



| <b>JOB DESCRIPTION</b> |  |
|------------------------|--|
| <b>Job Title</b>       | Natural Environment Deputy Director (Interim)  |
| <b>Department</b>      | Environment Department, Natural Environment Division   |
| <b>Grade</b>           | Grade I  |
| <b>Duration</b>        | This post is being offered as an internal 'acting up' opportunity for six to nine months' duration.  |
| <b>Location</b>        | Guildhall or one of the Natural Environment site offices<br>(post holder is required to be flexible across all Natural Environment sites)  |
| <b>Responsible to</b>  | Natural Environment Director   |
| <b>Responsible for</b> | <p>Direct:</p> <p>Head of Learning</p> <p>Head of Heritage &amp; Museums</p> <p>Head Ranger Burnham Beeches</p> <p>Head Ranger West Wickham &amp; Coulsdon Commons</p> <p>Head Ranger Ashted Common</p> <p>Carbon Removals Project Manager</p> <p>Indirect</p> <p>Learning team (12 staff)</p> <p>Heritage and Museums team (8 staff)</p> <p>Carbon Removals Project Officer</p> |

## **Main Purpose of Job**

The Deputy Director of Natural Environment is responsible for supporting the Executive Director Environment and Natural Environment Director to shape the strategic direction of the division by leading the implementation of the vision, mission, strategies, stakeholder engagement plans and a five-year transformation and improvement plan with a strong focus on best practice, income, and sound fiscal management.

With the Natural Environment Director, lead on delivering the Natural Environment Vision, Mission and Strategies in collaboration with operational leads / committee chairs and reporting to committees.

To lead the Consultancy function of the Natural Environment Division, including learning, natural and cultural heritage, and projects.

To lead The Commons Teams.

To support the Natural Environment Director and Assistant Director Charities and Commercial in all aspects of developing and delivering the Natural Environment Charity Income Strategy, ensuring maximum impact achieved through charity fundraising and other means of generating income which includes working more widely across the Environment Department in relation to the Operational Property review.

To drive, innovate and collaborate in identifying new trends and challenges as they emerge taking account of relevant legislation and guidance, and government thinking.

Have corporate oversight and be responsible for advising Members, Departments, and external stakeholder on any aspect of Environmental Resilience and how to meet the climate challenges within the Natural Environment.

To lead the development and implementation of a stakeholder engagement plan across the Natural Environment Division, to improve and build on relationships with key stakeholders including HSE (Health and Safety Executive), DEFRA (Department for Environment Food & Rural Affairs), Natural England, the Rural Payments Agency, local authorities, NGOs, businesses and landowners.

Play a key role in the strategic leadership and direction of the Natural Environment Division, deputising as required for the Executive Director, Natural Environment.

## **Main Duties & Responsibilities**

1. Working with the Exec Director, Natural Environment Director and Assistant Director Charities and Commercial to develop and implement a range of strategies and plans including stakeholder engagement, natural capital, environmental resilience, visitor engagement, land management, cultural heritage, and sports and leisure as well as an income generation strategy for the Division.

2. Lead the development and management of the Division's Consultancy function including leading the Learning Team, Heritage & Museums team and project teams including the Carbon Removals Project team.
3. Lead the development and management of the three Commons Teams, acting as Superintendent for The Commons.
4. Ensure the Division operates in a whole systems way, utilising resources across the Division in a manner consistent with City of London aims and policies and professional standards expected of the Division. Improvements are needed so an improvement plan will be essential.
5. Work with Members and Directors to drive strategy development and implementation, service delivery and change. Identify, develop, and implement recommendations to the relevant Committees regarding the future governance of the spaces, including consideration of the current and any new charitable trusts, ability to effectively fund the habitat, estate, and visitor management activities at the spaces over the long term, and ensure best practice for charitable trusts.
6. To co-develop, co-lead and ensure implementation of strategies and plans across the various operational satellite sites, including the identification of opportunities, drafting funding applications and supporting staff in income generation activities overseeing, and coordinating bidding processes and monitoring and leading monitoring and evaluation.
7. With the Assistant Director Charities and Commercial, ensure that the governance arrangements are fit for purpose to deliver the strategies and that each section of the charity review is further developed and delivered. Providing guidance to colleagues to ensure that all aspect of the CoL Natural Environment charities are managed in compliance with regulations.
8. With the Assistant Director Charities and Commercial, keep under close review the strategic direction of each charity, in line with the charity objects, working with key partners to identify whether it is possible to extend the scope of services that can be offered so that positive impacts and outcomes can be demonstrated and promoted, internally and externally.
9. Represent the Corporation at a strategic level with Government departments, the GLA (Greater London Authority) and other external organisations and partnerships such as C4O, Resilient Cities and businesses to achieve the Corporation's strategic aims and objectives.
10. Exercise robust budgetary management and control of all designated budgets for the division, and in accordance with directorate and corporation policy take positive steps to secure and maximise income where appropriate. Ensure that

the charities, capital and revenue budgets for the Division are developed, monitored, and managed effectively in accordance with departmental arrangements, Corporation policy, standing orders and charity legislation; identifying opportunities for increased income and funding streams, including but not limited to commercial initiatives.

11. With the Director, have overall responsibility for all areas of functions and legal jurisdiction of the Division, including on highly complex and contentious issues and be a primary source of advice to Members.
12. Provide briefings for and advise the Executive Director, Environment, Director Natural Environment, Town Clerk, Chair of Policy & Resources, Members and Committees of the Corporation on all areas of responsibility.
13. Embed a culture which is motivational, fosters excellence performance, innovation and trust amongst staff, and facilitates cross-team working and a strong team culture; and to promote continuous improvement that values learning, development, commitment to equality, diversity & inclusivity.
14. Ensure that staff are developed to realise their potential and that individual and team performance is reviewed and monitored throughout the year to ensure quality service provision. To lead staff and ensure they are all supported in their development and continual learning; build a collaborative working environment and an innovative culture; and encourage staff to develop specialisms to broaden in-house capabilities.
15. Be responsible for the effective and efficient use of the resources and to take responsibility for the management of all relevant risks in their area of responsibility, in line with good practice and legal & regulatory requirements.
16. Lead division-wide planning, prioritisation, and performance assessment; helping the team to understand and commit to the execution implications of strategic ideas and goals, while maintaining cost effectiveness and a pragmatic and agile approach to staffing and resourcing.
17. Proactively lead implementation of the City of London's Occupational Health and 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.
18. Actively seek to implement the City of London's Equal Opportunity Policy and the objective of promoting equality of opportunity in relation to the duties of the post.
19. To undertake any other duties that may reasonably be requested appropriate to the grade.



| PERSON SPECIFICATION |   |
|----------------------|---|
| Job Title            | Natural Environment Deputy Director (interim) |
| Department           | Environment Department                        |
| Grade                | I   |

Please find below the key skills, experience and core behaviours required to undertake this post.

***This leader should have extensive experience in the environmental and/or leisure sectors, ideally both, in addition to strong leadership and management capability.***

#### **Professional Qualifications / Relevant Education & Training**

- Education to at least degree level or ability to demonstrate equivalent experience of working in a similar role within the charity, grant making or public sector. (A)
- Recognised Project Management Qualification or demonstrable experience (A)

#### **Experience Required**

- Extensive knowledge of the environmental and/or parks, sport/ leisure, charitable and/or voluntary or public sectors. (A)
- Knowledge of the relevant national and local government bodies and legislation relating to the environment, conservation, climate change and biodiversity. (A/I)

- Thorough experience of working in the conservation and/or sport/ leisure sectors, ideally in the charitable sector (A)
- Significant experience of developing ambitious programmes to increase conservation activities and/or sport/leisure and recreation activities (A/I)
- Experience of developing collaborative, influential partnerships and programmes with relevant stakeholders (A)
- Experience at a senior level in a similar organisation, and experience of working with boards of directors/trustees/elected members (A/I)
- A record of significant and innovative accomplishment in building and implementing effective strategies and programme delivery, and ideally fundraising campaigns (A/I)
- Proven track record at senior level leading a professional team through change that results in measurable outcomes, including monitoring, evaluating and reporting impact to key stakeholders (A/I)
- Experience of managing and developing staff, including setting and measuring objectives and managing performance. (A)
- Experience of delivering balanced budgets (A)
- Experience of working co-operatively as part of a team. (A)

### **Technical and General Skills/Behaviours**

- A passion for the natural environment – the successful candidate will be driven by a concern to make a positive difference (I)
- Strategic thinker driven by impact and evidence, curious to keep up to date with new ideas and innovations and sees the positive potential in change (A/I)
- Strong interpersonal skills, emotional intelligence and authenticity in order to communicate with impact to different audiences, from Members and other senior political figures to volunteers, children and staff (A/I)
- Resilient – able to cope with a senior role carrying significant responsibility, juggling competing priorities and potentially demanding requirements by Members (I)
- An ability to deliver through others and build a high performing team (I)
- An ability to communicate complex issues clearly (I)
- Excellent verbal communication skills with the ability to engage with, advise and speak assertively and persuasively on complex matters, internally and externally, at all levels of seniority. (I)
- Excellent written communication skills with the ability to write high quality detailed committee reports, policy and strategy documents on the assessment, development and management of grants and grant-making and make compelling arguments to key stakeholders in relation to funding recommendations. (A/I)
- Ability to negotiate favourable positions and influence strategies which achieve strategic and organisational aims and objectives (A/I)

- Understanding of the motivations, concerns and values of different groups and stakeholders, ensuring communicative approaches are tailored accordingly. (A/I)
- Willingness to work flexibly, and sometimes out of regular office hours is required (A/I)

### **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.