

LONDON BOROUGH OF REDBRIDGE ROLE DESCRIPTION AND PERSON SPECIFICATION

Role Title:	Head of Waste, Recycling and Fleet		
Directorate:	Place	Grade:	LBR19
Department:	Waste, Recycling and Fleet Transport	Hours/weeks:	36 hours per week
Function:	Senior Manager	Post number:	
Team:	Waste, Recycling and Fleet Transport	Base/location:	Ley Street Depot
Reports to:	Operational Director Civic Pride		
Responsible for:	Waste and Recycling Collection Manager and Fleet Transport Manager		

Role and Context	
Overall Role Purpose:	<p>To manage and lead the Waste and Recycling collection service in the achievement of the Authority's stated objectives and in the continuous improvement of its performance.</p> <p>To manage and lead in ensuring the management, maintenance and improvement of the Borough's Fleet and Workshop performance by ensuring compliance with relevant legislation and Council policies.</p> <p>To ensure the integration of all relevant services within the service, throughout the Council and relevant partners in accordance with best practice, legislation and Council policy, making recommendations for change to the Operational Director.</p>
Role Context:	<p>It is recognised that the combination of an integrated Waste and Recycling and Fleet Transport service can reap benefits in terms of greater understanding between the Fleet Transport's biggest customer and that service's appreciation of the competing priorities for other Council services requiring operational transport. This is a model that is affordable in the current financial climate.</p>

Key Accountabilities and Result Areas	
1. Strategy and Planning	<ul style="list-style-type: none"> • To develop, lead and manage Waste, Recycling and Fleet Transport on behalf of the Council in accordance with Council Policies, Government guidelines and all relevant legislation. • Strategic management of the Council's Waste, Recycling and Fleet Transport Policy including all matters relating to collection and disposal and discharge of the Council's responsibility in holding an Operator Licence • Leading on the development of council policies and strategies in relation to Waste, Recycling and Fleet Transport ensuring these are in line with government/professional guidance and good practice • Develop and maintain a comprehensive understanding of national and regional Waste, Recycling and Fleet Transport policy and its inter-relationship with other policies. • Develop and deliver the Council's strategies and plans in relation to Waste, Recycling and Fleet Transport • Provide expert advice to the Operational Director for Civic Pride, CSMT, Directors and Members in relation to all matters the post holder has responsibility for. • Firmly establish the Waste, Recycling and Fleet Transport as a key player within the Council, sub regionally and across London.
2. Operations and Support	<ul style="list-style-type: none"> • To manage the staff within the service ensuring that the service is provided in accordance with service level agreement. • Allocation of resources to implement Waste, Recycling and Fleet Transport Service Plans • Develop schemes and initiatives which ensure that the services support the Council's objectives, particularly but not exclusively in relation to meeting Waste, Recycling and Fleet Transport need • Develop a comprehensive understanding of the Waste, Recycling and Fleet Transport industries • Ensure that the Council has good data on the condition of its Vehicles, Plant, Machinery and Equipment
3. Systems and Process Development and Improvement	<ul style="list-style-type: none"> • To devise and implement training and development plans for staff, monitoring and assessing in accordance with Council guidelines. • To devise and produce plans and strategies that are designed to improve service provision and continually assess working methods, procedures and practices • Develop and maintain vehicle management systems • Lead on the analysis, evidence base, consultation and implementation on any future Waste and Recycling service changes
4. Communication Partnership	<ul style="list-style-type: none"> • To represent the Council at external and internal meetings, working parties, resident forums etc. • To lead or represent the Council or Operational Director in project working as required • Develop and maintain strong links with residents and businesses in the Borough in order to drive up Waste and Recycling collection standards • Develop effective partnerships with a range of services and other organisations to develop and support the Waste and Recycling services • Work closely with the East London Waste Authority and any other relevant bodies in developing a regional approach Waste, Recycling and Fleet services. • Ensure that the Council receives the maximum benefit from any resources available through these partnerships. • Play a proactive role as part of Civic Pride in the strategic planning and direction of the service.
5. Performance and Standards	<ul style="list-style-type: none"> • To liaise with internal department and external organisations and manage the process by which performance data required by such department/organisations is produced and presented. • To carry out Performance Reviews within staff in accordance with Council guidelines. • To lead on the development, implementation and performance management of effective strategic and operational plans within the Department. • Represent the Civic Pride service at internal and external meetings on all matters the post holder has responsibility for

	<ul style="list-style-type: none"> • Prepare and present reports to Officers, Members and relevant committees • Setting appropriate performance targets for the department and managing performance to achieve targets • Deliver any targets the department is responsible for within the Council's top 40 KPIs • Providing accurate and timely performance and other management reports • To carry out Performance Reviews within staff in accordance with Council guidelines.
Key Performance Outcomes	<ul style="list-style-type: none"> • Service provision is within required PI targets (local or corporate) and service delivery adheres to all Council policies and legislation • Vehicles, plant, machinery and equipment is serviced within stated periods • Availability of such is maximised • Reduction in driver vehicle damage of crime and antisocial • Improvement in vehicle performance – consumption, wear and tear • Reduced missed collections
6. Resource Management	To manage within the £6m revenue budget
Corporate Accountabilities	All employees of the Council should undertake and conduct their work with due regard to the corporate accountabilities. These include responsibilities for outcomes regarding Equality, Conduct & Behaviour, Health & Safety, Data Protection, Safeguarding and Customer Care.
Flexibility	The key responsibilities and duties of the role are neither exclusive nor exhaustive. All workers are expected to operate flexibly to support delivery of services and from time to time will be required to undertake responsibilities outside the normal remit of role description as required by the line manager, which are broadly commensurate with the job level and scope of competence.

Person Specification		
Knowledge & Experience	<i>Method of candidate assessment: A = Application form I = Interview T = Test</i>	A, I, T
Statutory or Mandatory qualifications:	Professional qualification and/or membership of a relevant professional body.	A, I
Educational Ability	Degree level of education or equivalent	A
Key Subject or Content Areas (inc: Desirable Qualifications)	Operator Licence holder, waste management, fleet management	A, I
Knowledge / Experience Field Title e.g. Project Management	Demonstrable experience in managing a multi discipline team at a senior level.	A, I
+ Knowledge / Experience Field as required	Experience of working at Management Team level.	A

Leadership and Development	Ability to lead, manage and develop staff and resources to maximise effective and efficient performance, sustain high morale and inspiration to enable delivery of objectives/outcomes that align with service plans and delivery of the Council values and objectives. Assist the wider corporate management and organisational change by ensuring employees are appropriately informed and developed and encourage a culture of cross-organisational and partnership working. Champion good management practice in line with the corporate policies and procedures.	A, I
Skills / Abilities Field Title	<ul style="list-style-type: none"> • High level management and motivational skills within a multi-disciplinary team. • Ability to communicate effectively and establish good working relationships with people at different levels. • Demonstrable experience of financial controls, budgetary monitoring and management of salaries and running cost budgets. • Evidence of innovation, developing flexible working, team spirit and employee development. • Ability to meet challenges, appraise new situations, make judgements and implement effective action. • Excellent presentational skills both written and oral. 	I, T
+ Skills/Abilities field as required		
Corporate Behaviours	The Council has a set of behaviours that all employees are expected to deliver in the performance of their role. The behaviour framework can be found on the Council's internet page, and these should be reflected in your application and the way you work. As part of an individual's personal development Redbridge expects employees of all levels to be continuously developing these core behaviours.	I
Effective and Collaborative Team Working	<ul style="list-style-type: none"> • To take responsibility for personal development and actively participate in all learning and development. • To participate in the ongoing development, implementation and monitoring of service plans. • To support and contribute to value for money, service efficiency and improvement. 	I

Working Pattern and travel	Internal and external working.- daily Lone Working - weekly Potential out of hours working – occasional Occasional travel beyond LBR Regular travel within LBR
Safeguarding and Disclosure	Not required
Special Factors or Constraints	None

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Last Reviewed:	14/10/2017