

Division:	Senior Management Team
Job Title:	Strategic Directors
Grade:	
Post Number:	M186 / M187 / M188
Base/Location:	
Responsible To:	Chief Executive
Responsible For:	
Key Relationships/ Liaison with:	Chief Executive; Cabinet; Scrutiny; Elected Members; Senior Management Team, Corporate Management Team; local, regional and national partners and other community representatives and service users.

Job Purpose	
	<ul style="list-style-type: none"> As an Executive Director your conduct at all times will be bounded by legally, the Council's policies, strategies, constitution, democratic arrangements and the pursuit of equality, efficiency, effectiveness and economy in the design and delivery of services. Delivery of an effective and appropriate service to all service users, fairly and without discrimination.

Main Duties and Responsibilities	
1.	Champion the Vision and Values of Charnwood Borough Council and work with members and staff from across the organisation in the best interests of the residents of the borough and the Council.
2.	As a member of the Senior Management Team contribute to driving forward the Council's transformation process to meet Central Government's priorities whilst ensuring efficiencies are achieved.
3.	Represent and promote the Borough and the Council within the community, county and region, and work with others in the achievement of common goals, in particular in Area and Neighbourhood Forums
4.	Work with the Chief Executive, Senior Management Team, Cabinet, Scrutiny and Elected Members to provide the strategic direction necessary for the Council to develop and achieve its objectives.
5.	Be responsible for contributing to broader strategic frameworks and the development and maintenance of cross cutting strategies and action plans within the council as required.

6.	Act as the Senior Responsible Owner on priority programmes and project executive on on key projects as assigned, and chair or be a member of cross/inter-service working parties.
7.	Drive the Corporate Planning process, and ensure consistency between the Corporate Plan and Council commitments in the Sustainable Community Strategy.
8.	Support the annual budget and service planning cycle, ensuring the delivery of Corporate Plan objectives, and the robustness of annual and longer term planning.
9.	Support Lead Members as assigned in discharging their responsibilities within the Council.
10.	Support the work of Scrutiny in improving and developing decision making and policy formation in the Council.
11.	Be responsible for a portfolio of services, and effectively manage and support Heads of Service and Teams in providing those services.
12.	Provide Strategic leadership, manage effective performance and support the development needs of the Heads of Service within assigned services. Ensure the Heads of Service and their staff are provided with the opportunity to develop to their full potential and that their contribution to the organisation is recognised.
13.	Play a key role in ensuring that the delivery of services to the Council through the functions for which you are responsible are responsive to customer needs, meet performance standards and provide value for money
14.	Promote equality of opportunity and diversity in service delivery and employment.
15.	Promote new ways of working that support the Council's commitment to continuous improvement and modernisation.
16.	Support the decision making process to assist the implementation of the modernising agenda and contribute to the Council's plans and processes for implementing and bedding in cultural change and organisational development.
17.	Delivery of an effective and appropriate service to all service users, fairly and without discrimination.
18.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.
Special Factors	
The nature of the work may involve the jobholder carrying out work outside of normal working hours.	

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Date Prepared/Revised: 14th October 2010



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Grade:	
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	Essential	Desirable	How Assessed
<p>Qualifications</p> <p>A relevant professional qualification at degree level or equivalent experience working at a senior/director level.</p> <p>Evidence of continuing personal development relevant to a senior management role</p> <p>An MBA or other general management qualification</p> <p>Or</p> <p>Demonstrable experience identified within the section below.</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p>	<p></p> <p></p> <p>✓</p> <p></p>	<p>App/Doc</p> <p>App/Doc</p> <p>App/Doc</p> <p>App/Int</p>
<p>Experience</p> <p>A proven track record of successful strategic leadership and the direct management and development of senior professional staff.</p> <p>Evidence of successful leadership and delivery of major corporate, high profile, and cross boundary projects in a service – led organisation</p> <p>Experience of the establishment of a positive performance culture that has delivered a transformational step change in organisational performance.</p> <p>A proven record of successful contribution to corporate management and the development of corporate objectives, policies and strategies.</p> <p>Evidence of developing successful working relationships with Executive Members or an Executive Board</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p></p> <p></p>	<p>App /Doc/Int</p> <p>App /Doc/Int</p> <p>App /Doc/Int</p> <p>App /Doc/Int</p> <p>App /Doc/Int</p>

NO-TOUCH-IT-COMPUSION

Evidence of successful participation in the development and implementation of innovation, best practice and value for money initiatives	✓		App /Doc/Int
Evidence of successful resource and financial management, including the resolution of conflicting priorities	✓		App /Doc/Int
A record of success in communicating and engaging with a wide range of internal and external bodies	✓		App /Doc/Int
A successful track record of building partnerships with external organisations to deliver shared aims and objectives	✓		App /Doc/Int
Evidence of successful development and implementation of strategies, policies and performance management systems that deliver high quality, customer focused services and translate organisational ambitions into real achievements		✓	App /Doc/Int
Skills/Knowledge			
Ability to think, plan and act strategically and corporately, with a creative approach to problem solving and delivery in testing circumstances and with competing priorities	✓		App /Doc/Int
Demonstrable ability to lead, motivate and challenge others to high performance, especially in periods of turbulent and transformational change.	✓		App /Doc/Int
Able to work openly and inclusively with others, influencing them and building positive relationships with elected members, partners and colleagues	✓		App /Doc/Int
A clear understanding and knowledge of local government, including its legal, financial, social and political context, political processes		✓	App /Doc/Int
Interpersonal Skills			
Ability to develop, communicate, persuade and gain ownership for a new clear vision and direction	✓		Doc/Int
A strong and effective leader, who inspires others to work together, leads by example and is an effective communicator, determined, positive and approachable	✓		Doc/Int

Successfully present ideas and concepts to influence outcomes	✓		Doc/Int
Disposition and Attitude			
Embodies the Council's Values in their day to day working	✓		Doc/Int
A corporate player and strategic thinker who can work collaboratively across boundaries and achieve performance and results through others	✓		Doc/Int
An enthusiastic and effective ambassador for the Authority, its stakeholders and partners.	✓		Doc/Int
A professional attitude that demonstrates integrity and credibility	✓		Doc/Int
Highly motivated with stamina, resilience and the ability to handle conflict in an appropriate professional manner.	✓		Doc/Int

Key: App = Application form Test = Test Int = Interview	Pre = Presentation Med = Medical questionnaire Doc = Documentary evidence (e.g. certificates)
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Prepared by:	Date: 14th October 2010
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