

JOB DESCRIPTION

Job Designation: **Director Strategy and Development**
Accountable to: **Chief Executive**
Responsible for: **The Strategy and Resources Group of the Authority**
Grade:

Job Purpose

To support the Chief Executive to ensure that:

- The municipal waste from the Merseyside and Halton area is disposed of in a suitable, integrated and sustainable manner.
- Waste is disposed of as far up the waste hierarchy as possible.
- The waste disposal authority develops and influences waste management at a local, regional, national and international level.
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Corporate responsibility for supporting the Joint Municipal Waste Management Strategy for Merseyside (the Strategy) and developing new policy initiatives in line with it.

To develop and sustain effective partnerships with the collection authorities.

To promote and maintain effective communication with The Authority, the Collection Authorities in Merseyside, the Contractor(s), Chief Officers, the public and others, as appropriate.

To optimise The Authority's organisational capability to continually deliver efficient, effective and economical services.

To ensure that The Authority's financial resources are managed properly and that all relevant statutory obligations are met.

Demonstrate value for money in service delivery.

Principal Accountabilities

1. **Strategic management**

- Corporate responsibility for supporting the Joint Municipal Waste Management Strategy for Merseyside (the Strategy) and developing new policy initiatives in line with it.
- Support for the Waste Disposal Authority to ensure effective corporate management of the WDA.
- A focus on the medium and longer term and ensure effective forward planning in relation to support services, such as finance and human resources etc.
- To provide the leadership and direction to ensure that the Strategy and Resources Group delivers through an 'intelligent' client model.
- A focus on the medium and longer term and ensure effective forward planning in relation to markets development and strategic waste management.

- Advise and support to the Chief Executive, the Clerk and to all elected members on The Authority, both individually and collectively, in relation to the Strategy and Resources Group functions.
- Represent The Authority at a Merseyside, regional, national or international level, as required.
- Whilst providing support to the Chief Executive on all the MWDA Principles, to also provide specific leadership and have responsibility for ensuring that the following principles specifically are delivered. These are;
 - effectiveness;
 - waste hierarchy driven;
 - demonstrable continuous improvement;
 - adapting;
 - sufficient and sustainable (including an element of retained contract knowledge);
 - innovative;
 - partnership driven;
 - challenging; and
 - demonstrable leadership.

2. **Partnership working**

- Develop and sustain effective partnerships with The Authority, the Collection Authorities, the Contractor, St Helens MBC, the public and others, as appropriate, with particular emphasis on the delivery of the Strategy.

3. **Performance management**

- To ensure that sound performance and risk management arrangements are in place to deliver the contract(s) and the Strategy effectively.
- Together with other members of the senior team, ensure that systems are in place to develop, monitor, manage and evaluate performance, in line with the Overall Purpose of being an 'intelligent' client.
- To line manage staff within the Strategy and Resources Group using appropriate support and advice. Using the people management arrangements of The Authority to do so. These arrangements could will appraisals and personal development plans.
- To ensure that inspections and audits are appropriately facilitated to ensure the efficient and effective review of the relevant service area and that any weaknesses identified by the auditors are addressed and action plans implemented.

4. **Communication**

- To promote and maintain effective communication with The Authority, the Collection, the Contractor(s), St Helens MBC, the public and others, as appropriate.
- Ensure speedy and full responses to service requests, queries and complaints from the public and members.

5. **Culture**

- To ensure that the Values of the MWDA are promoted and to act as a role model for them.
- To actively promote equality of opportunity and diversity in the delivery of services and employment practices.

6. **Service delivery**

- To be responsible for day to day liaison with the Districts to foster a real partnership focus.
- To lead on the progression of the Strategy on behalf of the MWDA.
- To ensure that the MWDA deals equitably with the Districts and arbitrates a way forward on issues, if necessary.
- To ensure that the MWDA identifies new techniques and technologies that will positively impact on the delivery of the Strategy.
- To lead on effective communication for the Authority.
- To support the communication of the planning process for either the Authority or the contractor(s).
- To corporately provide advice and information, acting as a centre for expertise for Merseyside, when necessary.
- To ensure that health and safety policies are implemented within the Group and that all staff are adequately trained in pertinent health and safety procedures.
- Responsible for supporting the Chief Executive in relation to Emergency Planning.
- Act as support to the Authority and lead on the delivery of efficient and effective culture, systems and process for;
 - Financial management;
 - Data and information management;
 - Risk management;
 - Project and programme management;
 - Information systems.
- To lead on the human resource functions required for the MWDA.
- To lead on the financial arrangements for budget setting and monitoring.
- To ensure contract payments are timely and accurate.
- To ensure that charges are levied to constituent authorities in respect of services used (in accordance with any inter-authority agreement).
- Ensure sound legal advice and support is provided to the MWDA.
- Provide support in relation to legal advice and guidance.
- Facilitate the work of the internal audit team.

7. Undertake any additional duties commensurate with the grade of the post

Contacts

- The members of The Waste Disposal Authority
 - Officers of St Helens MBS
 - Members and officers of the Merseyside waste collection authorities
 - Officers of regional, national and European government departments
 - Environment Agency
 - Waste industry
 - Retail, commercial and industrial sectors
 - Academic institutions
 - Media
 - Public
 - Regulatory bodies
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General Statement

The above duties and responsibilities do not include or define all tasks that may be required by the postholder. The duties and responsibilities may vary without changing the general

character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

Health and Safety at Work

The Health and Safety at Work Act stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.

Equal Opportunities

The Waste Disposal Authority is an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Authority condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Risk Management

To assist the Chief Executive in embedding effective risk management throughout the Authority and to lead in the management of strategic and operational risks in relation to the (Strategy and Resources / Operations) Group.

Sustainable Procurement

To effectively requisition goods and services in line with the Authority's sustainable procurement policy

SPECIAL CONDITIONS

This post is politically restricted under the Local Government and Housing Act 1989

	Date	Name	Post Title
Prepared	22 nd January 2007	Carl Beer	Director
Reviewed	17 th July 2008	Carl Beer	Director
Reviewed	23 rd September 2009	Paula Pocock	Assistant Corporate Services Manager
Reviewed	7 th April 2010	Paula Pocock	Assistant Corporate Services Manager
Reviewed	28 th Sept 2010	Paula Pocock	Assistant Corporate Services Manager
Revised	14 th Sept 2011	Paula Pocock	Assistant Corporate Services Manager