectiveness in serving the needs of the community.
13	Ensure that continuous improvement, value for money and best value are delivered by challenging existing practices, setting targets for improvement and intervening as necessary.

14	Develops and encourages personal development to improve performance and contribute to continual improvement, ensuring managers effectively deliver the outcomes desired and to have in place effective arrangements for the setting of performance measures for Senior Managers and regularly appraise their achievements.
15	Liaise with members, statutory and voluntary bodies, parishes, the community, the commercial sector and other public sector bodies so as to co-ordinate the activities of these organisations and that of the Council.
16	To keep abreast of and promote all aspects of the service areas, with a view to improving services and facilities and optimising the Council's performance in meeting targets and its effectiveness in serving the needs of the community.
17	To be responsible for monitoring contractor and team performance to ensure quality of products, services provided and expenditure.
18	To contribute to the team by providing advice and guidance within area of professional knowledge and experience.
19	Consider opportunities where active collaboration outside your own area of accountability can deliver real benefit to the Council, whilst at the same time maintaining a balance between changes and stability.
20	<p><b>Equal Opportunities</b></p> <p>a) To promote equality of opportunity in employment and service provision, and eliminate unlawful discrimination.</p> <p>b) To recognise that people have different abilities to contribute to the Council's goals and performance and to take necessary action to give everyone a chance to contribute and compete on equal terms.</p>
21	<p><b>Emergency Planning</b></p> <p>a) To participate as required in the Council's Emergency Planning operations including undertaking training and exercising as directed</p> <p>b) To participate in the response to an emergency which may involve duties outside your normal job description and at times outside your contracted hours.</p> <p>c) To participate in the recovery stage following the emergency.</p>
22	<p><b>Business Continuity</b></p> <p>In the event that an incident has occurred which disrupts the Council's ability to deliver its critical functions, to undertake duties within your competencies in other departments and/or at other locations.</p>

23	<p><b>Data Protection</b></p> <p>To ensure that data quality and integrity is maintained and that data is processed in accordance with Council policy, the Data Protection Act, the Freedom of Information Act, and other legislation.</p>
24	<p><b>Health and Safety</b></p> <p>All employees have responsibilities under The Health and Safety at Work Act 1974. These responsibilities are laid out in the Council's Health and Safety Policy, available on the Intranet or from Personnel.</p>
25	<p><b>Safeguarding</b></p> <p>Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and adults at risk of harm within the borough.</p>
26	<p><b>Additional Duties</b></p> <p>To undertake any additional duties of a similar level of responsibility as may be required from time to time.</p>
<p><b>OTHER CONDITIONS:</b></p> <p>Essential Car User</p> <p>The post will be subject to the Local Government [Political Restrictions] Regulations There will be requirement for regular evening and weekend working.</p> <p>Attendance at conferences and courses including weekends as necessary.</p> <p>May 2022</p>	

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	<b>Assistant Director of Environment, Property and Recreation</b>
<b>POST NUMBER:</b>	6305

	<b>Essential</b>	<b>Desirable</b>
<b>EDUCATION &amp; TRAINING/ QUALIFICATIONS</b>	Educational/vocational qualification at degree level in a Leadership/Management or related technical subject or significant comparable experience.	Membership of relevant professional bodies.
<b>EXPERIENCE</b>	<p>Strong background in contract management, target setting and monitoring.</p> <p>Preparation and presentation of information in variety of formats.</p> <p>Experience of Capital and Revenue Budget Management.</p> <p>Evidence of operating in a commercial environment, developing and achieving business plans.</p>	Post qualification experience of working in Environmental Management related activity
<b>SKILLS &amp; KNOWLEDGE</b>	<p>Up to date knowledge of current legislation and good practice in relation to the provision of public sector Environmental Service.</p> <p>Effective interpersonal skills.</p> <p>Effective leadership skills.</p> <p>Effective project management skills.</p> <p>Understanding of the political organisation of local government.</p>	Working knowledge of The Waste (England and Wales) Regulations 2011, and associated legislation.

	Knowledge of contract procurement processes including contract negotiation.	
<b>OTHER REQUIREMENTS</b>	<p>Ability to work across professional and organisational boundaries.</p> <p>Ability to adapt and react positively to changing demands and circumstances.</p> <p>Ability to demonstrate a dynamic approach to service delivery, strong commercialism and entrepreneurial acumen.</p>	
<b>OTHER ESSENTIAL REQUIREMENTS TO CARRY OUT POST: N/a</b>		



## KEY COMPETENCY AREAS

Our Competency Framework has been developed and reviewed over several years in order to achieve a set of professional and key behaviours that our team display every day within our roles.

It applies to every member of staff, regardless of their role or service that they work for. It considers best practice but also the level at which our team members work in different areas of their job. So although the competency itself will apply to all levels, how it is evidenced within the individual job role may vary.

The competencies will be used for:

**Recruitment and Selection** – interview questions will be based on these key behaviours to ensure we are bringing the right people into the organisation.

**Performance management including appraisals** – to keep checking that we are all displaying the right behaviours that will ensure the success of the council’s aspirations

**Training and development** – to help our teams and individuals focus on developing key behaviours and characteristics

The 9 basic competencies fall under our three values which are integral to the way we do things around here:

AMBITIOUS	CREATIVE	TRUSTWORTHY
Positive	Innovative	Professional Behaviour
Continuous Improvement	Open to Change	Accountable
Commercial and Enterprising	Decision Making and Problem Solving	Communication