LISBURN & CASTLEREAGH CITY COUNCIL

JOB DESCRIPTION

Job Reference: JF3959

JOB TITLE:	LVI Services Manager
DEPARTMENT:	Finance & Corporate Services
UNIT:	Governance and Communications
SCALE:	PO5
RESPONSIBLE TO:	Head of Governance and Communications
DURATION:	Permanent
LOCATION:	Lagan Valley Island
HOURS OF WORK	37 hours

KEY PURPOSE OF JOB:

As a member of the Governance and Communications Team, the postholder will be responsible for leading and managing the Democratic Services Team to ensure the delivery of an effective governance and decision-making framework for the Council. In addition, they will lead and manage the Lagan Valley Island Facilities Management Team, overseeing the efficient operation of the Council's Civic Headquarters, including the management of the Lagan Valley Island (LVI) Theatre and Conferencing Facility.

KEY RESPONSIBILITIES

1. Lead and develop effective governance and decision-making arrangements for Council, keeping under review, all aspects of the Constitution including the Scheme of Delegation, Standing Orders, Committee Terms of Reference and schedule of meetings in line with legislative requirements and Council procedures.

2. Ensure effective arrangements are maintained and developed for the operation of Council and Committee meetings including the recording proceedings, preparing agendas, compiling minutes and reports, noting actions and following up as appropriate in accordance with Council procedures, standing orders and legislative requirements.

3. Ensure effective arrangements for the management of Elected Member's administration including Department for Communities statutory returns, Members' Register of Interests, Members' travel and accommodation, membership of internal and external working groups.

4. Engage regularly with Department for Communities on any legislative changes potentially impacting the Council and ensure policies and procedures are reviewed to reflect same.

5. Management of the Annual Meeting of Council ensuring effective application of the agreed models for allocation of positions of responsibility.

6. Support the Head of Service in the delivery of Local Government Elections, including the planning, coordination and delivery of all statutory and operational requirements to ensure elections are conducted in a lawful, efficient and transparent manner.

7. Provide strategic advice and guidance to the Mayor and the Mayor's Office staff in the management of Mayoral events and activities in line with Council policies and procedures.

8. Oversee the effective running of the Mayor's Office ensuring the highest levels of financial probity and governance in relation to charitable events and donations.

9. Lead and manage the Mayor's Charity Committee meetings ensuring adequate records are retained.

10. Oversee the effective delivery of the Council's annual programme of civic events and any additional civic functions agreed by Council.

11. Responsible for the operational management of the Council's Civic Headquarters at LVI and Bradford Court, including the provision of appropriate staffing levels to ensure smooth and efficient service delivery

12. Responsible for the management of major facilities contracts, including security, cleaning services**,** catering, and other essential services.

13. Work closely with the Assets Team on logistics for delivering capital and maintenance projects impacting the facility at LVI and Bradford Court.

14. Work closely with the Assets Team to ensure full compliance with all statutory health & safety requirements.

15. Lead and develop the Council's theatre and conferencing facilities maximising income whilst ensuring value for money for the Council area rate payer.

16. Draft budget estimates for LVI Services in conjunction with the Head of Service.

17. Develop and enhance working relationships with relevant partners and stakeholders to maximise corporate and community planning outcomes and to generate innovation in service delivery.

18. Deputise for the Head of Service and cover for other suitable level posts within the Governance and Communications Services and undertake any other duties as may be reasonably required.

19. Manage and lead the team to deliver an effective service in line with Council policies and procedures.

20. Ensure compliance with Council policies and procedures, including Safeguarding, Health & Safety and Equality Legislation, and operate within the highest standards of organisational skills and personal behaviour, which reflect the core values and behaviours of the organisation.

21. Ensure the provision of high standards of customer care across all the services provided by the Unit and promote and manage the service effectively and communicate in a way, which enhances and promotes the public image and overall reputation of the Council.

Note:

The postholder should be aware that the responsibilities and functional areas of the post may be subject to change as a result of organisational change. The Council therefore reserves the right to change the duties of the post by adding to or amending the range of functional responsibilities. The post holder will be required to be flexible and adaptable to meet the changing needs and requirements of the organisation.

Person Specification – LVI Services Manager

	Essential Criteria	**Method of Assessment**
Qualifications / Experience	It is essential that applicants have a minimum of: 1.1 A third level qualification (for example, an HNC, HND, NVQ Level 4, Degree) or equivalent 1.2 A minimum of 4 year's relevant experience in each of the following areas of responsibility: • Line management of a multi-disciplinary teams, • Management of facilities in a multi-site or complex operational environment, • Events management. Where applicants do not hold the qualifications as outlined in 1.1 above, they must demonstrate a minimum of 7 years' experience as outlined in 1.2 above.	Application Form / Pre-employment check Application Form / Interview
Knowledge	• Working knowledge of the legislative framework under which the Council operates • Working knowledge of Council governance arrangements including the application of the constitution and standing orders. • Understanding of contract management and procurement processes	Interview
Skills	• Practical working knowledge of MS Office suite • Ability to use own initiative to organise, plan and manage workload to deliver outcomes in a timely manner	Interview
General	It is essential that applicants hold a full and current UK driving licence and access to a car or * have access to a means of transport which would enable the applicant to carry out the duties of the post. * Applies only to applicants who have a disability under the Disability Discrimination Act.	Application Form / Pre-employment check

	Desirable Criteria	Method of Assessment
Qualifications / Experience	• Experience working in a political environment • Working knowledge of legislation relating to public administration and elections.	Application Form / Interview

BEHAVOURAL COMPETENCIES – REFER TO ATTACHED GUIDE 'COMPETENCY FRAMEWORK FOR LOCAL GOVERNMENT'

The following behavioural competencies have been designated as essential behaviours that should be demonstrated in order to successfully perform this role. These behaviours will be assessed during the selection process. Applicants should refer to the attached competency guide.

Factor	Criteria	Essential	Desirable	Assessment Method
Behavioural Competencies	**1.1 – Setting Direction** Contributes to the development of a strategy and conveys a clear vision led by innovative ambition and proactive behaviour.	Yes		Assessment / Interview
	2.3 – Communicates with Impact Presents a positive image by communicating effectively, being resilient and treating people fairly.	Yes		Assessment / Interview
	3.1 – Collaborating in a Political Environment Develops and manages effective networks by establishing common ground.	Yes		Assessment / Interview
	3.3 – Meeting Customer Needs Establishes the needs of customers and strives to ensure that these are met.	Yes		Assessment / Interview
	4.3 – Achieving Results Takes personal responsibility for making things happen. Shows motivation and perseverance in overcoming obstacles and achieving results.	Yes		Assessment / Interview
	4.4 – Continuously Improving Services Seeks to continually improve the services and processes that impact on users.	Yes		Assessment / Interview