



LONDON BOROUGH OF MERTON
ENVIRONMENT AND REGENERATION
DEPARTMENT
JOB DESCRIPTION

POST TITLE: Head of Street Scene and Waste Management

Grade: MG4

DIVISION/SECTION: Environment and Regeneration Department

Location: Civic Centre, Morden and Garth Road Depot, Amenity Way

Responsible to: Director of Environment and Regeneration

Post number:

date: April 2007

JOB PURPOSE

1. To be the Council's lead officer for street scene, waste management, fleet transport and associated support and commercial services including the development and delivery of strategies to achieve Community and business plan objectives for the creation and maintenance of a good quality street environment and environmentally sustainable services
2. To be accountable to the Director of Environment and Regeneration for the leadership and performance management of the Street Scene and Waste Management Division, ensuring that its services are customer focussed and achieve excellent value for money, that staff are managed in accordance with the principles of Investors in People and business is conducted in accordance with the Council's values and procedures
3. To make a proactive contribution to the overall management, development and reputation of the department and the Council taking the lead on specific cross service and corporate initiatives including deputising for the Director as required.

4. Be the Council's designated Traffic Manager in accordance with the provisions of the Traffic Management Act 2004 and a Local Authority Liaison Officer for response to major incidents.

KEY ACCOUNTABILITIES

1. To be the Council's expert advisor on street scene, waste management, fleet transport services and associated responsibilities ensuring high professional standards within the division and the provision of good quality timely advice to the corporate management team and elected members.
2. Develop, establish, sustain and review strategies for the delivery and improvement of the division's services in line with good practice and taking into account community aspirations, operational needs, Council policies and budgetary constraints and to proactively develop the service arrangements to realise efficiency improvements, reflect changes in legislation and other relevant factors.
3. Ensure customer focussed, effective and efficient provision of a comprehensive range of street scene, waste management and associated services including (but not exhaustively) the following:
 - Highways and Engineering
 - Traffic and Parking Management
 - Waste Services (strategy, procurement and public engagement)
 - Waste Operations
 - Environmental Quality and enforcement
 - Fleet Transport for all Council services
 - Various commercial services including commercial waste and pest control
 - Any other services which are allocated from time to time
4. Undertake monitoring and provide regular feedback to the Director of Environment and Regeneration regarding service outcomes and the financial performance of the division and any other relevant issues; taking action to remedy problems or identify opportunities as appropriate.
5. Ensure effective financial management (both of capital and revenue) of and planning for the division including the leveraging of funding from external bodies and income generation.
6. Keep abreast of best practice in other organisations and ensure that this is incorporated into service development; develop and deliver innovative approaches where appropriate.
7. Effectively lead and manage the staff in the division demonstrating an open and responsive style of leadership which includes appraising and developing of Section Heads.

- 8 Proactively develop excellent multi-disciplinary working within the authority and partnership working with other public, private and third sector organisations including the police, health authority, GLA and Government Departments.9. Be the project sponsor or manager for departmental or corporate projects allocated from time to time in accordance with the Merton Project Management requirements.
- 10 Ensure that appropriate arrangements are in place to fulfil the authority's responsibilities concerning health and safety, emergency planning and response to incidents (planned and unplanned) including acting at the borough's Local Authority Liaison Officer
11. Take a proactive role on the Departmental Management Team and in assisting in the organisational development of the department; deputise for the Director of Environment and Regeneration as appropriate
12. To engender good officer/councillor relations and in particular keep councillors informed about relevant service issues, ensure good quality reports for council scrutiny processes and decision makers, present reports and provide advice to elected members
13. To carry out all duties and responsibilities in accordance with the Council's Diversity and Equal Opportunities policies and practices and take a proactive role in their development and implementation
- 14 Ensure adherence to the Council's policies, standing orders, financial regulations, scheme of delegation and other Departmental and Corporate procedures and instructions.
15. Carry out any other duties appropriate to the grading of the post.