

Role Profile

Role:	Deputy Director of Environmental and Regulation
Strategic theme:	Communities & Place
Working style:	Flexible*
Salary:	Grade 13
Disclosure Barring Service Clearance:	Not Required

Role Purpose:

The postholder will be accountable to the Director of Resident Services and will provide strong corporate leadership to facilitate the delivery of the Council's approved policy objectives and priorities.

The postholder will provide leadership and direction for services, programmes and projects allocated by the Director of Resident Services and will support, challenge and lead resources, sometimes in a matrix manner, in order to deliver the required outcomes.

The postholder will operate in a large, complex and dynamic business environment with responsibility for a portfolio of services that will be under constant review to enable the business to respond in an agile way to opportunities, challenges and a constantly changing environment.

The Deputy Director of Environmental and Regulation Services will support the Director of Residential Services to:

- lead on the Environmental and Regulation strategies for the Council, leading on the development of policies and procedures to support the transformation of the organisation and achievement of Council priorities. The post holder will shape the future service and drive forward the modernisation agenda.
- fulfil the Council's statutory responsibilities as Deputy Director Environmental and Regulation.
- provide leadership within the Resident services strategic theme to ensure we have an efficient, effective and consistently high performing Directorate.
- be an ambassador for the Council and the City and ensure it is fully engaged with its stakeholders and community.

Role Specific Responsibilities:

1. Lead Environmental and Regulation services to maximise the council's ability to support and deliver the councils priorities and vision with a specific focus on serving the residents and businesses of our city.

2. Support and further embed the council’s overarching finance and performance framework, including modernising political structures and governance improvements.
3. Lead the development of the council’s strategic planning framework relating to Environmental and Regulation Service
4. Develop the Council as an organisation that embraces modern forward-thinking business practices, supporting services with business improvement programmes.
5. To lead on Projects and Programmes across Environmental and Regulation services.
6. To operate in a matrix manner, supporting and leading on strategic priorities as set by the Strategic Executive Board and Cabinet.
7. To ensure that clear, Environmental and Regulation service objectives are monitored and achieved and that these reflect the priorities of the council.
Role Specific Accountabilities
<p>As a member of the Council’s Senior Management Group, the post holder will be required to be accountable for leading the Environmental and Regulation statutory and discretionary services/responsibilities, currently.</p> <ul style="list-style-type: none"> - Waste Services - Green Spaces and Bereavement Services - Environment Services - Environmental Health - Trading Standards - Licensing and Regulation - Markets
Corporate Commissioning Responsibilities:
With regard to Environmental and Regulation services, the post holder will be accountable for:
1. Developing and implementing the Council’s strategic approach to the commissioning and procurement of services, actively exploring all provider opportunities across the market, ensuring the provision of high-quality services at minimum overall cost.
2. Developing and implementing the Council’s approach to commercial trading of services, exploring all opportunities across the market, ensuring the provision of high-quality services at minimum overall cost.
3. Ensuring the implementation of priorities set by the Council and SEB in relation to service delivery continues to reflect the needs and priorities of service users and local communities, working across service boundaries as necessary in order to

ensure alignment and integration of services and achieve maximum financial efficiencies.
4. Ensuring the effective management of financial, human and physical resources in the relevant service areas in order to ensure value for money, including reporting as appropriate to the Cabinet and Council in accordance with the Council's financial regulations and timetable and that schemes of delegation are properly developed and maintained.
5. Ensuring employees of the Council are developed and supported to create conditions for high performance and innovation and to enable them to reach required competences to deliver services to both national and local standards.
6. Ensuring employees of other service provider organisations are aware of and meet their shared responsibility for improving outcomes and sharing information across the Council as necessary.
7. Performance monitoring and management of delivery against agreed strategic objectives, including the effectiveness of the deployment of all resources under the control of the Council.
Corporate Management Responsibilities:
In addition to the above, the post holder will be responsible for supporting Strategic Executive Board and the Chief Executive in respect of;
1. Developing and implementing the Council's approach to supplier engagement and contract management, whether provided through in house service delivery units, shared service delivery mechanisms, strategic partnerships or commissioned directly from the private, voluntary or social enterprise sector.
2. Social Value and ensuring that the best possible outcomes for residents are realised from every pound the Council spends with third parties. That the spend with third parties maximises the impact of each pound on the local economy (Wolverhampton Pound) and supports the creation of opportunities for high quality sustainable employment for local people.
3. Embedding equalities into everything we do, continuously seeking opportunities to improve inclusivity and fairness within our city and council.
4. Contributing and leading on embedding the council climate change commitment to be carbon neutral by 2028.
5. The strategic direction of the Council and driving forward transformational change programmes across the organisation through focussing on delivering quality services and value for money.
6. Developing, supporting and promoting a culture of continuous improvement and customer focus across the Council, identifying weaknesses and ensuring remedial action as necessary.
7. The development of the Council as an organisation that embraces modern business methods, flexible management arrangements and agile working to enable fast and effective organisational change, to meet increasing customer expectations and improve value for money.

8. Championing customer focus, ensuring that policies and systems are in place to inform, receive and where possible, act upon feedback from service users, communities, partners, and employees.
9. Providing managerial leadership and support to service delivery managers which ensures achievement of positive outcomes for the service and the City as a whole.
10. Supporting Elected Members in undertaking their roles as community leaders.
11. Developing and fostering effective partnerships across the Council, the wider public sector, other agencies, the business sector and the community to deliver benefits for customers, service users, citizens and the organisation.
12. Contributing to the strategic planning process to ensure that the Council's vision and plans are fit for the future and responsive to changing circumstances.
General Responsibilities:
As a member of the Council's senior management team, the post holder will be required to;
1. Take the lead role as directed on key corporate and cross-cutting projects and other issues or initiatives.
2. Adopt a collaborative and supportive approach, to colleagues across the Council and in partner organisations, providing strategic advice, assistance and support and leading by personal example as a role model of commitment and excellent performance.
3. Maintain up-to-date professional knowledge, relevant professional accreditation and ensure awareness of all strategic service and legislative developments.
4. Promote effective communications and act as an ambassador, both internally and externally, in order to support the council's objectives and promote the reputation of the Council and the City.
5. Participate as required within the Council's corporate resilience, emergency planning and business continuity arrangements.
6. Ensure active compliance with all relevant Council policies and procedures in the fulfilling of duties and responsibilities of the post.
7. Undertake all duties in accordance with the highest standards of behaviour as set out in the Council's management competency framework.
Dimensions:
People: The job involves direct high responsibility for supervision, direction, co-ordination and development of other employees.
Finance: The work involves being accountable for expenditure from agreed budgets. The responsibility includes setting and monitoring the relevant budgets and ensuring effective spend.
Physical Resources: the work involves handling and processing of considerable amounts of computerised information where care, accuracy, confidentiality, and security are important.

Special Features:

Post holder must comply with the Council's Equality and Health & Safety policies and the Data Protection Act 1998.

Any other duties appropriate to the grade of the post, subject to any reasonable adjustments under the Disability Discrimination Act.

Politically restricted post, as per Local Government Officers (Political Restrictions) Regulations 1990.

Post holders will be required to demonstrate the behaviours and attributes that support the Council's core values.

Role Specification

Knowledge, Experience and Qualifications:

The post holder will be able to demonstrate, with evidence where required;

- Extensive local authority experience in a relevant field ideally underpinned by relevant professional and managerial qualifications.
- Substantial experience at senior managerial level, including matrix leadership experience.
- Experience of successfully implementing change in a large and complex organisation, including the successful introduction of relevant business principles.
- Detailed understanding of and sensitivity to the political judgements influencing both the overall objectives of the City Council and ability to work with all political parties.
- Detailed understanding of the major strategic challenges facing local government and the public sector, along with a high level of awareness of the opportunities available for improved collaboration and partnership working required in order to respond to increasing service demands and substantial reductions in available resources.
- Extensive experience of providing sound strategic advice that informs and facilitates successful policy formation and aligns resources to corporate priorities.
- Demonstrable experience of working effectively in partnership with other organisations and agencies towards mutually beneficial objectives.
- A track record of corporate working and embedding a strong culture of performance management across a department.
- Relevant experience in providing services to support corporate activities at a service level
- Expertise in managing the council's statutory responsibilities
- Successfully promoting equality of opportunity both in employment and service delivery.
- Excellent oral and written communication skills

Management Competency Framework		
This table identifies and describes the generic behaviours and the technical skills and knowledge required for managers in this role.		
Competency	Assessment	Weighting
	S – shortlisting I – interview AC – assessment centre	Low – 1 Medium – 2 High – 3
1. Thinking flexibly, using initiative Definition The ability to think strategically, view events, issues, or proposals from different perspectives to find creative solutions	S//AC	3
2. Thinking analytically, using information Definition Managing information and intelligence to inform and/or formulate strategy	S//AC	3
3. Communicate and engage with people, standards, and behaviour Definition Builds belief and confidence in self and others	S//AC	3
4. Manage your resources and plan for high performance Definition Demonstrates how increased performance is influenced	S//AC	3
5. Develop effective partnerships and collaboration Definition Demonstrates how customer focused changes provide opportunities for greater joint activity with local partners and external providers	S//AC	3
6. Understand how the organisation works Definition Aims to deliver right services, first time, every time	S//AC	3

7. Achieve outcomes for customers and communities	S//AC	3
Definition Demonstrates activity that focuses on the customer and contributes to culture change		
Technical and professional Competencies		
Relevant technical knowledge	S/I	3
Excellent oral and written communication skills	S//AC	3
Ability to demonstrate good organisational skills	S/I	3
Evidence of managing services in a complex organisational context	S//AC	3
Experience		
Extensive senior management experience achieving measurable service improvement	S	3
Qualifications		
Educated to degree level in a relevant field or equivalent Extensive relevant work experience at a senior level	S	N/A
Relevant professional qualification	S	N/A
Track record of continuous personal and professional development	S	N/A