

Be Bold, Make a Difference, Show you Care

JOB ROLE PROFILE

Post Title: Executive Director of Environment and Place

Present Grade: Exec Director **Department:** Environment and Place

Reports to: Chief Executive

Responsible for:

- Highways, transport and traffic
- Parking
- Waste and Recycling
- Street Cleansing
- Regulatory Services
- Urban Greenspaces
- Fleet
- Leisure and Sport
- Libraries
- Culture
- Climate Action

Budget: £115 million

Purpose of the Role:

In full consultation with Members and the Chief Executive and as a full member of the Council's Corporate Management Board the Executive Director will:

1. Be professionally responsible and accountable for the strategic, direction and effective delivery of the Council services and functions listed above.
2. Ensure these services are high quality and responsive to organisational, political and residents' needs and reflect corporate priorities, government direction and legislative change.
3. Lead the adoption of new ways of working to drive the council's transformation, generate efficiencies, and deliver the best outcomes for Enfield residents.
4. Ensure that the Council delivers outstanding public realm and enforcement

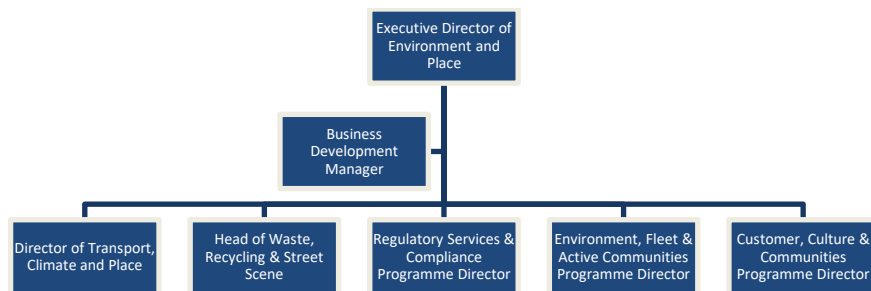
services to achieve a high-quality environment for Enfield's residents.

5. Develop and promote the Council's response to the climate agenda and deliver on initiatives to achieve net zero carbon and a greener, more sustainable borough.
6. Exercise responsibility for council policy and delivery of statutory obligations, act and operate to the highest standards in accordance with the council's plans, financial regulations and standing orders, ensuring the provision of an exemplary service to the council and its customers.
7. Lead and champion the council's key commitments in relation to recycling and sustainable waste management and disposal; urban greenspaces management, libraries; culture; regulatory services; highways, parking and traffic enforcement to support positive behaviour change and road safety.
8. Play a leading role in achieving the council's vision, strategies, policies and plans, acting as a visible and influential member of the council's senior leadership team.
9. As an inclusive leader, demonstrate a relentless focus on equality and diversity, both in terms of achieving outstanding outcomes for Enfield's communities, and in the context of your role as an executive director of a major employer. Ensure processes are in place for identifying and developing talent at all levels.
10. Be accountable for delivering high quality services on budget, exploring innovative models of service delivery to achieve efficiencies and savings and collaborating with peers across the council to ensure the council remains financially sustainable and delivers best value.
11. Ensure effective strategic planning, commissioning and delivery of services across the Directorate. Ensure clear service standards are developed in compliance with relevant legislation within the remit of the role and they are communicated and monitored internally and with relevant partners/suppliers. Identify, challenge and act on areas of under-performance. Encourage and build on good performance.
12. Drive the development of evidence-based service improvement to ensure benefit for the people of Enfield. Build a culture to support innovation and creativity. Ensure timely and well-planned service improvement programme management.
13. Builds and maintains effective relationships with elected members, partners and other key stakeholders. Acting as a proactive ambassador for the Council, develops and leads partnerships with other agencies and providers to achieve ambitious outcomes for Enfield. Represents the Council externally to make an impact for Enfield.
14. Actively seeks to understand community priorities and develops services to meet those aspirations within available financial and policy constraints.

Dimensions including Structure Chart:
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1. Annual budgetary amounts with which the role is either directly or indirectly concerned: £115 million

2. Structure Chart:



3. Number of direct reports: 6

Key Accountabilities:

As Executive Director of Environment and Place you will be accountable for the delivery of:

- Highways
- Transport & Traffic
- Waste and Recycling
- Street Cleansing
- Regulatory Services
- Urban Greenspaces
- Fleet
- Leisure and Sport
- Libraries
- Culture
- Climate Action

As a member of the Council's leadership team, the Executive Director will:

- Advise Cabinet on the allocation of financial and other resources necessary to realise the Council's aspirations and other priorities and requirements;
- Make a significant contribution to the development of the Council's strategic aspirations and corporate and operational priorities, ensuring that these do not compromise the Council's capability to meet all statutory and other regulatory responsibilities;
- In consultation with relevant Cabinet Members be accountable for the effective use of allocated resources to ensure that the Council's agreed aspirations, corporate and operational priorities and statutory and regulatory responsibilities

are met;

- Maintain a constructive dialogue with Members to advise on and understand the administration's aspirations for the borough. Provide vision, leadership, drive and direction to the Council's staff and partners in meeting those aspirations;
- Through own behaviours, be a role model for the leadership behavioural competencies, promoting and supporting the embedding of the Council's standards and values and behavioural competencies throughout the organisation culture of the Council;
- Work with colleagues to establish and embed an organisation culture that supports and promotes the optimum use of resources and corporate infrastructure to ensure the delivery of value for money outcomes that meet the strategic and operational priorities and objectives;
- Be an ambassador for Enfield promoting the overall interests of the borough with the aim of establishing and nurturing partnerships, generating inward investment that would benefit the borough and the local community and maximising income generation for the Council;
- Provide vision, leadership, and direction in developing and delivering the corporate strategic change programme; Actively seeks out opportunities to improve customer experience and service outcomes whilst reducing costs;
- Develop and embed a culture of performance management and outcome delivery to ensure the Council is able to deliver more with less;
- Collaborate with colleagues and partners to facilitate the development and delivery of seamless outcomes that meet defined needs;
- Ensure services have adequate arrangements in place to assess and address risk management, business continuity and other emergencies (in the event that such incidents were to arise);
- In consultation with members and colleagues, develop and ensure the realisation of commissioning and other strategies to scope and specify services that are required to deliver agreed outcomes;
- Ensure there are effective two-way communication channels between customers, providers, partners and staff and their representatives to ensure the quantity, quality and standards of service outputs are understood and delivered;
- Keep abreast of changes in legislation, policy etc. relevant to the remit of the role and ensure these are evaluated against prevailing services development and

delivery strategies, and that any necessary, modifications and/or changes are communicated, made and implemented;

- Promote equality, diversity and respect of customers, clients and all members of staff regardless of gender, age, ethnic origin, disability, sexual orientation, religion or any other protected characteristics;
- Actively promote the development of a culture of self-help/self-support/self-service as an alternative to the Council meeting non statutory and/or regulatory needs.

Equality and Diversity:

Promote and lead the council's commitment to being a fully inclusive employer where fairness and equality are actively championed and every colleague can achieve their full potential. As Executive Director, model the behaviours required of all staff and demonstrate commitment to the council's values.

Health and Safety:

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

Information Security:

To protect the confidentiality, integrity, and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council's Information Security Policy.

Other duties & responsibilities:

This Job Role Profile is not to be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your post and in addition, as a term of your employment, you may be required to undertake various other duties as may be reasonably required of you. This includes making yourself available to participate in a range of corporate initiatives as determined by your Line Manager. These could include activities such as participation in the Civil Emergencies Planning Rota,

supporting the Scrutiny function, actively leading/participating in a range of cross-functioning review and working groups.

Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment and the Council will ensure that its recruitment policies and practices are robust and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.

All staff working with Children & Vulnerable Adults should be aware of and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.

PERSON SPECIFICATION

Job Title: Executive Director Environment and Place

Grade: Executive Director

Department: Environment and Place

Skills, Experience and Behaviours	HOW TESTED Application – A Test – T Interview - I
1. Expertise in leading high-performing, efficient frontline services for areas such as waste and recycling; enforcement and regulatory services; parks and green spaces; highways; parking and traffic enforcement; libraries; and leisure and cultural facilities and contracts. 2. Experience of developing long term strategic plans and priorities for a complex service group to deliver upon agreed organisation strategy and objectives and that service outcomes are achieved to meet the needs of internal and external customers. 3. Sound political and organisational awareness with a good understanding of the Local Government context. Able to demonstrate political sensitivity and secure the confidence of members by providing balanced advice and guidance on strategic and operational issues. 4. Strong collaborator and confident system leader, with experience of collaborating with colleagues and partners to make a strategic contribution beyond professional boundaries. 5. The ability to motivate, lead and develop senior staff to support a culture of high-quality performance, continuous improvement and excellent customer services to achieve excellent outcomes that meet the needs of citizens within a fixed level of resources. 6. A track record of building strategic relationships with a broad range of external service providers to create opportunities to improve services for Enfield's communities.	A/I/T

7. Evidence of successfully managing the development and delivery of large-scale business plans that fully deliver on time and within planned resources. 8. Track record of success in respect of exploring commercial opportunities across this range of services to generate income for the council. 9. Ability to scan long term horizon and understand implications of broader national, regional and public sector trends for the Council. 10. Proven leadership at executive level in a large, diverse organisation and in particular the ability to create a performance driven, inclusive team that delivers outstanding outcomes. 11. Evidence of leading sophisticated transformational change successfully in order to improve outcomes for residents. 12. Evidence of successful strategic and operational resource management including evidence of the resolution of conflicting priorities within tight financial constraints whilst continuously improving service responsiveness. 13. Able to demonstrate success in forging partnerships with a wide range of internal and external bodies such as government, voluntary and community sector, other public sector bodies, businesses, inspectorates and other stakeholders.	
Behaviours: Appropriate behaviours are key to the delivery of our vision for Enfield. We want staff who will work collaboratively, flexibly and constructively, and exhibit this ethos in all their dealings with residents, colleagues and partners. Our leaders will be exemplars of the following behaviours and encourage them in staff at all levels;	A/I/T

Take Responsibility We want staff who are willing to make decisions and be accountable for them. Staff should have a positive can-do attitude where they see problems as challenges which can be overcome. They should accept responsibility for service delivery, be clear about their service offer and deliver what they promise. Open, Honest and Respectful We want staff who are comfortable and confident to acknowledge the difficulties and the barriers they face. They should also be able to constructively challenge the way things are done where there is evidence that it impedes service delivery. Challenge should be conducted in a professional, courteous manner with the aim of reaching a mutually agreeable resolution. Listen and Learn We want staff who are prepared to actively listen and reflect on customer concerns with a view to understanding the customer's point of view. Staff should be able to receive constructive criticism and be prepared to adapt the way they operate and deliver services where appropriate. Work Together to find solutions We want staff who can work collaboratively with other departments and partners, freely sharing their knowledge and skills to identify solutions to address customer concerns.	
Qualification(s) Candidates: Please ensure you address these qualifications in your responses to the essential (and desirable if applicable) criteria, you will be expected to meet these requirements of the role and they will be explored with you at interview. 1. Educated to degree level or professional qualification and at significant relevant professional experience in a senior leadership capacity in a comparable setting.	A/I/T

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