

**ROLE DESCRIPTION**

|  |  |
| --- | --- |
| **JOB TITLE** | **POST NUMBER** |
| **Director of Community** | **A0008** |
| **DIRECTORATE** | **LOCATION** |
| Community Services | Vicarage Lane, Hailsham |
| **GRADE** | **OTHER ALLOWANCES** |
| WDC15 | Wealden Essential Car User Allowance  Emergency Planning Allowance |
| **KEY WORKING RELATIONSHIPS** | **INTERNAL/EXTERNAL** |
| **Who will I be working with?**  **How will I be interacting with others?**  **This covers JE Criteria G (Relationships)** | **Internal:** The Council, Council Members, Chief Officers, Managers and Staff of the Council.  **External:** Government Departments, Regional Offices and Bodies, Members of Parliament, other Local Authorities, other Bodies and Agencies, Local Government Association, Business and Voluntary Sector, The Media and Public.  I will use a variety of methods, largely meetings in person, hosting conferences, chairing meetings, virtual calls etc. In addition, I will write letters, position papers, formal reports & strategic thinking documents. |
| **STATUTORY RESPONSIBILITIES/LEVEL OF ACCOUNTABILITY** | |
| **What am I accountable for?**  **What are the consequences for me or the council?**  **This covers JE Criteria D (Accountability)** | As Defined by Legislation, regulations and the Council's policies, programmes, procedures and practices.  To provide strategic leadership and direct the operations of the Directorate in accordance with its agreed policies and objectives as laid down in the Council Strategy/Corporate Plan. To be principal policy adviser for the Directorate and advise Council Members as appropriate on any Directorate related matter.  As Director for Community Services, I carry the responsibility for the whole Directorate which includes:   * Digital and Benefit services * Housing Services including Sussex Weald Homes * Waste & Customer Services   The decisions I make, and the mistakes others may make, will all ultimately fall on my shoulders. I also have primary responsibility for managing the reputation and the risks associated with the Directorate’s services. |
| **DECISION MAKING AUTHORITY** (INDEPENDENCE) | |
| **What actions can I take independently?** I have Director level responsibility and so can operate for the most part independently in relation to the activities of my Directorate. I am responsible not only for my work levels and the overall delivery of the Council strategy in relation to my areas of responsibility, but I influence considerably the Council culture and values and how the Directorate works and what it focusses on.  **When do I need to involve others?** I work closely with the Chief Executive, Cabinet Members, all politicians, my CMT and SLT colleagues. My delegated limits are set by the Chief Executive or the Constitution. | |
| **JOB PURPOSE** (COMPLEXITY) | |
| **Why does this job exist?**  To contribute to the strategic direction and management of the Council in order to meet the challenges of service planning, delivery and modernisation in the context of local government reorganisation, and contribute to developing and supporting the implementation of the Council Strategy and overall performance management.  **How does it contribute to the Council overall?**  To be responsible for specific corporate priorities and objectives under the council strategy and deliver performance targets both personally and through the appropriate Heads of Service**.** | |

|  |
| --- |
| **ROLE RESPONSIBILITIES** |
| **What are the most important things I will be doing?**   * To engage in cross-cutting work to ensure that the Council responds appropriately to the developing agenda forlocal government reorganisation, partnership, integrated service and local governance. * To be responsible for specific corporate priorities and objectives under the council strategy and deliver performance targets both personally and through the appropriate Heads of Service. * To promote and maintain harmonious and productive relationships between Officers, Members, Partners, and Stakeholders. * To ensure that the Council policies and procedures are implemented effectively and in a consistent manner. * To provide leadership and clear direction to all staff within the Directorate, and across other corporate directorates as needed. |
| **What other activities will I be responsible for**   * As a member of the Management Team, the post holder will be responsible for assisting the Chief Executive and the Cabinet in developing the strategic direction and driving the continual improvement of the Council’s performance. * To ensure clear, effective and efficient, and integrated action on the corporate priorities through implementation of the council strategy in the context of local government reorganisation. * To drive, achieve and monitor continuous improvement in efficiency and effectiveness through performance management.  In particular, to use ICT to deliver customer centric digital service access across the council’s service platform. * To provide strategic direction and oversight for all services and activities within the CommunitiesDirectorate (and others as may be determined from time to time) and to ensure that they are customer focused, accountable to all appropriate stakeholders, and achieve the Council’s targets. * To manage the Directorate within budget and to ensure that all opportunities for securing external funding are maximised to the best advantage of the Council. * To develop partnerships at local, regional, and national levels to maximise resource procurement, develop effective and efficient programmes of action and raise the positive profile of Wealden. * To contribute towards the successful positioning of the Council in the context of local government reorganisation and to ensure Wealden contributes effectively to the regional and national policy agenda. * To lead, guide, and support Heads of Service where required and hold them to account for performance within their own areas of responsibility. * To be responsible for the recruitment, management, appraisal and development of relevant Heads of Service. * To contribute positively to, and actively promote, the Council’s reputation and image as a top performing local authority and good employer. * To provide information and support to Full Council, Cabinet, all of the Council’s Committees meetings, Cabinet Advisory Groups and Working parties as directed by the Chief Executive, and to take particular responsibility for the effective operation of any designated Committee meetings. * To represent the council and / or provide member support on external bodies at a national, regional and/or local level as required or directed by the Chief Executive. * To ensure the effective implementation of the Council’s strategies and compliance with all adopted targets for implementation as directed by the Chief Executive, including leading the Council’s drive to digital service delivery. * To promote and foster an organisational culture in which challenge, innovation and creative solutions are the norm. * To take lead responsibility for specific corporate projects as may be determined by the Chief Executive from time to time. * To act as Gold command for the Council’s Emergency Management responsibilities (this includes a requirement to be available in the event of an emergency in order to perform the duties allocated in accordance with the Emergency Plan, or as determined by the Chief Executive). * To act as Safeguarding Lead and be the senior point of contact for all staff Safeguarding concerns. Lead and manage safeguarding practice at Wealden District Council, ensuring the safeguarding and welfare of all service users. Oversee any referrals to social care, attending and presenting reports for relevant meetings and ensuring careful record keeping. Take a lead role in ensuring the appropriate delivery of quality standards of safeguarding across the Council including training, policies, procedures and guidance as necessary.   **Special Conditions:**  The post is deemed to be a Politically Restricted Post under the Local Government and Housing Act 1989. |
| **Will I be managing others?**  Yes – Heads of Service within the Directorate |
| **Who do I report into?** Chief Executive |

|  |
| --- |
| **PROGRESSION & DEVELOPMENT** |
| **What are the development opportunities for me?**  Skills development / specialisms – ongoing management development and strategic and systems leadership  Professional qualifications – as relevant to the Directorate  Coaching opportunities – by arrangement  Management opportunities – suitable CPD for management  Networking opportunities – networking with wider peer group across other LA’s, and government leaders |
| **How will I know I am being successful in this role?**  Appraisal process  Performance Management reports  Feedback through staff survey  Delivery of change/improvements across the Directorate  LGA Peer Review |
| **What is the required learning for me in this role?**  Mandatory / compulsory training i.e. GDPR, WDC learning pool modules,  Management training i.e. recruitment & selection training, appraisal training,  CPD requirements to maintain professional status  Senior management development opportunities e.g. LGA or Solace courses |

|  |
| --- |
| **Generic Duties for Director roles (remove if n/a)** |
| * 1. To establish, lead, develop and co-ordinate the implementation of the Council's policies and procedures in connection with the Directorate and theCouncil Strategy.   2. To consult with and advise the Chief Executive, other Corporate Directors and Members of the Council on matters relating to the Directorate’s policies, procedures and practices and to prepare reports for Cabinet and other Committees of the Council as required.   3. To oversee the Directorate budgets to include proposals for Service development and efficiency measures.   4. To oversee the setting and measurement of performance targets and to develop, maintain, monitor and report the performance of the Directorate to CMT and Committees of the Council as appropriate.   5. To promote and maintain harmonious and productive relationships between Officers, Members, Partners, Stakeholders and staff using the principles of good customer care and diversity.   6. To be responsible (through other levels of staff as necessary) for the recruitment, management, appraisal, training and development and health and safety of all the staff within the Directorate as far as is reasonably practicable.   7. To perform such other duties appropriate to the role as may reasonably be determined by the Chief Executive.   8. To contribute positively to, and actively promote, the Council’s reputation and image as a top performing local authority and good employer and to comply with the Officers’ Code of Conduct.   9. Participate in such non-routine duties as Emergency Planning team and elections as directed by the Chief Executive.   10. To abide by the Council’s Equal Opportunity Policy Statement which makes a commitment to promote equal opportunities and race equality in Wealden.   11. To ensure effective policies, systems and procedures are implemented to promote the health, safety and welfare of the employees in the Directorate (including the post holder) and, as far as is reasonably practicable contractors and the general public.   12. To act in accordance with the Council’s health and safety policy to take reasonable care for your own health and safety and that of others who may be affected by your work activity. |

This is an outline job description designed to summarise the key responsibilities of the role and is not intended to cover every task that may be required. It may be subject to change to meet the evolving needs of the organisation.

|  |  |
| --- | --- |
| **Additional Role Requirements (all roles)** | |
| Standards of Conduct | You will be required to comply with the Council’s Standing Orders and Standing Financial Instructions, and at all times deal honestly with the Council, Members, Colleagues and all those who have dealings with the Council, including customers and suppliers.  You must behave with integrity, act lawfully and demonstrate a strong commitment to ethical values.  To positively demonstrate the Wealden values yourself and to continue to build the culture of the Wealden values through the appointment, management, appraisal and development of staff (as well as third party providers). |
| Health & Safety/Risk Management | Wealden District Council’s Health & Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co‑operate and comply with management instructions regarding H&S issues and report all accidents, incidents and problems to their supervisor, manager or other senior members of staff, in line with the H&S policies.  You will need to be compliant with the Council’s risk management policies and procedures. These describe the Council’s commitment to risk management, the recognition that our aim is to protect colleagues and visitors from harm, and stress that all colleagues have a responsibility to minimise risk. |
| Governance Standards | Comply with the relevant governance standards applicable to the Council as communicated to the post-holder from time to time. |
| Data Protection | To comply with Council Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of staff and customer information. |
| Confidentiality | Council colleagues are required to ensure that information about customers and staff is safeguarded to maintain confidentiality and is kept securely in accordance with General Data Protection Regulations (GDPR), Data Protection Act 2018 (DPA18). The Council’s Data Security and Protection policy ICT policies provide guidance on how this can be achieved. |
| Communication | To encourage innovation and positive challenge through effective involvement, motivation and communication with Officers, Members, Partners and other Stakeholders, actively promoting the Council’s reputation and image as an employer of choice. |
| Digital/  Records Management | To direct the identification, development and implementation of digital and other systems and procedures which are aligned to the Council’s Drive to Digital Strategy and are shaped to reflect our customers’ and stakeholders’ needs.  To maintain Council customer and staff records (both paper and electronic) in accordance with Council policies. |
| Freedom of  Information | To provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Council Freedom of Information procedures. |
| Security | To comply with Council policies to ensure there is a safe and secure environment that protects Members, staff and visitors and their property, and the physical assets and the information of the organisation. |
| Other duties | Participate in such non-routine duties as elections and Emergency Planning as directed by the Chief Executive to include, where appropriate, the setup of a Rest Centre. |
| Freedom to Speak Up  (Whistleblowing) | You have responsibility for customer and staff welfare and should raise any concerns relating to a breach of Council policies and procedures with your manager or refer to HR for alternative options. |
| Environmental Impact | You will ensure compliance with the Council’s environmental management policies and procedures. These describe the Council’s commitment to climate change and carbon management, the recognition that our aim is to protect the environment and the use of natural resources that all staff have a responsibility towards. |
| Performance review | This Job Description will be used as a basis for individual performance review between you and your line manager.  The Job Description covers only the key result areas and, as such, does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed each April and may develop to meet the changing needs of the service. You will need to take due account, in the way they achieve the key result areas, of Council policies and procedures. |
| Equality and Diversity | To take responsibility and comply with the Council’s Equal Opportunities policy (which makes a commitment to promote equal opportunities and equality of all protected characteristics in Wealden), Officers’ Code of Conduct, Data Protection and other relevant policies, procedures and legislation, to ensure these are embedded and applied throughout the service in both service provision and employment issues. |

|  |
| --- |
| **PERSON SPECIFICATION** |

| **CRITERIA** | **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **ASSESSED BY**  **Application Form / Interview / Practical Assessment** |
| --- | --- | --- | --- | --- |
| **Knowledge & Experience** | Able to demonstrate significant management of services/ functions at a senior level within large, complex public sector organisations | ✓ |  | Application/ interview |
| A proven track record of significant achievement in delivering services in a local authority | ✓ |  | Application/ interview |
|  | Significant experience of working in a political environment | ✓ |  | Application |
|  | Significant experience of managing services, functions and change at a senior level within the areas of responsibility of the postholder’s remit, within a large, complex public sector organisation | ✓ |  | Application |
|  | Successful strategic and operational budget and staff management in a large complex organisation | ✓ |  | Application/ interview |
|  | A proven track record of delivering tangible results and value for money services operating in a corporate as well as specific context | ✓ |  | Applicatoin/ interview |
| A demonstrable track record of leading, motivating and inspiring large multi-disciplinary teams to achieve a culture that is positive, forward looking, outcome/performance orientated and customer focussed | ✓ |  | Application/ interview |
| A record of working successfully with partners, both internally and externally, to achieve common goals | ✓ |  | Application/ interview |
|  | A track record of working to manage conflicting national and local priorities | ✓ |  | Application/ interview |
|  | Evidence of building and maintaining reputation management | ✓ |  | Application/ interview |
| **Qualifications/**  **Education** | Degree or equivalent | ✓ |  | Application |
| Relevant professional and/or managerial qualification |  | ✓ | Application |
| **Skills** | Significant understanding of the national agenda influencing Local Government and the wider public sector | ✓ |  | Application/ interview |
| An understanding of: the workings of Local Government finances and including   * knowledge of related legislation and * funding arrangements and the wider issues facing Local Government, at a time of intense change | ✓ |  | Application |
|  | Effective and innovative leadership in managing change, motivating and developing a multi-disciplinary team, taking a leading role in initiating action and making decisions | ✓ |  | Application/ interview |
|  | Proven customer service skills and a commitment to outstanding customer service | ✓ |  | Application/ interview |
|  | Strategic planning skills and the ability to set high quality goals, objectives and priorities and the determination to secure their achievement | ✓ |  | Application/ interview |
|  | Highly competent in strategic management with the ability to interpret management information and develop strategy | ✓ |  | Application/ interview |
|  | Excellent interpersonal, communication and presentation skills including the ability to articulate and gain support for views and ideas and the ability to relate to people at all levels, including the media | ✓ |  | Application/ Interview |
|  | Able to work effectively with others, managing performance and promoting team working and co-operation within the Council as a whole and across partners/providers | ✓ |  | Application/ assessment |
|  | Able to demonstrate a high degree of probity and work within the constraints of a publicly funded service | ✓ |  | Application/ interview |
|  | Well-developed entrepreneurial skills; able to display commercial/business awareness and the ability to gain and sustain customer confidence | ✓ |  | Application/ Interview |
|  | High degree of political sensitivity and awareness with the ability to work closely with elected members, and all forms of public/private sector organisations | ✓ |  | Application/ Interview |
|  | A thorough understanding of equalities, diversity and inclusion in planning and delivering services and in working with others | ✓ |  | Application/ Interview |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other requirements** | High personal integrity | **ü** |  | Application/ Interview |
| Highly motivated with the ability to work well with others in the team | **ü** |  | Practical assessment |
|  |  |  |  |
| Flexible approach to work | **ü** |  | Practical assessment |
| Current valid driving licence | **ü** |  | Application |
| Ability to commit to evening working where necessary to attend meetings and to work additional hours to meet the demands of peak work loads | **ü** |  | Application |
|  | Occupational Requirement to have a command of spoken English sufficient for effective performance.  Applies to public facing roles where regular face-to-face or telephone contact is intrinsic to the role. | **ü** |  | Application/ interview |

