

JOB DESCRIPTION

Section 1

POST DETAILS

Job Title:	Executive Director - Operations	Grade:	JNC
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REPORTING RELATIONSHIPS

Accountable to:	Chief Executive
Responsible for:	<p>Operations Directorate:</p> <ul style="list-style-type: none"> • Neighbourhoods • Housing Operations • Housing Management including Housing Regulation Compliance • Assets

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

Section 2

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 Operations 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.

Section 3

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, Strategic Leadership Team, 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 and engagement events for all 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.

To increase the Council's influence with key external partners and improve their focus and support for our aims and objectives.

12. To act as Chief Executive Officer and/or Head of Paid Services when delegated by the Chief Executive.
13. 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.
14. To ensure that all activities undertaken by the Directorate are in accordance with health and safety policy protocols and practices.
15. To participate in Civil Contingency planning and development as specified and provide senior management cover out of hours as required.
16. To promote equal opportunities and equality of opportunity across the range of services delivered by the Directorate.
17. To undertake any other duties which may for time to time be reasonably directed by the Chief Executive and Strategic Leadership Team.

KEY TASKS AND RESPONSIBILITIES SERVICE SPECIFIC

1. To ensure that the Council meets its statutory and regulatory requirements in relation to Operational services and functions.
2. To oversee and provide direction to the Council's robust approach to embedding the Waste Hierarchy strategy and implementation, in alignment to the County wide Joint Waste Partnership.
3. To ensure the implementation of the Council's strategic and operational delivery of Simpler Recycling requirements.
4. To ensure the development and implementation of the Council's Woodland and Trees, Green Spaces and Cemetery strategies and investment programmes
5. To lead delivery and development of the Depot Modernisation Programme.
6. To be responsible for ensuring Council compliance for the statutory requirement of the Housing Regulation including required designation of Housing Regulation Compliance Officer(s).
7. To ensure that the Council has a robust approach to the management and maintenance of its Council housing stock.

8. To maintain and oversee the Councils buildings and facilities ensuring they are fit for purpose and that they support the delivery of the Councils Corporate Plan.

Draft Prepared by: Theresa Hodgkinson *Post Holder:* CEO

Approved by: *Date:* May 2024

Ashfield District Council is working towards equal opportunities and welcomes applications from all sections of the Community.

PERSON SPECIFICATION

Post: Executive Director - Operations

Directorate: Operations

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

JOB CRITERIA

		<i>Essential</i>	<i>Desirable</i>
Competencies	<i>Please refer to the SLT competency framework for more information of the behaviour descriptors for each competency</i>		
	<ul style="list-style-type: none"> • Leading Places • Facilitating system wide collaboration • Creating positive disruption • Developing shared vision • Leading a High-Performance culture • Engaging Communication • Enabling Innovation and Learning • Displaying genuine concern • Achieving effective outcomes • Leading in a political environment • Acting with Integrity and Authenticity • Self-reflecting and taking care 	<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	Detailed knowledge and experience of one or more of the functional areas of the Directorate - <ul style="list-style-type: none"> ➤ Housing Management ➤ Neighbourhoods ➤ Housing Operations ➤ Assets Management 	✓	
Experience	<ul style="list-style-type: none"> • Significant experience of senior management and leadership experience in a large and complex organisation • Programme and project management and delivery including implementing and monitoring of • external funding • Experience of significant revenue and capital budget management 	✓ ✓ ✓ ✓	
Qualifications	<ul style="list-style-type: none"> • Degree (or equivalent) in a relevant discipline • Continual professional development 	✓ ✓	
Other Requirements of the Job	<ul style="list-style-type: none"> • A full clean driving license. This post is designated a casual car user. Adaptations may be made should the successful candidate suffer from a disability which prevents driving • Requirement to work out of hours • 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.