



HAY Job description

JOB TITLE:	Community Services Director
DIRECTORATE:	Communities
GRADE:	Director
DATE PREPARED:	November 2012

REPORTS TO:	Chief Executive
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JOB PURPOSE:

As a member of the Corporate Management Team, to support the Chief Executive in the overall leadership of Central Bedfordshire Council, and to provide effective leadership and direction for the Community Services directorate to ensure the delivery of the Council's Medium Term Plan and other relevant objectives.

MAIN ACCOUNTABILITIES:

Develop and oversee the implementation of a strategy for those services assigned to the directorate that secures the outcomes set out within the Council's Medium Term Plan, with a particular focus on driving up customer satisfaction and improving value for money.

Deliver a framework which ensures that policy formation, the determination of service outcomes and decision making is informed by accurate and timely information, including effective option appraisal, financial and where appropriate commercial analysis, together with an understanding of the customer perspective.

Clearly communicate vision and strategy to staff, to secure effective engagement with and commitment to the outcomes the Council is seeking to deliver.

Contribute to the formation of corporate vision and strategy to support the Chief Executive in delivering high quality, cost effective solutions to the outcomes that the Council is seeking to achieve based on its aspirations for Central Bedfordshire as a place and the customer experience it is seeking to deliver to residents.

Build, manage and maintain effective relationships with key external stakeholders in order to deliver defined outcomes for the Council and the people it serves. Where appropriate, represent the Council sub-regionally, regionally and if required, nationally.

Ensure the effective management of the resources assigned to Community Services, both financial and other resources. Ensure the use of these is properly planned and evaluated to secure the delivery of the Council's objectives.

Ensure all direct reports are clear about what is expected of them, are supported and developed to deliver to their accountabilities and are appropriately managed to develop performance.

Promote equality and inclusion, and ensure the council is compliant with relevant legislation including Health and Safety legislation.

KEY DECISIONS MADE:

Examples of decisions the role holder would take include:

- Setting the strategy for the responsibilities that are assigned to Communities Services
- Taking decisions to build strategic partnerships
- Recommending new delivery models
- Contributes to setting the strategic direction of the Council
- Deployment of resources, within Council policies

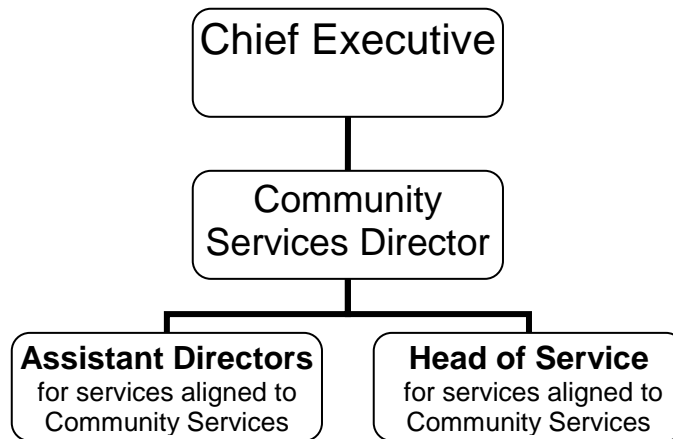
CONTACTS:

- Elected members
- Chief Executive
- Other Directors and staff members internally
- Senior officials in other bodies in Central Bedfordshire, and others, as required, on a regional and national basis
- Senior officials in Central Government
- Private sector partners and service providers

RESOURCE CONTROLLED:

To be confirmed

ORGANISATION CHART:



PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
1. Qualifications	<p>Educated to degree level or equivalent relevant experience</p> <p>Evidence of continuous professional development</p>	
2. Relevant Experience	<p>Significant experience in a relevant leadership position</p> <p>Demonstrable experience in delivering timely improvements to service quality and performance outcomes and cost effectiveness</p> <p>Significant experience in contract management, maximising service performance and value for money</p> <p>Substantial experience of developing strategy in a period of rapid change, working within challenging resource constraints to enable the achievement of agreed outcomes</p> <p>Experience of managing large budgets and optimising the use of those budgets to deliver value for money</p> <p>Demonstrable experience of strategic planning and business planning</p> <p>Experience leading, managing and coaching effective and productive teams of staff, appropriately developing and nurturing those staff as well as tackling any underperformance</p>	<p>Experience of advising elected Members at the most senior level, or the equivalent in the private, voluntary or other sectors</p> <p>Demonstrates an understanding of the context in which local authorities operate, and the issues and challenges facing the sector at the present time</p>
3. Skills and Abilities	<p>Highly developed communication skills, and the ability to influence and build and maintain relationships with senior stakeholders</p> <p>Ability to deliver successful results through other people, both directly and indirectly</p> <p>Sound knowledge of the areas of responsibility, and of the current pressures and issues facing each area</p> <p>Ability to successfully deliver large scale business change programmes</p>	

	<p>Ability to see beyond functional responsibilities and support the effective development of organisation wide strategy and ways of working</p> <p>Ability to manage and get best value from commercial contracts</p>	
4. Style and Behaviour	<p>Fully subscribes to the Core Values of the Council</p> <ul style="list-style-type: none"> • Respect and Empowerment • Stewardship and Efficiency • Results Focused. • Collaboration <p>And models the associated behaviour</p> <p>A leader of people with clear vision (and ability to effectively communicate that vision)</p> <p>Highly motivated and driven to achieve challenging objectives</p> <p>Ability to work as part of a team, and to encourage, support and provide challenge to others as is appropriate</p> <p>Sound organisational awareness, and an understanding of how to deliver outcomes through a complex organisation</p> <p>Works in way which promotes joined up working and continuous improvement</p> <p>Promote equality and inclusion through own behaviour, employment practices and policy initiatives</p>	

CRB Disclosure Required (Please indicate the legal reason enabling the Council to obtain a CRB disclosure– if in doubt discuss with HR)	<input checked="" type="checkbox"/> Not required
	Regulated or Controlled Activity (Safeguarding Vulnerable Groups Act 2006): Enhanced Check
	<input type="checkbox"/> 'Regulated Activity': (care <u>or</u> teaching <u>or</u> training <u>or</u> advice <u>or</u> treatment <u>or</u> transport of children <u>or</u> vulnerable adults ¹)
	<input type="checkbox"/> 'Regulated Setting': (any other work in a school <u>or</u> children's centre <u>or</u> children's home or adult care home)
	<input type="checkbox"/> 'Regulated Activity': (Working in a Fostering <u>or</u> Adoption Agency)
	<input type="checkbox"/> 'Regulated Activity': (Access to ContactPoint)
	<input type="checkbox"/> 'Controlled Activity': (Other opportunity for contact with children <u>or</u> vulnerable adults ¹ <u>or</u> access to personal social care records <u>or</u> arranging direct payments)
	<input type="checkbox"/> 'Regulated Activity' Specified Position ² : (Chief Executive <u>or</u> Director of Children's Services <u>or</u> Adult Social Care)
	Other:
	<input type="checkbox"/> Registered health professional (Enhanced Check)
	<input type="checkbox"/> Officer empowered to execute magistrate's warrants (Standard Check)
	<input type="checkbox"/> Solicitor or Legal Executive (Standard Check)
	<input type="checkbox"/> Chartered or Certified Accountant (Standard Check)
<input type="checkbox"/> Other – please identify the relevant legislation	
Work Related Travel (Please indicate as appropriate)	<input type="checkbox"/> Not required <input type="checkbox"/> Ability to travel around the county
Health & Safety Risk Assessment (Please indicate which are applicable)	<input type="checkbox"/> Manual Handling activities <input type="checkbox"/> Regular exposure to mental pressures and demands <input type="checkbox"/> Visual Display Equipment – regular use <input type="checkbox"/> Exposure to substances hazard to health <input type="checkbox"/> Exposure to infection <input type="checkbox"/> Risk of verbal abuse <input type="checkbox"/> Risk of physical assault <input type="checkbox"/> Working alone <input type="checkbox"/> Adverse environmental conditions <input type="checkbox"/> Use of dangerous machinery <input type="checkbox"/> Driving PSV/HGV vehicles

¹ defined as adults in receipt of special services because of their identified vulnerability

² as identified in Safeguarding Vulnerable Groups Act 2006