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Job Profile comprising Job Description and Person Specification

Job Description

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|---|---|
| Job Title: Head of Waste and Street Cleansing | Grade: MG3 |
| Section: Contracts and Leisure | Directorate: Environment and Community |
| Responsible to: Assistant Director Contracts and Leisure | Responsible for: Contract Manager Waste Strategy Manager Commercial Waste Officer Senior Site Supervisor (Central Depot) Senior Site Supervisor (Townmead) Technical Support Officer |
| Post Number: RWE1001 | Date: July 2021 |

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront innovation in local government and the organisation will invest in your development and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose:

Responsible to the Assistant Director for Contracts and Leisure, for delivering services associated with Waste and Street Cleansing, and for depot operations, and to lead, manage and develop 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 Council's policies and the Council's statutory responsibilities and ensure services for both Councils are dealt with on an equitable basis and delivered to the standards required of each.

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

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

Providing clear strategic planning and being the Council's principal advisor on services within the Waste and Street Cleansing portfolio with a view to developing and managing strategic partnerships on related issues for both Councils. Prepare and manage the implementation of service plans across all services within the Waste and Street Cleansing portfolio, to support the achievement of targets for each service.

To ensure appropriate service related actions are identified and progressed to support achievement of corporate priorities and targets, for example Climate Change and Environmental Sustainability.

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

To provide strategic, operational and motivational leadership of staff, providing a visible presence to the workforce and promoting a good working environment with the primary aim of delivering high quality services. Lead, manage, motivate and develop all staff in the service and develop and implement service strategies to engage the workforce and create opportunities for continuous improvement.

To ensure effective commissioning, market testing and contract management of service processes are in place for Waste and Street Cleansing services and operating to all required standards; ensuring delivery to specification and within budget; that statutory responsibilities can be satisfied; and, to develop and manage programmes for the timely re-procurement of relevant contracts and commissioned services.

Responsibility for the supervision and monitoring of contracts including the Waste Contracts and Street Cleansing contracts and for liaison with contractors to ensure the effective delivery of services including service improvements; compliance with contract specifications; negotiation on contract variations; and, ensuring contractual notices are issued as required.



Responsible for disposal of all Municipal Waste collected by each Council through the relevant authorities and for negotiation with those authorities for the provision of facilities to ensure appropriate disposal of all materials.

Responsible for the creation and safe operation of the depot operations, ensuring compliance with statutory requirements, that safe systems of work are deployed and adhered to and for the protection and safety of staff, users and members of the public.

Promote and develop good working relationships and arrangements with relevant organisations and external agencies, including Government bodies, to represent both Councils in attending relevant meetings and to forge collaborative and effective partnership working.

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

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the Borough's of Wandsworth and Richmond services.
- To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work 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 Council's duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

Responsible for both revenue and capital budgets.

Responsible for the management of:

Contract Manager
Waste Strategy Manager
Commercial Waste Officer
Senior Site Supervisor (Central Depot)

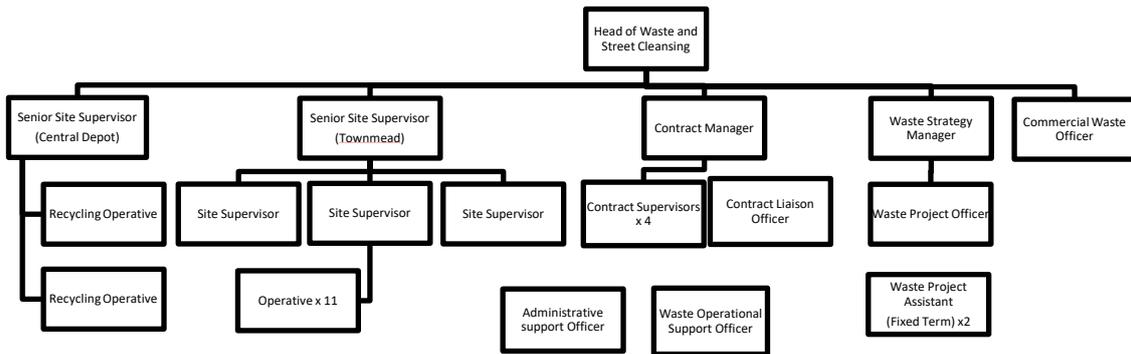


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Senior Site Supervisor (Townmead)
Technical Support Officer

These posts are dispersed across a number of sites across both Councils and will include attendance at regular evening meetings, including weekends. Attendance in response to emergencies and 'out of hours' emergencies may be required.

Current team structure





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Person Specification

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Our Values and Behaviours

Being Open – Sharing views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive – sharing views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being positive and helpful keeping our goals in mind and looking for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

| Requirements | Assessed by A & I/ T/ C |
|--|----------------------------|
| Knowledge | |
| Knowledge and experience of how to manage an effective, cost effective customer focused service | A&I |
| Knowledge and experience of strategically leading, developing and motivating staff to improve service delivery | A&I |
| Experience | |
| Experience at a senior level in the provision of public services, preferably at head of service level | A&I |



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| Experience of operating in a political environment, recognising and handling in an appropriate manner, confidential or sensitive information and distinguishing between political and non-political activities. | A&I |
| Experience of successful resource management, the setting, managing and controlling of substantial and complex budgets and procurement of services | A&I |
| Experience of leading council communications delivery, with evidence of delivering innovation and reach | A&I |
| Experience of successfully managing own workload and that of others in an environment where deadlines and priorities frequently change and are often conflicting. | |
| Experience of equalities legislation and how it applies to services | |
| Experience of equalities legislation and how it applies to services | A&I |
| Evidence of successfully leading change in a positive way | A&I |
| Experience of working in partnership to achieve service objectives | A&I |
| Skills | |
| Ability to work in a senior management team in developing strategic and operational policies and activity | A&I |
| Understanding and ability to establish strategic plans and targets to assist in measuring impact of services | A&I |
| Ability to think and work strategically at a divisional and service level to achieve agreed priorities and objectives | A&I |
| Ability to communicate effectively and authoritatively both orally and in writing, with councillors, officers, partner organisations and the public. | |
| Ability to exercise tact and diplomacy, and first rate interpersonal, negotiation and influencing skills. | |
| Ability to work at pace, juggle priorities, and assimilate new information quickly and ability to make sound decision and judgements under pressure. | |
| Sound judgement and the ability to balance risks and responsibilities in order to act in the best interests of the organisation. | |
| 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. | |
| Qualifications | |
| Relevant Degree (or equivalent) or qualification in Waste Management i.e Diploma in Environmental Waste Management or equivalent by experience | A |