



## Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Service Director - Environment
Service	Place & Growth
Location	Shute End
Reports to	Director, Place & Growth
Worker Style	Hybrid - Remote working with attendance at Council offices as and when required
Responsible for	Environmental Services, Regulatory Services, Heritage & Green and Blue Infrastructure, Waste and Place Clienting, Climate Change and Emergency planning.
Grade	SD Band
Contract Type	Permanent

Main Accountabilities	
1.	Provide visionary leadership and strategic direction to the Environment Services teams, to develop and deliver the Council's corporate vision, strategic objectives and agreed priorities
2.	Oversee the formulation, implementation, and monitoring of environmental, regulatory, climate change, enforcement and waste strategies to promote environmental and climate change outcomes.
3.	Lead, performance manage and support corporate change and continuous improvement initiatives, finding innovative, affordable and sustainable solutions to improve the Service's performance and outcome for service users.
4.	Ensure that service delivery is aligned with the Council's Corporate Plan priorities adhering to timelines, budgets, and quality standards.
5.	Responsible for the delivery of their services approved budgets and that they are aligned to the councils overall Medium-Term Financial Plan. Leading on required mitigations and option development where there are financial pressures and ensuring services provide value for money.
6.	Ensure all activities comply with relevant laws, regulations, and local policies.
7.	Efficiently manage resources, including budget allocation, staffing, and operational processes, to achieve strategic objectives.
8.	Work with the Chief Executive, Director of Place & Growth and other Corporate Leadership Team members and leaders across the organisation to proactively drive environmental, climate change and waste management and enforcement & safety improvements as it relates to the above service areas.
9.	Oversee the development and implementation of strategies to enhance environment, climate change, waste services and enforcement & safety to promote sustainable and community well-being.





10.	Lead on ways to improve the customer experience, making sure the customer is at the centre of service delivery and working across the Council to ensure inclusive access to Council services.
11.	Lead on completion of funding bids for external grant applications to promote environment, climate change, enforcement & safety and waste outcomes.
12.	Establish and monitor key performance indicators to evaluate the effectiveness environment, climate change, enforcement & safety and waste initiatives.
13.	Identify and mitigate risks associated with environment, climate change, enforcement & safety and waste service activities to ensure organisational resilience.
14.	Drive innovation and continuous improvement within the teams, leveraging best practices and emerging trends in environment, climate change, enforcement & safety and waste services and using data and insight to predict and prevent service demand.
15.	Must act as a champion for the use of digital, data and technology through both the identification and development of business cases and maximise the use of existing tools
16.	Collaborate with internal and external stakeholders, including to understand their needs, priorities and challenges to build strong relationships, effective communication and collaboration on service-related initiatives.
17.	Emergency Planning - serve as the Silver Duty Officer, on an out of hours rota, coordinating the council's tactical response in an emergency.
18.	Demonstrate a strong commitment to an inclusive and diverse environment by actively promoting Equality, Diversity and Inclusion.

Person Specification	Essential	Desirable
Education/Qualifications	Educated to degree level or equivalent in a relevant profession, or equivalent experience.	
	Membership of a relevant professional body (or equivalent) or eligibility for membership	
Experience	Proven track record of technical and management expertise across all or most areas of Environmental Services, Community, Heritage & Green and Blue Infrastructure, Place Clienting and Climate Change.	
Skills/Knowledge	In-depth and up to date knowledge of environmental law and other legislation, regulations and standards which impact on Environmental, waste and climate change service delivery	
	Knowledge and understanding of: <ul style="list-style-type: none"> <li>- Developments and challenges facing local government and the wider public sector.</li> <li>- Best practice in corporate governance and service delivery.</li> <li>- Performance management and target setting.</li> <li>- Project management.</li> </ul>	





	<ul style="list-style-type: none"> <li>- Partnership working and stakeholder engagement.</li> <li>- Procurement and contract management.</li> <li>- Commitment to</li> <li>- equality of opportunity plus knowledge and understanding at both a theoretical and practical level.</li> <li>- A working knowledge</li> <li>- of health and safety requirements.</li> </ul>	
	Ability to innovate, develop and maintain successful working partnerships	
	Ability to maintain focus on strategic and long-term issues	
	Political acumen and the ability to manage the political interface effectively	
	Excellent prioritising, delegation, time management, staff development and control skills	

### Service Director Shared Responsibilities

As a Service Director at Wokingham Borough Council, it is expected that you will A.C.T. on our core values of Ambitious, Care, Together. Our organisational Values are our cultural cornerstones that form the bedrock of our operational ethos. A Leader of people, you will lead your team through our People Strategy to deliver on our core purpose for our communities. Our Service Directors are expected to deliver on several Shared Responsibilities as leaders of our organisation, ensuring that we demonstrate the behaviours and competencies required at a consistent level to lead our strategic priorities. The Shared Responsibilities will be monitored throughout the year with your line manager, and an annual assessment will be undertaken, alongside your annual performance appraisal. A full definition can be found in the Service Director Toolkit.

People Leader	<p>Leading, motivating and inspiring teams to deliver our corporate priorities in a collaborative culture</p> <p><b>Essential Skills:</b> interpersonal skills and communication, coaching, listening, collaboration, resource planning, resilience, time management, delegation.</p>
Systems Leader	<p>Working with partners and across organisational boundaries to influence and empower</p> <p><b>Essential Skills:</b> relationship management, negotiating, influencing, inclusive communication skills, stakeholder management, emotional intelligence, networking.</p>
Political Acumen	<p>Navigating the political environment of the local authority with impartiality and building working relationships with political members.</p> <p><b>Essential Skills:</b> Judgment, Consistency, Reframing, Relationship management, Managing expectations, Foresight and implications</p>
Change Leader	<p>Embracing continuous improvement and taking our teams on a journey of culture and behavioural changes</p> <p><b>Essential Skills:</b> partnership working, communicating a vision, listening, project management, time management, systems thinking</p>
Digital Acumen	<p>Being equipped with the knowledge, skills and attitudes to support the digital journey of the organisation</p> <p><b>Essential Skills:</b> horizon scanning, communication, systems thinking</p>
Organisational Leader	<p>Breaking out of silos to work strategically and collaboratively with each other across the organisation</p>





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	<b>Essential Skills:</b> resilience, flexibility, analysis/judgement, communication, forward planning, selling a vision, partnership working, assertive/ constructive challenge
Financial Acumen	Integrating commercialisation with public sector ethics to deliver the best outcomes for residents <b>Essential Skills:</b> Communication, Resilience, Change Management, Risk Management, Budget Management

Purpose Details	
Service Purpose	<p>The Environment Service is dedicated to delivering a high quality, clean, safe, green and sustainable environment. By implementing strategic planning policies, delivering key projects, and promoting cultural initiatives, the service aims to enhance the quality of life for residents by a collaborative and joined up approach to 'place making'. The service collaborates with various stakeholders, including local businesses, education establishments, community groups, and government agencies, to ensure that sustainable development, economic and cultural activities align with the Council's vision and strategic objectives.</p> <p>The post holder is a key lead officer on developing our strategic relationship with key contractors building on a strong contract management approach and securing wider benefits of innovation, best practice and social value outcomes.</p>
Role Purpose	<p>The Service Director - Environment is a key leadership position, responsible for leading and managing the Environmental Services, Regulatory Services, Heritage &amp; Green and Blue Infrastructure, Waste and Place Clienting, Climate Change and Emergency planning Service teams to achieve the service's objectives.</p> <p>The role is required to oversee the core functions and performance of these teams against internal and external KPIs and objectives. Identifying and implementing continuous improvement will be a key part of the role, together with enhanced collaboration with strategic contractors, developers, agents, key stakeholders, local businesses, parish and town councils and other council teams.</p>
Corporate Parenting	You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.

Supervision and Relationships	
Supervision Received	Director, Place & Growth
Supervision Given	Heads of Service for Environmental Services, Community, Heritage & Green and Blue Infrastructure, Place Clienting and Climate Change. Key member of the Place and Growth Leadership Team and Extended Corporate Leadership Team.
Contacts	Internal and external customers, partners and other stakeholders. Key lead member of the Council's Creating Communities Board. Lead officer in relation to strategic relationship with contractors.





### Resources/Budget Management

Expenditure budget c.£28,772k  
Income c.£6,640k.  
Approx 75 FTE posts.

### Special Requirements

Ability to travel to a variety of locations in borough, attend evening meetings, politically restricted post, emergency planning responsibilities including out of hours rota. With a hybrid working style, there is the ability to work from home but in person attendance will be required on an as and when basis and directed by Line Manager. This will include, but is not limited to, Council Meetings, Directorate Meetings, Leadership Meetings and ECLT.

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Hybrid





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Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)	Details
DBS Requirement	N/A
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK ( <a href="#">Find out which DBS check is right for your employee - GOV.UK</a> )

Re-checks
N/A

Evaluation Declaration	
Date of Evaluation:	Feb 2026
Evaluated by:	HR Team

