

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT	Communities & Environment	POSTHOLDER	
SECTION	Fleet & Waste Strategy	GRADE	PO5
POST DESIGNATION (TITLE)	Contracts and Strategy Manager		

Purpose of Job:

To be responsible to the Head of Fleet & Waste Strategy for:

- i) The procurement, management and monitoring of contracts across Street Services and Fleet & Waste Strategy;
- ii) Strategic and service improvement initiatives across Street Services and Fleet & Waste Strategy.
- iii) Management and supervision of the operation of the Council's range of disposal facilities and ensuring the Service meets its statutory responsibilities.

Manages up to 5 directly managed staff.

Manages up to 10 indirectly managed consultancy/contracting staff.

Main Duties:

- 1) To lead in the operational delivery and monitoring of contracts and supplier performance, including managing performance, and ensuring contractual obligations are fulfilled.
- 2) To develop partnership arrangements with the Council's external long-term waste disposal contractors, including negotiating changes to meet strategic or legislative objectives. As required, to be responsible for letting of new contracts, from agreeing the strategic direction to developing specification, procurement and operational implementation.
- 3) Monitor the spend of c.£10m on waste disposal ensuring contractor invoices accurately reflect services provided and are supported by appropriate transaction data, as appropriate. To authorise payments to Contractors in accordance with Financial Regulations. Ensure budget issues are highlighted, investigated and rectified.
- 4) To manage and direct the Disposal Manager in overseeing on-site treatment/disposal activity and performance, ensuring operational and contractual obligations are met and that charges reflect use of the site. To organise and participate in regular contractor meetings to ensure day-to-day contract issues are resolved on a timely basis. To regularly visit the

Council's and contractors' waste management facilities to ensure full conformity with health and safety critical requirements. As appropriate, to ensure on site management enhances the quality of supplied services.

- 5) Ensure best value is delivered through the development and effective use of supplier performance management. To be aware of contract performance requirements, pay mechanism arrangements and default provisions and make recommendations for the application of such measures to address poor contractor performance.
- 6) Develop proposals to enhance existing contractual arrangements to meet changing demands and circumstances, including any new infrastructure requirements. In conjunction with senior managers, to take a lead role in negotiating with external partners and contractors, including establishing the financial and legal basis of any arrangements.
- 7) To lead on the effective and timely procurement of all waste management, street cleansing and enviro-crime enforcement contracts, ensuring the needs of the service users are met and best value is achieved.
- 8) Represent Fleet & Waste Strategy and Street Services in collaborative forums with stakeholders to share good practice, knowledge and experience and explore avenues for co-operative working.
- 9) Support colleagues in modelling the impact of future collection/disposal volumes and costs, recycling arrangements and income streams to facilitate long-term budgetary planning.
- 10) To be responsible for the accurate and timely submission of statutory information (e.g. Defra's WasteDataFlow). To ensure that resultant performance information is made available to DMT, Members and Scrutiny Panels. To work with appropriate government and regulatory bodies in undertaking regular audits of the data.
- 11) Participate in the onward development of partnership arrangements with the Council's external long-term waste disposal contractor, including negotiating changes to meet Council aspirations or Central Government needs.
- 12) To deliver efficiencies and service improvements including continuous improvement activities through regular benchmarking and alternative service modelling; exploring opportunities for collaboration across public sector, private sectors and 3rd sector; maintaining contact with the market place to be aware of the latest trends and sector initiatives; making Value for Money (VFM) choices when commissioning changes to existing contracts.
- 13) To be responsible for developing and producing the Council's Waste Management, Street Cleansing and Enviro-Crime strategies ensuring all statutory obligations are met. To ensure effective public/Service User Department consultation in respect of the strategies, continually reviewing and updating them to reflect changing circumstances and conditions.
- 14) To have expert knowledge, keep abreast, undertake research and provide advice into the implications of legislative change and develop the Council's response. To liaise with Head of Services and other senior managers, Corporate Finance and Legal Services over budgetary and legislative impacts.

- 15) To communicate with Senior Management, Members and all other stakeholders providing advice, guidance, and interpretation on strategic waste, street cleansing and enviro-crime enforcement issues. To prepare reports and attend meetings to present proposals, ensuring appropriate involvement of other Council departments and services.
- 16) To oversee and contribute to the drafting and submission of bids in response to grant funding opportunities. To oversee the project management of any resulting programmes/initiatives and produce reports as required.
- 17) To be responsible for the preparation of short, medium and long term service and business plans for Street Services and Fleet & Waste Strategy to ensure that future service development needs are incorporated. To use the corporate performance framework to ensure delivery against targets and promote collaborative working practices, a strong customer focus, efficient resource deployment, continuous service improvement and improved outcomes for customers.
- 18) To be responsible for benchmarking activities and the submission of data to appropriate organisations.
- 19) To undertake any other work appropriate to the level and general nature of the post's duties.
- 20) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 21) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 22) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 23) To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency.
- 24) To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures.
- 25) Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.)
- 26) To undertake supervision/management of staff as and when required.

Designation of post to which post holder normally reports:

HEAD OF FLEET & WASTE STRATEGY