



Job Description

JOB DESCRIPTION	
Job Title	Waste Strategy and Biodiversity Group Manager
Department	Gardens and Cleansing, Operations Group, Environment Department
Grade	F
Location	Guildhall
Responsible to	Assistant Director – City Gardens and Cleansing
Responsible for	Clean City and Recycling Manager & Team, 1 x Technical Support Officer, 1 x Project Support Officer

Purpose of Post

Lead on policy, strategy development and delivery for biodiversity, waste, resources and the circular economy. This will involve liaising with Members, cross departmental working and engaging Directors throughout the City of London with the aim of transitioning the City to a Circular organisation by improving the Corporations own performance and that of the businesses with the square mile.

Main Duties and Responsibilities

1. Lead on the development and delivery of waste, resources, and circular economy strategies and feed into all relevant corporate strategies.
2. Lead on the development and coordinate the delivery of the Biodiversity Action Plan for the City. Manage the Biodiversity Partnership Group which includes internal and external stakeholders
3. Through delivery of the Circular Economy Strategy and Biodiversity Action Plan, help the City achieve our ambitious Climate Action targets, and improve our approach to sustainable nature-based solutions in the management of the City Gardens.



4. Manage a communication plan for City Gardens and Cleansing service, overseeing the direction of all communications, consulting with internal departments, elected members and senior management to deliver impactful and consistent communications that positively effect service performance and delivery.
5. Work across the City Operations Division to identify opportunities to deliver services in a more sustainable way, considering principles of biodiversity, climate mitigation and adaptation using low carbon circular economy principles.
6. Responsible for directing and monitoring performance of the City Gardens and Cleansing Service and associated contracts against strategic aims and objectives. Develop SMART Targets with timely action, and effective benchmarking, monitoring and control systems. Recommend action to be taken to achieve improved performance.
7. Lead on data analysis and identifying trends to inform continuous service improvement and achieve best practice in service delivery.
8. Oversee and lead on the procurement of designated key City Gardens and cleansing service contracts to ensure that they achieve maximum value for money and have appropriate performance measures in place. Analyse and report on returned tenders.
9. Lead Value for Money evaluations for Cleansing and City Garden Services as required. Devise and promote policies and procedures to achieve improved performance
10. Develop and oversee the delivery of marketing plans to generate external income to meet current and future budget requirements. Monitor income generation and recommend to the Assistant Director any actions needed to safeguard budgeted income.
11. Support the City Gardens Manager on maximizing and identifying new sources of income, such as events, licensing and sponsorship.
12. Lead on liaison with Legal for City Gardens and Cleansing for designated key contracts and where necessary assess the implications of changing government policy including legal changes as well as inadequate performance by contractors.
13. Review and advise the planning division on circular economy statements submitted by developers in their planning applications and co-ordinate section responses to Gateway Reports received for comment
14. Oversee the team responsible for Clean City Awards and Recycling, working with the manager to ensure that this area of the service has relevant targets in place



and appropriate priorities established. Monitor progress towards the targets and ensure corrective action is taken if necessary.

15. Oversee the provision of advice and support to businesses in the City on how to manage their waste effectively and economically to comply with Government and local legislation, guidance and codes of practice. Encourage the development of new ways of engaging with the business community.
16. Interpret any changes in European, national and regional policy and legislation and ensure City of London operations and policy are compliant. This will also involve coordinating and leading the response to any national or regional consultations as appropriate.
17. Ensure that periodic training for all support and other technical staff in the Cleansing and City Gardens Section is provided in order that they may effectively maintain and improve the quality of services. Seek to create a performance
18. Act as the Cleansing and City Gardens lead for Health and Safety, working with departmental and divisional coordinator to ensure that internal operations, working practices and those of contractors are compliant with all relevant Health and Safety legislation and policies.
19. Prepare reports for the Assistant Director for joint meetings with contractors and Committee papers that succinctly and clearly raise relevant performance issues and recommended actions.
20. Oversee the development of the Gardens and Cleansings' Management Plan and compile the annual Business Plan.
21. Represent the Assistant Director at relevant forums as required.

Employer/ Employee Obligations

1. Actively seek to implement the City's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
2. Actively seek to implement the City's Occupational Health & Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
3. Comply with the Council's Information Security Policy, where applicable, In order to protect the confidentiality, integrity and availability of Corporation information, including information provided by customers, partner organisations, and other third parties.



4. Comply with the City Of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action
5. Undertake any other duties that may reasonably be requested appropriate to the grade.



Person Specification

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

PERSON SPECIFICATION	
Job Title	Waste Strategy and Biodiversity Group Manager
Department	Environment Department – City Gardens and Cleansing Services
Grade	F
Trent Position Number	

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training

Member of Chartered Institute of Waste Management or other relevant chartered body. (A)

Educated to degree level or an equivalent level of knowledge, skills and experience. (A)

Experience Required

--

- Significant experience of working at a senior level in a waste, recycling, cleansing, gardens or similar service environment to include the management of services and contractors. (1)
- Demonstrable experience of business planning, devising strategies and policies and conducting effective service reviews in a recycling/waste management environment.
- Good experience of managing a staff group involved in a broad range of activities including strategy, operations and communications.
- Experience of managing budgets, analysing income and costs and using commercial intelligence to forecast variances.
- Experience of using benchmarking to improve services.
- Experience of overseeing the implementation and ongoing compliance of Health and Safety legislation and policies.
- Experience of dealing with a board or political Members and senior business representatives; and leading meetings with professionals and external organisations.
- Experience of compiling and presenting detailed reports on complex related matters to audiences at a senior level, such as Members, Chief Officers and City Businesses.

Technical Skills & Knowledge

- Thorough and extensive knowledge of statutory requirements, codes of practice, industry and best practice developments concerning sustainability, waste management, recycling and the Circular Economy.
- Ability to organise, manage and develop efficient and effective waste and recycling services according to organisational strategies and objectives.
- Proven skill in using marketing to successfully change public behaviour.
- Strong written communication skills with the ability to write clear and persuasive strategies, business plans, project proposals and committee reports on recycling/cleansing service issues.
- Strong oral communication skills with the ability to discuss and advise on legislative issues and developments, provide advice to Members and liaise with contractors on service improvement issues.

- Excellent numeracy and analytical skills with the ability to undertake detailed analysis and presentation of data to inform decision making.
- Good knowledge of tendering processes and evaluation.
- MS office skills to advanced level.
- Understanding of equality of opportunity, and ability to apply this in relation to the duties of the post.

Other Relevant Information

The role will also be working across the City Gardens team and some knowledge or understanding of Biodiversity principles would be desirable.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £51,300 - £58,390 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on a permanent basis.

Hours of Work

Normal hours of work are, 9:15am to 5:00pm, Monday-Friday, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.



Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

2 month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.