

ROLE PROFILE

Job Title Director – Environment and Property

Accountable to Deputy Chief Executive

Grade DTR **JE Code:** JE1879

Purpose of Role

As a member of the council's corporate leadership team (CLT), the role holder has director level responsibility for:

- Leading the council's commissioning, procurement and contract management for waste, recycling, highways, landscape, fleet and regulatory services.
- Leading the council's work delivering on its major capital projects, management and commercialisation of its property portfolio, effective management of the facilities management, health and safety and property functions of and for the council.

Key Objectives

1	Lead on commissioning, procurement and contract monitoring for all the council's environment and regulatory services (highways, waste and recycling, landscaping, environmental health, trading standard, bereavement and registration).
2	Advise, improve and promote best practice in relation to the Council's contract management arrangements in liaison with the Council's procurement function.
3	Lead the strategic planning, development and delivery of a large and complex capital development projects and programmes, ensuring leading edge programme and project management approaches are used extensively to improve value for money and engage partners.
4	Maintain effective budget, project/programme and risk management across all areas of responsibility and ensure that financial and service performance is monitored against agreed budgets, action plans and performance targets. Take timely corrective action should these show any adverse trend to the approved plan.
5	Provide lead expert advice and guidance across the Council on issues relating to our property estate and delivery of capital schemes (build, maintain, improve or dispose) and identify new opportunities to improve project outcomes and the council's property stock through attracting additional funding and achieving excellent value for money.
6	Link all investment planning and property maintenance strategy into the above, ensuring that resources are targeted in the most effective way to minimise cost in the operational portfolio and release surplus assets at the earliest opportunity for disposal or commercial uses.

7	Review continually the effectiveness of working methods and develop and deliver, in conjunction with relevant staff, effective and efficient commissioned services and a strategic procurement strategy that provides quality projects and outcomes, value for money and positive Social Value and local economic impact.
8	Lead an experienced senior team, proving appropriate challenge and support enabling team members to take responsibility and ownership of their respective service areas and projects.
9	Lead both the facilities management and health and safety functions of the council ensuring that legal obligations are adhered to and the council operates in an effective and efficient way.
10	Build strong productive relationships with councillors of all parties and work with elected members to offer operational support, advice and guidance that ensures Milton Keynes Council's strategic direction is delivered.

Scope

This role will require significant high-level influencing skills as the remit covers multiple other teams across the corporate portfolio and organisation and the relationship with and management of multiple providers commissioned to work for Milton Keynes Council. In addition, this role will extend to contact with councillors through regular briefings and scheduled democratic processes (committees and panels) and with service providers, from across the private, public and voluntary sectors.

The role is responsible for a revenue budget and a significant capital programme.

Work profile

1. To work closely with the Chief Executive, Deputy Chief Executive, Directors and Heads of Service across the organisation to ensure that corporate landlord approach is delivered, capital projects are planned, facilities management and health and safety is delivered in support of the organisation's strategic and operational objectives.
2. To be lead adviser for property, capital project/programme matters and a board member of relevant corporate boards and policy groups/panels, contributing to the strategic vision and delivery of a range of corporate priorities and service objectives, such as the timely delivery of projects to ensure the council fulfils its statutory duties.
3. To lead the delivery of a range of environment and regulatory services, including
 - Highways and lighting
 - Landscaping
 - Fleet
 - Footways and Redway maintenance
 - Waste and recycling
 - Traffic management
 - Environmental health
 - Building control

- Licensing
 - Bereavement and registration
4. To communicate the Council's vision, values and strategic objectives to staff and partners to achieve a culture of clarity of purpose and high performance.
 5. To agree service level targets which can be used to monitor the performance of the service, holding it to account for improving outcomes.
 6. To maintain leading edge knowledge and understanding of the areas of responsibility including effective data analysis to review performance and plan for improvement.
 7. To provide leading specialist advice to colleagues and councillors across the organisation and to other external agencies.
 8. To lead the council's capital programme of major construction projects ensuring continuous improvement within the designated service areas, performance against local and national expectations
 9. To ensure regular performance management, appraisal and professional development for all staff within the service in line with the organisation's performance framework.
 10. To plan, monitor and control the expenditure of service budgets and that resources including staff are deployed effectively. To ensure staff are organised, managed and motivated to deliver a high quality and cost-effective service
 11. To undertake any duties of a similar nature commensurate with the grade as may be required from time to time.

THE SEVEN COMPETENCY LEVELS RELEVANT TO THIS ROLE

Customer focus	<ul style="list-style-type: none">✓ Creates an organisation wide culture of outstanding customer service✓ Reviews current and future customer trends and requirements to inform Council decisions✓ Allocates resources to meet customer needs
Communicating and engaging	<ul style="list-style-type: none">✓ Visible and regularly engages and communicates consistently with staff and stakeholders✓ Tailors messages to the audience and listens and acts on feedback✓ Reinforces messages to enhance understanding
Managing resources and risk	<ul style="list-style-type: none">✓ Sets direction, identifying key outcomes and determining optimum means to deliver services✓ Leads innovation and strategically commissions services for long term needs✓ Allocates resources to meet key priorities and build future resilience and succession
Organising and improving performance	<ul style="list-style-type: none">✓ Engages all stakeholders to create bold long-term strategic plans for the citizens of MK✓ Establishes clear success criteria, reviewing progress and evaluating outcomes regularly and rigorously✓ Creates agile organisation resourced and able to respond quickly to change
Taking responsibility	<ul style="list-style-type: none">✓ Makes things happen and is accountable for the performance of the Council and personal responsibilities✓ Works corporately and stops actions that are not adding value✓ Establishes appropriate systems of scrutiny, review and monitoring and acts on findings
Team player	<ul style="list-style-type: none">✓ Always accessible and works with stakeholders across the region to get the best outcomes for MK✓ Creates an environment for people to collaborate, share knowledge, innovate and work across boundaries✓ Provides leadership to create wider partnerships
Excellent leadership	<ul style="list-style-type: none">✓ Provides inspiring, confident leadership and support to others and importance of work/life balance✓ Works with the current and emerging big picture in mind at all times✓ Articulates the future vision of MKC clearly, confidently and consistently

**Corporate Leadership Team
February 2019**



PERSON SPECIFICATION

- Awareness** Some knowledge or skills sufficient to show aptitude and the ability to learn in the particular work area
- Significant** Knowledge and skills gained through practice and/or qualification sufficient to fulfil the role requirements
- Extensive** Knowledge and skills gained through practice and/ or qualification to fulfil the role requirements and contribute to training others and developing policy and practice in the work area

Person specification	Examples specific to role	Required		Level			Method of assessment interview, testing, reference
		Essential	Desirable	Awareness	Significant	Extensive	
SKILLS AND KNOWLEDGE							
Technical knowledge and qualifications	Detailed knowledge and understanding of the legislative and regulatory framework of one of more of the areas of responsibility	X				X	Interview and application form
	Excellent understanding of the political context and environment of local government	X				X	
	Significant experience of partnership and multi-agency working at a senior level	X				X	
	Significant experience of policy development and successful implementation	X				X	
	Significant experience of project management approaches, including in a Director role.	X X				X X	
	Managing Successful Programmes (MSP) Qualification		X			X	
	Prince2 or APM Project Management Qualification			X		X	
NEEBOSH Diploma			X		X		

	Post Graduate Management qualification		X			X	
Planning and organising work	Thinks and acts strategically Highly developed oral and written communications skills Works strategically across Council and with partners	X X X				X X X	Interview and application form
Planning capacity and resources	Able to plan and set budgets and use resources flexibly Able to lead and motivate staff Able to engage and work together with partners, stakeholders and settings	X X X				X X X	Interview and application form
Influencing and interpersonal skills	Shows leadership within Council and with partners Demonstrate strong commitment to the public service. Has a high degree of integrity Demonstrates strong interpersonal and networking styles Demonstrates strong commitment to the promotion of equal opportunities Uses political judgment and sensitivity Shows a resilience and toughness under pressure Shows a high drive for achievement Shows a high degree of awareness towards the needs of customers	X X X X X X X X X				X X X X X X X X	Interview and application form
PROBLEM-SOLVING							
Using initiative to overcome problems	Good analytical skills Able to harness resources and think creatively to find solutions	X X				X X	Interview and application form
Managing risk	Is able to assess and manage risk, putting in place effective plans to mitigate high risk	X				X	Interview and application form
Managing change	Experience of managing change in a major organisation	X				X	Interview and application form
ACCOUNTABILITY and RESPONSIBILITY							

Undertakes tasks without supervision	Undertakes tasks without supervision	X				X	Interview and application form
	Takes responsibility for overall performance	X				X	
	Is open and honest at all times	X				X	
Managing people	Supports and motivates staff	X				X	Interview and application form
	Ensures staff have skills for the job	X				X	
	Deals effectively with poor performance	X				X	
Managing financial resources	Experience of successfully managing significant financial budgets (capital and revenue)	X				X	Interview and application form

COMPETENCIES REQUIRED

All post holders must be able to comply with the Council's core competency requirements which include communication, respect for others, customer service, drive for results, delivering the promise and continuous personal development.

In addition, for those posts with management responsibilities the competencies will include managing self and personal skills, providing direction, facilitating and managing change, working with people, using resources, achieving results, promoting policy, values and culture, customer service and health and safety.

Other information

- Able to travel to meet service delivery requirements
- Available to undertake work outside of normal working hours