Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Assistant Director of Waste and Street Cleansing	**Grade:** MG3
Section: Waste and Street Cleansing	**Directorate:** Environment
Responsible to: Director Waste and Street Cleansing	**Responsible for:** TBC
Post Number/s:	**Last Review Date:** October 2026

Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

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Job Purpose

Responsible to the Director for Waste and Street Cleansing for delivering services associated with Waste and Street Cleansing, and for leading, managing and developing those services at an operational and strategic level.

Specific Duties and Responsibilities

Ensure the consistent delivery of high-quality, efficient and effective services which deliver against the Councils' policies and statutory responsibilities, ensuring services for both Councils are dealt with equitably and delivered to the standards required by each.

Assist in the overall management of the Waste division to ensure consistency, opportunity, quality and innovation through collaboration and joint working, and support colleagues in working as a divisional team.

Work effectively within a political environment and prepare and present clear recommendations and advice to Cabinet, other committees and individual Members. Provide advice and support to Members on all relevant Waste and Street Cleansing matters, including legislative developments and policy proposals.

Provide clear strategic planning and act as the Councils' principal adviser on services within the Waste and Street Cleansing portfolio, developing and managing strategic partnerships on related issues for both Councils. Prepare and manage the implementation of service plans across the portfolio to support achievement of service targets.

Ensure appropriate service-related actions are identified and progressed to support the achievement of corporate priorities and targets, including climate change and environmental sustainability.

Ensure business and budget plans are produced for all functions within the service and are effectively managed within approved budgets.

Provide strategic, operational and motivational leadership to staff, maintaining a visible presence with the workforce and promoting a positive working environment focused on high-quality services. Lead, manage, motivate and develop staff, and implement strategies that engage the workforce and create opportunities for continuous improvement.

Ensure effective commissioning, market testing and contract management processes are in place for Waste and Street Cleansing services and operate to required standards. Ensure delivery to specification and within budget, statutory responsibilities are met, and programmes are developed and managed for the timely re-procurement of relevant contracts and commissioned services.

Take responsibility for the supervision and monitoring of waste and street cleansing contracts and liaise with contractors to secure effective service delivery and improvement, compliance with contract specifications, negotiation of contract variations, and the issuing of contractual notices where required.

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Take responsibility for the disposal of all municipal waste collected by each Council through the relevant authorities, and negotiate with those authorities for the provision of facilities to ensure the appropriate disposal of all materials.

Take responsibility for the creation and safe operation of depot operations, ensuring compliance with statutory requirements, that safe systems of work are deployed and followed, and that staff, users and members of the public are protected.

Promote and develop effective working relationships with relevant organisations and external agencies, including government bodies. Represent both Councils at relevant meetings and foster collaborative partnership working.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.

- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.

- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems

- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.

- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

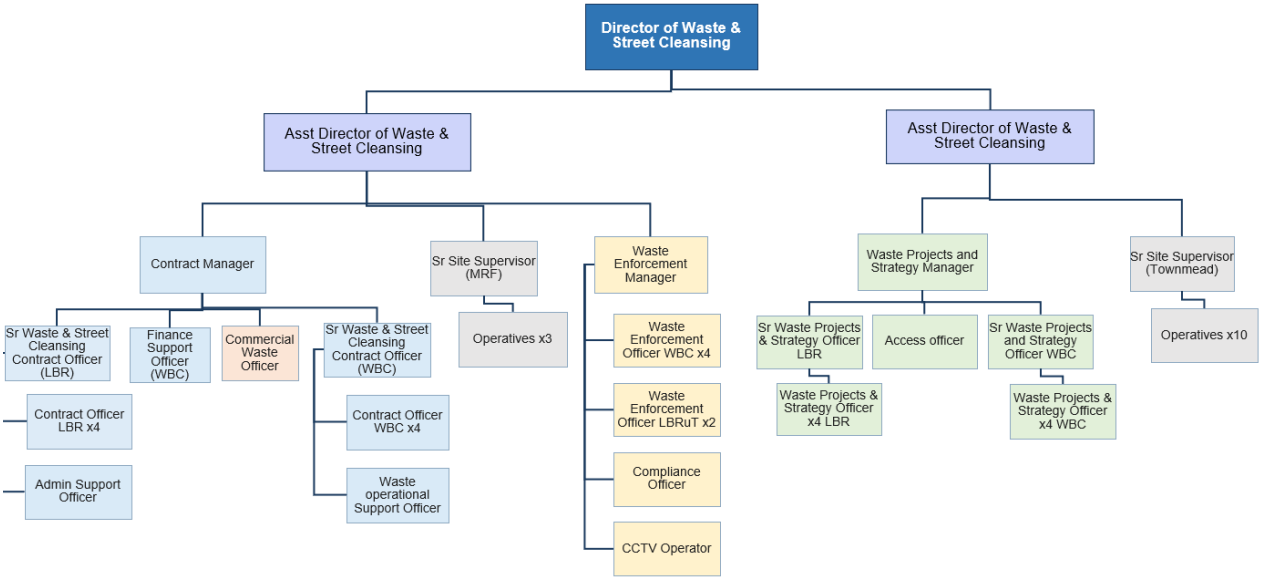
Additional Information

Responsible for both revenue and capital budgets.

The post is initially focussed on delivering for Wandsworth Council but it is expected to be expanded to cover Richmond as well in the future. This would not result in an increase in salary but a change to responsibilities The role includes attendance at regular evening meetings, including weekends, and attendance in response to emergencies and out-of-hours emergencies may be required.

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Team structure



Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

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Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please familiarise yourself with our values as they are an integral part of our recruitment and selection process.

Person Specification Requirements			**Assessed by A/I/T/C (see below for explanation)**
Knowledge	**Essential**	**Desirable**	**Assessed**
Knowledge and experience of managing an effective, cost-effective and customer-focused service	X		A&I
Knowledge and experience of strategically leading, developing and motivating staff to improve service delivery	X		A&I
Experience	**Essential**	**Desirable**	**Assessed**
Senior-level experience in the provision of public services, preferably at head of service level	X		A&I
Experience of operating in a political environment, handling confidential or sensitive information appropriately and distinguishing between political and non-political activities	X		A&I
Successful resource management experience, including setting, managing and controlling substantial and complex budgets and procuring services	X		A&I
Experience of leading council communications delivery, with evidence of innovation and reach		X	A&I
Experience of successfully managing own workload and that of others where deadlines and priorities frequently change and conflict	X		A&I
Experience of equalities legislation and its application to services		X	A&I
Evidence of successfully leading change in a positive way	X		A&I

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Experience of working in partnership to achieve service objectives		X	A&I
Skills	**Essential**	**Desirable**	**Assessed**
Ability to contribute effectively to a senior management team in developing strategic and operational policies and activity	X		A&I
Ability to establish strategic plans and targets that support measurement of service impact	X		A&I
Ability to think and work strategically at divisional and service level to achieve agreed priorities and objectives	X		A&I
Ability to communicate effectively and authoritatively, orally and in writing, with councillors, officers, partner organisations and the public	X		
Tact, diplomacy and first-rate interpersonal, negotiation and influencing skills	X		
Ability to work at pace, manage competing priorities, assimilate information quickly and make sound decisions under pressure	X		
Sound judgement and the ability to balance risks and responsibilities in order to act in the best interests of the organisation	X		
Ability to work both independently and as an effective team member, using initiative and adapting to changing priorities and deadlines in a calm, well-organised and methodical manner	X		
Qualifications	**Essential**	**Desirable**	**Assessed**
Relevant degree or industry based equivalent experience		X	A

A – Application form / CV
I – Interview
T – Test
C - Certificate

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