

DRAFT - Job Description

Job Title: Director - Environment

Reporting to: Managing Director – Place and Economic Development

Direct reports: Building Control Manager, Bereavement Services Manager, Head of Enforcement and Head of Public Protection.

Job Purpose

Take lead responsibility for delivering the regulatory and protective services of the Place Division to ensure that people in Cheltenham are safe and have access to a range of high quality and responsive services

Key Accountabilities

- Lead on the development of the operational strategy for Environment Directorate ensuring that the outcomes and objectives agreed by the council are linked to service provision and assist and support the effective achievement of Cheltenham Borough Council statutory and other responsibilities.
- Oversee the management of the day-to-day operational functions ensuring that performance standards and targets are achieved.
- Promote and drive the ongoing development, improvement and efficiency of divisional functions.
- Responsible (along with divisional and corporate colleagues) for contributing towards the achievement of the council's strategic and operational targets and overall business aims.
- Accountable for the results and performance improvement of the directorate, promoting transparency of performance data and providing clear evidence for decision making.
- To contribute to the strategic management of the council to the extent that the Managing Director – Place & Economic Development or the Chief Executive of the council shall require.
- Lead, inspire and motivate all direct reports to ensure effective delivery of corporate plans and objectives.

Other Accountabilities

- Provide strategic and operational leadership to build a successful directorate management team, strong performance culture and motivated and engaged employees within the directorate and the wider division.
- Working with the Managing Director and the Director - Planning to deliver agreed divisional strategy, plans and targets.

- Planning, scheduling and reviewing workloads to ensure outputs & outcomes are delivered within budgets and agreed timescales.
- Ensure non value added activity is reduced in all processes by using system thinking tools and techniques.
- Recruit, develop and retain people with the skills, competence and attitude to deliver services in accordance with procedure and law ensuring that the appropriate systems and processes are in place to measure, manage and develop staff.
- To develop and ensure a culture across the division which puts the customer at the heart of our business through the provision of a high quality customer focused service.
- Drive continuous and sustained performance improvement.
- Manage the council brand and the division's reputation across key stakeholders, partner organisations, clients and potential clients and the target market, ensuring that effective relationships are developed and sustained.
- Identify sources of income for the Division / Council and highlight opportunities to the Managing Director – Place and Economic Development.
- Manage governance and risk through a robust framework including regular monitoring and reports to the managing director and executive board.
- Ensure that all activities meet legal requirements including the general duty of care, quality management standards and environmental policies.
- To negotiate and manage the budget in accordance with the Council's Standing Orders and Financial Regulations, obtaining value for money and maximise income where applicable.
- Involved in emergency planning, either responding to incidents as required or supporting the effective planning for business continuity / emergency planning scenarios.
- Any other reasonable request from the Managing Director – Place and Economic Development or the council's Chief Executive