

## Job Description

<b>Division/Department</b>	Place		
<b>Location</b>	Cecil Square		
<b>Job title</b>	Director of Place		
<b>Reports to (job title)</b>	Chief Executive		
<b>Grade</b>	TG-Q	<b>Politically Restricted Post</b>	YES
<b>DBS Requirement</b>	Standard YES		

### JOB PURPOSE

Together with the Chief Executive and other Directors,

- Take the strategic lead on developing commercial and customer-focused services across the council by ensuring that all services within the department have individual strategies that align together with the Councils corporate plans, aims and objectives
- Advise and update councillors on broad policy
- Collectively develop the council's approach to continuous improvement in customer facing services
- Take on corporate projects that require cross-service working to deliver against CMT and Cabinet targets

Be responsible and accountable for the overall delivery of the services within the department through Heads of Service and Managers, having an overall focus on improving services for customers.

### PRINCIPAL ACCOUNTABILITIES

#### Generic Accountabilities

- Deputise for the Chief Executive as needed
- Be responsible to the Chief Executive and Members for the overall management of the service areas providing strategic direction to Heads of Service in order that they develop effective service plans for their areas.
- Strategic responsibility for those services and functions allocated to the Department by decision of the council
- Strategic responsibility for ensuring that the services and functions in the department work on their own and collaborate with other services in order to deliver council priorities
- Ensure that the strategic outlook, advice and guidance given considers not only internal factors but the impact of external factors
- Be responsible to create, foster and manage effective relationships with Members
- Work collaboratively across all service areas with other senior managers in order to generate efficiencies and create synergies wherever possible
- Be a named member on the Emergency Planning rota and ensure that the services the postholder is responsible for have appropriate business continuity plans and emergency response procedures
- Oversee the allocation of resources across the council against priority outcomes

- Instil in direct reports the imperative for accountability, responsibility and cooperation with other areas across the Council
- Drive significant cultural change through the organisation and key partners

Service Specific Accountabilities

- Delegated authority for decision-making in relation to all assets of community value nominations under the Localism Act 2011
- Corporate responsibility for the council's major regeneration, housing and planning and property initiatives ensuring they are progressed in a timely and effective manner
- Develop effective partnerships with public, private and voluntary sector individuals and organisations in order to ensure the delivery of cost effective integrated services to the community
- Ensure that the local community is kept informed and consulted with regarding service delivery issues and proposed changes
- Translate the 2030 vision into practical and deliverable plans to build and sustain improvement and engage stakeholders and manage the performance of the service area towards achieving these targets
- To undertake any additional duties of a similar level of responsibility as may be required from time to time

**REQUIRED ATTRIBUTES**

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Comprehensive knowledge of Local Government governance</li> <li>• Ability to demonstrate comprehensive knowledge of corporate and service issues affecting local government</li> <li>• Knowledge of local government finance.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Problem solver with highly developed analytical skills</li> <li>• Ability to effectively communicate complex issues coherently and persuasively</li> <li>• Able to maintain a professional and focussed attitude in a challenging and changing working and social environment;</li> <li>• Ability to effectively influence and negotiate with an extensive range of stakeholders</li> <li>• Have the ability to productively exploit commercial opportunities;</li> <li>• Ability to effectively lead, manage, motivate an organisation through major change projects.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Changing services to meet commercial targets;</li> <li>• Significantly embedding cultural and behavioural change;</li> <li>• Embedding performance management techniques to improve services to customers;</li> <li>• Leadership/senior management in the public or private sector</li> <li>• Assessing local and economic issues in a political and social environment in which services need to be defined and delivered;</li> <li>• Leading and managing complex change programmes and being able to articulate and demonstrate the programme methodology used;</li> <li>• Challenging traditional thinking in a persuasive and positive manner</li> <li>• Managing complex projects</li> <li>• Proven considerable experience in strategic thinking</li> <li>• Innovative design and delivery of services</li> <li>• Managing and developing staff at a senior level</li> <li>• Managing complex budgets</li> <li>• Working collaboratively and in partnerships</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant management qualification or equivalent experience</li> <li>• Educated to minimum degree level standard (or relevant professional qualification at a similar level), or equivalent experience</li> </ul>

**JOB DIMENSIONS**

<b>Annual budgetary amounts</b>	c £52m external funding Up to £20m of revenue and £30m capital
<b>Number of staff reporting to the job holder</b>	3
<b>Any other relevant statistics</b>	

<b>NATURE OF CONTACTS</b>	
<b>Internal</b>	<p>The post holder will have a leading senior role directing, influencing advising on major projects and initiatives and will include regular contact with</p> <ul style="list-style-type: none"> <li>• CX, Directors &amp; Heads of Service</li> <li>• Staff in all departments at all levels</li> <li>• Committee and other Council Members</li> </ul>
<b>External</b>	<p>The post holder will act as the representative of the Council on delivering major and high profile external activities and will advise, persuade and negotiate with a number of organisations that include:</p> <ul style="list-style-type: none"> <li>• Government departments</li> <li>• Other local and public authorities</li> <li>• External organisations and individuals across a range of sectors</li> <li>• Key service stakeholder groups, networks and partnerships</li> <li>• Consultants</li> <li>• Chief Executives and Directors at other local authorities</li> <li>• Members of the public</li> </ul>

## WORKING ENVIRONMENT CONTEXT

## ORGANISATION CHART

