

APPENDIX 2

CHIEF OFFICER JOB DESCRIPTION

POST REF:	E-ENV/HSG-AA002
DESIGNATION:	HEAD OF VISIBLE SERVICES AND TRANSPORT
GRADE	HEAD OF SERVICE
RESPONSIBLE TO:	DIRECTOR OF ENVIRONMENT AND HOUSING SERVICES
DIRECTORATE:	ENVIRONMENT AND HOUSING SERVICES
LOCATION:	ALPS DEPOT (OR AS REQUIRED TO MEET THE NEEDS OF THE POST)

A/ MAIN PURPOSE OF POST

- 1 Act as the Head of Service for all services within the Council's Visible Services and Transport Division.
2. Deliver services that are effective, efficient and economic, that address the needs of the people of the Vale of Glamorgan and which are congruent with the Council's objectives and improvement agenda.
3. Work with and support Cabinet Members, Scrutiny Members and all Elected Members in their wards.
4. Contribute to the effective strategic management of the Council and as member of the Council's Senior Management Team.
5. Work in partnership with other Council Services and external organisations to achieve common objectives in accordance with the Corporate Plan and Community Strategy
6. To contribute to and support the Council's ongoing improvement and transformation agenda.

B/ CORPORATE RESPONSIBILITIES AND OBJECTIVES

7. Ensure the commissioning, delivery and continuous improvement of all services within the remit of the Visible Services and Transport Division and in accordance with the Council's aims and objectives.

8. To support the delivery of the Council's budget priorities and the effective use of the Council's resources.
9. Promote a strong culture of performance management to ensure high levels of performance, the meeting of performance targets and the continuous improvement and development of services.
10. To anticipate, monitor and identify strategic issues and changes which affect the service area and develop effective responses to meet such changes.
11. Contribute to transformational change across the Council and to ensure that organisational development initiatives, policies and plans are implemented and properly embedded.
12. To ensure a responsive customer focused approach in the planning, commissioning and delivery of services.
13. To explore opportunities to improve the effectiveness and efficiency of services through collaboration and partnership working.
14. Produce an annual Service Plan and ensure the development of Team Plans for the Service area concerned.
15. To ensure that the principles of equality of opportunity are integrated and actively pursued both within the Directorate and in all areas of service provision.
16. Attend and contribute to meetings of the Cabinet, Scrutiny and other Council meetings as appropriate.

C/ OPERATIONAL RESPONSIBILITIES

17. Develop, lead and manage the Council's function in relation to all areas of the Directorate's Visible Services and Transport Division.
18. To provide and promote clear leadership and performance management within the service ensuring the effective performance of all managers.
19. Oversee the development and maintenance of performance management systems to ensure the meeting of targets and the continuous development of services.
20. To ensure the effective management, planning and deployment of the budget and wider resources across the relevant service areas in accordance with service plans and the longer range strategic objectives of the Council.
21. To ensure that there are clear communications and well defined accountabilities within the service area.
22. Maximise income and external funding opportunities in line with Council Policy.
23. To ensure that there is full adherence to the Council's safeguarding, health and safety and environmental policies within all areas covered within the remit of the postholder and relevant policies and procedures are fully integrated.

24. To perform any other duties imposed by law or which the Director of Environment and Housing Services may reasonably require.

Responsibilities as set out at Article 12 of Constitution including:-

Visible Services
Leisure Services
Transportation Policy

To include the following operational areas

- Waste Management and Cleansing
- Domestic and Commercial Waste Collection and Disposal
- Street/Beach Cleansing
- Abandoned Vehicles
- Recycling, Civic Amenity Sites
- Cesspit Emptying
- Public Conveniences
- Cleansing DSO
- Leisure Management
- Parks, Recreation Grounds and Open Spaces
- Grounds Maintenance DSO
- Coastal Protection
- Sport and Play Development
- Community Centres
- Highway Construction and Maintenance (DSO)
- Engineering Design and procurement
- Highway Design, Traffic Management, Structures
- Drainage (Council wide; public and private sewers, land and highways drainage)
- Highway Development
- Street Lighting
- Winter Maintenance
- Flood and Coastal Risk Management
- Car Parking Management
- Civil Parking Enforcement
- Integrated Passenger Transport
- Transportation Policy / Regional Transport Plan / Local Transport Plan
- Public Transport Infrastructure and Support
- Road Safety
- Garage and Fleet Services
- Concessionary Fares, School Transport, Transport Grant

PLEASE NOTE**

The list of service areas as set out above are not exhaustive and will be subject to amendment to reflect any future change or development of services or wider review/reorganisation. The postholder will take overall responsibility for the planning, commissioning and effective delivery of all the services as set out above together with the more direct operational responsibilities for certain aspects of the service