

JOB DESCRIPTION

POST DETAILS

Job Title:	Executive Director -Place	Grade:	JNC
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Accountable to:	Chief Executive
Responsible for:	Place Directorate

This post is politically restricted under the Local Government and Housing Act 1989.

OVERALL JOB PURPOSE

1. To think and plan strategically contributing to the overall leadership and management of the Authority.
2. Lead, motivate and develop the Council's Place a Directorate ensuring that strategically its activities align with the Council's vision, objectives, Constitution, Standing Orders, Financial Regulations and other corporate policies.
3. Lead, manage and deliver the services within the Directorate, ensuring rigorous performance, risk and financial management.
4. Continually review the range of services in the directorate, bringing forward proposals to increase their efficiency, reduce their net cost and/or increase income on an ongoing basis.
5. To work collaboratively across Council services and with external partners
6. Act as principal advisor to the Council for the functions of the Directorate.

KEY TASKS AND RESPONSIBILITIES CORPORATE

1. To provide a strong vision and delivery ethos for the Directorate's areas of responsibility, bringing innovation, creativity and forward thinking approaches, whilst ensuring that strategies are well evidenced and evaluated.

2. To lead, motivate and develop a multi-disciplinary team of officers (including those in Shared Service agreements) to deliver Corporate Plan priorities and Service targets.
3. To work closely with the Chief Executive, Corporate Leadership Team, Leader, relevant Cabinet Executive Leads and other Elected Members, to provide and develop the services of the Directorate within the overall policy framework of the Council.
4. Ensure that the work of the Directorate is of a high quality and achieves its objectives by effective planning, performance, risk and financial management.
5. To identify key areas in which the Directorate can contribute to the Corporate Plan, and put in place strategies, programmes and management structures to ensure that the Directorate's services carry this out effectively.
6. To ensure that appropriate capital and revenue budgets relating to the activities of the Directorate are managed, monitored and reviewed in accordance with corporate guidance and timetables, working closely with the Finance and Performance teams, as well as Service budget holders.
7. To ensure performance targets for services in the Directorate are set, monitored and reviewed and information on performance is provided in accordance with corporate governance structures and timescales.
8. To attend meetings of the Cabinet, Council, Overview and Scrutiny Committees and other corporate committees and working groups, providing necessary briefing as required.
9. As part of the Ashfield Strategic Leadership Team, contribute to the corporate management and leadership of the organisation, including leading strategic cross cutting initiatives and/or groups when required.
10. To chair a monthly Directorate Management Team meetings and facilitate other briefing events for employees of the Directorate.
11. To represent the Council at meetings with partners and other public and private sector agencies, voluntary groups and individuals at a local, regional and national level as required, helping to influence policies and strategies relevant to Ashfield and the Service.
12. To increase the Councils influence with key external partners and improve their focus and support for our aims and objectives
13. To if nominated act as a Director of a Council owned company as required balancing the role of company director with the role of director at the Council
14. To act as Chief Executive Officer and/or Head of Paid Service when delegated by the Chief Executive.
15. To promote effective marketing of the Directorate's activities in all respects, across the district and to a regional, national or international audience as necessary.

16. To ensure that all activities undertaken by the Directorate are in accordance with health and safety policy protocols and practices.
17. To participate in Civil Contingency planning and development as specified and provide senior management cover out of hours as required.
18. To promote equal opportunities and equality of opportunity across the range of services delivered by the Directorate.
19. To undertake any other duties which may for time to time be reasonably directed by the Chief Executive and Corporate Leadership Team.

KEY TASKS AND RESPONSIBILITIES SERVICE SPECIFIC

1. To ensure that the Council has a sound strategic approach to planning, strategic housing and economic growth
2. To ensure that the Council has a clear strategy for regeneration
3. To create customer focused services and partnerships that reduce crime and disorder and promote resilient communities
4. To work with partners on the health and wellbeing agenda

Post Holder:

Date:

Ashfield District Council is an Equal Opportunities employer and welcomes applications from all sections of the Community.

PERSON SPECIFICATION

Post: Executive Director Place

Directorate: Place

Base: Council Offices, Kirkby-in-Ashfield or any other location within Ashfield

JOB CRITERIA

		<i>Essential</i>
Competencies	<i>Please refer to the CLT competency framework for more information of the behaviour descriptors for each competency</i>	
	<ul style="list-style-type: none"> • Seeing the Big Picture • Changing & Improving • Making Effective Decisions • Leading & Communicating • Collaborating & Partnering • Building Capacity for All • Achieving Commercial Outcomes • Delivering Value for Money • Managing a Quality Service • Delivering at Pace 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Skills	<ul style="list-style-type: none"> • Report writing • Awareness of the political environment • High level interpersonal skills 	<ul style="list-style-type: none"> ✓ ✓ ✓
Knowledge	<ul style="list-style-type: none"> • Detailed knowledge and experience of one or more of the functional areas of the Directorate - Planning & Economic Growth including Regulatory Services Place and Wellbeing including Leisure and Community Safety Strategic Housing 	<ul style="list-style-type: none"> ✓

Experience	<ul style="list-style-type: none"> • Significant experience of senior management and leadership experience in a large and complex organisation 	✓
	<ul style="list-style-type: none"> • Programme and project management and delivery including implementing and monitoring of external funding 	✓
	<ul style="list-style-type: none"> • Experience of significant revenue and capital budget management 	✓

Qualifications	<ul style="list-style-type: none"> • Degree (or equivalent) in a relevant discipline 	✓
	<ul style="list-style-type: none"> • Continual professional development 	✓

Other Requirements of the Job	<ul style="list-style-type: none"> • A full driving licence. This post is designated a casual car user. Adaptations may be made should the successful candidate suffer from a disability which prevents driving 	✓
	<ul style="list-style-type: none"> • Requirement to work out of hours 	✓
	<ul style="list-style-type: none"> • Work on emergency rota 	✓

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.

If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.