

Meeting of:	Senior Management Appointment Committee
Date of Meeting:	Tuesday, 15 July 2025
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Report Title:	Recruitment and Selection details for the post of Director of Environment and Housing
Purpose of Report:	To set out the recruitment and selection arrangements for the post of Director of Environment and Housing
Report Owner:	Rob Thomas, Chief Executive
Responsible Officer:	Rob Thomas, Chief Executive
Elected Member and Officer Consultation:	The relevant Service Directors, Cabinet Members and Operational Manager - Organisational Development have been involved in the development of the proposals as set out in this report.
Policy Framework:	The final decision of the Senior Management Appointment Committee will be referred to Full Council for information
Executive Summary: The report sets out the recruitment and selection arrangements proposed for the position of Director of Environment and Housing. The report recommends that delegated authority be granted to the Chief Executive in consultation with the Leader, relevant Cabinet Member and the Head of HR & OD to progress: • advertising the positions • progressing the necessary arrangements for long-listing and any necessary assessment of candidates in advance of shortlisting • drawing up a final short-list for interviews, the interviews of which will be undertaken by future meetings of this Committee, and to • agree costings and resource requirements relating to the processes required to pursue the recruitment and selection processes.	

Recommendations

1. It is recommended that Senior Management Appointments Committee approves the recruitment and selection arrangements at this meeting of the Committee as described for the position in the body of this report.
2. It is recommended that delegated authority be granted to the Chief Executive, in consultation with the Leader, relevant Cabinet Member and Head of HR & Organisational Development to progress:
 - a. advertising the position;
 - b. progressing the necessary arrangements for long-listing and any necessary assessment of candidates in advance of shortlisting;
 - c. drawing up a final short-list for interviews, the interviews of which will be undertaken by future meetings of this Committee, and to;
 - d. agree costings and resource requirements relating to the processes required to pursue the recruitment and selection processes.

Reasons for Recommendations

1. To ensure the appointment is progressed in accordance with the requirements of the Council's Constitution.
2. To allow matters to be progressed in advance of the final stage of recruitment.

1. Background

- 1.1 This report sets out proposals for recruitment to the position of:
 - Director of Environment and Housing
- 1.2 The report is being presented to Committee following the position becoming vacant recently due to the retirement of the current incumbent in October 2025.
- 1.3 It is now, therefore, necessary to commence the recruitment processes and progress arrangements for the appointment to the post in accordance with the Council's normal recruitment and selection procedures.

2. Key Issues for Consideration

- 2.1 On the basis of the above it is proposed to advertise the post (both internally and externally). It is likely that this process will commence 31 July 2025. In progressing the process, the potential may exist to consider possible secondment opportunities for the post. It is therefore proposed that consideration will be given for each post as to the potential to advertise the positions as permanent appointments, or as secondment opportunities. This will clearly be dependent upon the needs of the specific service, whilst also recognising the potential benefits associated with offering a range of potential employment arrangements.

This is a matter that will be considered by the Chief Executive in consultation and in advance of advertising and under the umbrella of recommendation 2.

The current version of the Job Description and Person Specification have been reviewed to reflect current requirements and are attached as Appendix A – Director of Environment and Housing Role Profile.

- 2.2** In order to expedite recruitment, the Committee is requested to delegate responsibility for agreeing the following to the Chief Executive in consultation with the Leader, the relevant Cabinet Member and Head of HR and Organisational Development:

- Advertising
- long-listing for any assessment process
- subsequent shortlisting, in advance of the final interviews with Senior Management Appointments Committee at future meetings.

- 2.3** In conjunction with the Chief Executive, Human Resources will undertake an exercise to identify appropriate assessment processes and where, and if necessary, engage an appropriate organisation to undertake assessment centre/psychometric testing ensuring best value for money.

- 2.4** If these delegations are agreed, the Senior Management Appointments Committee will be requested to conduct final interviews once shortlists are arranged.

- 2.5** Given the seniority of the posts, the following timeline is being worked towards.

15 July 2025	Senior Management Appointments Committee
31 July 2025 to 5 September 2025	Advertising of roles
15 September 2025	Initial shortlisting of candidates
Week commencing 29 September 2025	First Stage interview
Week commencing 29 September 2025	Short-listing for Senior Management Appointments Committee meetings
Week commencing 13 October 2025	Senior Management Appointment Committee meetings for final interviews

- 2.6** The above timescales maybe subject to change, depending on availability of candidates.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1** The post will require partnership working and collaboration with a number of stakeholders and partners to deliver their duties and contribute to the Council's Wellbeing Objectives and Vale 2030 Corporate Plan. The role description for the post outline the contribution the post is expected to make to the organisation in pursuing the well-being objectives and demonstrating the five ways of working as they deliver their duties.

4. Climate Change and Nature Implications

- 4.1** There are no Climate Change and Nature Implications as a direct result of this report and process, however the roles will each contribute to the Council's Project Zero agenda.

5. Resources and Legal Considerations

Financial

- 5.1** The funding for the post is already included in the Council's budget and are core funded in the Council's employment establishment. As a consequence, no additional funding is required to meet the salary costs. Any advertising and other expenditure associated with the recruitment exercise will be met from existing budgets.

Employment

- 5.2** The employment implications are outlined in the body of the report.

Legal (Including Equalities)

- 5.3** The recruitment processes described in the body of this report are compliant with Local Government, Employment and Equalities legislation. The recruitment process has been managed in accordance with the Council's equality proofed recruitment and selection policy and the provisions of the Local Authorities (Standing Orders) (Wales) Regulations 2014.

6. Background Papers

Appendix A –Director of Environment and Housing Role Profile

Appendix A

Director of Environment and Housing – Role Profile

Job Title	Director of Environment and Housing
Post Reference	E-ENV/HSG-AA001
Grade	Director
Directorate	Environment and Housing
Location	Alps Office, Wenvoe & Remote Working
Responsible to:	Chief Executive
Responsible for:	Neighbourhood Services and Transport, Housing and Building Services, Shared Regulatory Services and Civil Contingencies.

Role Overview:

At the Vale of Glamorgan Council, we are committed to delivering our vision of Strong Communities with a Bright Future, guided by our values of being Ambitious, Open, Together, and Proud.

The Director of Environment and Housing provides strategic leadership across a diverse and high-profile portfolio of services that are central to daily life in our communities and to achieving our corporate objectives.

The Directorate covers three service areas:

- Neighbourhood Services and Transport
- Housing and Building Services
- Shared Regulatory Services, delivered in partnership with Cardiff Council and Bridgend County Borough Council

Together, these areas employ over 700 staff and deliver a wide range of statutory and non-statutory services. The Directorate is responsible for:

- Managing and maintaining the Council's highways, open spaces, and coastal infrastructure
- Waste collection, recycling services, and environmental management.
- Indoor and outdoor leisure services and community facilities
- School and community transport services and active travel enhancements to promote modal shift

- Housing development, management and maintenance, homelessness services, and housing strategy
- Public protection, environmental health, trading standards, licensing, emergency planning, and community safety

The Director will lead these services to ensure they are high-quality, customer-focused, and sustainable, aligned to Vale 2030 priorities such as placemaking, environmental sustainability, community well-being, and service transformation.

Our Values:

	Behaviour	What it means to this role:
Ambitious	Forward thinking, embracing new ways of working and investing in our future	○ Lead innovation and climate action to build sustainable communities. ○ Find new ways of working to meet residents' needs despite challenges. ○ Strive for excellence and continuous improvement in all services. ○ Embrace digital tools and innovation to enhance service delivery and transparency. ○ Developing services that are informed by local insights and shaped in partnership with communities, businesses, and other stakeholders.
Open	Open to different ideas and being accountable for the decisions we take	○ Promote transparency and clear communication. ○ Share real-time data and service standards shaped with communities. ○ Learn from feedback to improve services. ○ Embrace new ideas and innovation. ○ Keep residents informed through diverse media channels.
Together	Working together as a team that engages with our customers and partners, respects diversity and is committed to quality services.	○ Lead partnerships with elected members, communities, and regional and national bodies. ○ Practise collaborative leadership and involve others in key decisions. ○ Work in partnership with Trade Unions to ensure staff voices are heard and valued. ○ Lead major projects that deliver community benefits. ○ Drive performance while supporting staff well-being and attendance.

		○ Build skilled, motivated teams with strong morale and discipline. ○ Champion diversity, reflecting the Vale's communities in our workforce.
Proud	Proud to serve our communities and to be part of the Vale of Glamorgan Council.	○ Inspire pride in public service, environmental excellence, and placemaking. ○ Lead confidently and visibly, acting as a role model for staff and communities. ○ Develop staff to take pride, innovate, and improve services. ○ Represent the Council energetically, showcasing achievements to enhance our reputation. ○ Strive for excellence and ensure staff feel valued and recognised.

Job Description:

As Director, you will model the Council's culture and live our values of being Ambitious, Open, Together and Proud. You'll bring strong people skills, emotional intelligence, and adaptable leadership to guide diverse teams and deliver excellent results. You'll have experience leading large, varied services and delivering major projects, both directly and with partners. You'll create an environment where staff are empowered to innovate, make decisions, and lead service transformation.

Strategic Leadership

- Provide visible, values-led leadership for the Directorate, contributing actively to the Council's Strategic Leadership Team..
- Be at the forefront of delivering the objectives of Vale 2030 both within the Directorate and beyond.
- Deliver services sustainably and in line with the Medium-Term Financial Plan.
- Drive the Reshaping Programme to improve efficiency and achieve better outcomes for our communities.
- Play a leading role in key strategic priorities such as Project Zero (decarbonisation), climate resilience, net zero housing, community safety, emergency preparedness, and placemaking to create inclusive public spaces.
- Co-create services with local communities, partners, and businesses, ensuring they reflect the unique needs and aspirations of the Vale

Stakeholder Engagement

- Act as a trusted advisor and collaborative partner to elected members, communities, and regulators.

- Engage residents, businesses, and communities in shaping plans and place public participation at the heart of service delivery.
- Work with a diverse range of partners to deliver frontline services efficiently and maximise value for communities.
- Collaborate with statutory partners, in both Civil Contingencies and Community Safety, to reduce risks, enhance community safety, and protect residents.
- Partner with housing resident groups to improve the standards of public housing and strengthen local communities.
- Ensure all tenants and those seeking housing are treated with respect, dignity, and fairness.
- Collaborate with businesses as a Trusted Partner to provide expert guidance on environmental health, and health and safety.

Performance and Service Delivery

- Drive high performance across all service areas, embedding a culture of continuous improvement, innovation, and equity.
- Manage budgets effectively in line with the Medium-Term Financial Plan, ensuring income collection and responsible spending.
- Lead major operational and capital programmes covering housing, infrastructure, environment and waste.
- Maintain oversight of key statutory services and risks, including emergency planning, housing need, flood prevention and regulatory enforcement, ensuring full compliance with all statutory responsibilities across the various service areas.
- Meet statutory waste management targets and drive continuous improvement.
- Develop and deliver on a Directorate Plan and other relevant Strategies, Policies and Procedures to provide a consistent direction for all services and aligns with Vale 2030
- Monitor performance data, benchmark services, and drive improvements to achieve the best possible outcomes with available resources.

People and Culture

- Foster a positive, inclusive, and high-performing culture that lives our values.
- Maintain strong, collaborative relationships with Trade Unions on workforce matters.
- Champion leadership growth, succession planning and staff engagement across the Directorate.
- Ensure regular and informative staff meetings and toolbox talks across all service areas to provide a conduit for two-way information to flow.
- Empower staff to make decisions, encouraging learning, innovation, and continuous improvement.
- Maintain high morale and well-being, balancing performance and healthy attendance.
- Manage employee relations matters fairly to support a safe and effective workforce.

Governance and Resources

- Be accountable for Directorate-wide financial management, ensuring effective and sustainable use of resources.
- Ensure compliance with legislation, policies, and the Well-being of Future Generations Act.
- Ensure compliance with all internal and external audit requirements and ensuring that systems and operating procedures are robust.
- Attend all Council Meetings as necessary and lead on the Joint Working Agreement for Shared Regulatory Services (SRS), and the SRS Board and Joint Committee.
- Contribute actively as part of the Strategic Leadership Team.
- Engage in regional resilience planning through the Executive Meetings of the South Wales Local Resilience Forum.
- Chair the Safer Vale Partnership to support community safety and well-being.

General Duties:

- Show vision and initiative in reshaping services for long-term success.
- Seek new ways to improve services through placemaking, partnerships, and collaboration.
- Help develop and implement policies and practices that support Council objectives.
- Ensure equality, diversity, and inclusion are embedded across all services.
- Maintain compliance with Council policies, laws, and regulations across all areas of responsibility, including those related to the management of employees, health and safety, customer relations, safeguarding, information, equalities, the environment, and those specifically set out in Financial and Contract Procedure Rules.
- Perform any additional duties required by changing circumstances, consistent with the level and nature of the role.

Person Specification

		Essential	Desirable	Ascertained by
1.	Experience	• Experience in planning, commissioning, and ensuring high-quality, customer-focused services. • Experience successfully leading and managing large, multi-disciplinary staff groups. • Experience managing significant service transformation and change. • Proven experience leading large-scale public services with complex statutory responsibilities. • Significant experience in financial and performance management to ensure sustainable and efficient service delivery. • Track record of driving transformation, innovation, and continuous improvement. • Significant experience of building partnerships, particularly across housing, environment, transport, and regulatory services. • Experience working directly with elected members and navigating political governance processes.	• Experience of service and asset transfers to Town and Community Councils and voluntary organisations. • Experience in delivering Regeneration projects.	Application form and Interview

		Essential	Desirable	Ascertained by
2.	Knowledge	• Strong understanding of local government operations, legislation, and statutory responsibilities, particularly across housing, building maintenance, highways, waste, coastal management, parks, environmental health, and regulatory services. • Good knowledge of how local government is funded and how to deliver sustainable services amid financial pressures. • Knowledge of the Well-being of Future Generations (Wales) Act and its practical application in planning and service delivery. • Understanding of placemaking principles and how to apply them to create thriving, inclusive communities. • Awareness of equity, social justice, and the needs of diverse communities in shaping services and policies.	• Knowledge of the Renting Homes (Wales) Act 2022. • Knowledge of the Highways Act 1980 and the Road Traffic Act 2004. • Knowledge of the Bathing Waters Regulations 2013.	Application form and Interview
3.	Skills and aptitudes	• Excellent leadership skills, able to motivate, engage, and inspire diverse teams. • Strategic thinker with the ability to translate vision into practical action. • Strong communication and interpersonal skills, with the ability to influence, build		Interview

		Essential	Desirable	Ascertained by
		partnerships, and manage complex stakeholder relationships. • Politically astute, with sound judgment in high-profile or sensitive public contexts. • Skilled in performance and financial management, able to plan, allocate resources effectively, and manage large and complex budgets. • Role model for inclusive and compassionate leadership, cultural change, and staff well-being. • Confident in encouraging, leading, and managing both front-line and office-based staff to ensure well-being and high performance. • Financially astute and risk-aware, balancing innovation with sound financial decision-making.		
4.	Qualifications and training	• Degree/L7 Qualification or equivalent experience • Evidence of continued professional development	• Relevant professional qualification related to the service areas of the role (e.g. housing, environmental health, engineering, regulatory services). • Leadership or management qualification, ideally at a higher level and relevant to local government.	Application form

		Essential	Desirable	Ascertained by
			• Project management qualification (e.g. PRINCE2, APM). • Health and safety qualification (e.g. NEBOSH).	
5.	Attitude and motivation	• Passionate about public service and improving outcomes for communities. • Highly motivated leader who acts as a positive role model for colleagues and partners. • Adaptable and flexible in responding to challenges and change. • Inspiring and engaging leader who empowers teams to achieve high performance. • Innovative and open to challenging the status quo to drive improvement and deliver strategic goals. • Committed to living and promoting the Council's values of being Ambitious, Open, Together, and Proud.		Application form and Interview
6.	Other (please specify)	• Strong personal and professional credibility. • Motivation and commitment to deliver a wide and demanding portfolio of work.	• Ability to speak or learn Welsh	

		Essential	Desirable	Ascertained by
		• Willingness and flexibility to work outside normal office hours, including evenings, when required, with reasonable adjustments considered. • Ability to meet work-related travel requirements across the Vale of Glamorgan, with reasonable adjustments considered where needed.		