



**Melton  
Borough  
Council**

## **Job description**

<b>Job title :</b>	Director for Place and Prosperity	<b>Post No:</b>
<b>Grade :</b>	JNC – Chief Officers	
<b>Directorate :</b>	Place and Prosperity	
<b>Reports to :</b>	Chief Executive	

### **Purpose of the job:**

Member of the Senior Leadership Team, providing positive leadership and supporting the effective corporate governance, culture and values of the Council. To work closely with Elected Members and lead a range of place shaping services and ensure they align with the Council's vision and objectives. To develop and deliver major place, housing and regeneration projects that support the priorities within the Council's Corporate Strategy, Asset Management Plan, and Asset Development Programme.

### **Main areas of responsibility:**

1. To play a lead role within the Senior Leadership Team and corporate governance of the Council. To work closely with Elected Members to develop services within the Directorate in accordance with the overall policy framework for the Council.
2. To lead, shape and deliver key corporate priorities; working with colleagues to ensure an integrated and 'one council' approach to delivery.
3. To lead, motivate and manage high performance and excellence in a range of services within the Place and Prosperity Directorate, in accordance with the Council's values, and supporting the Team Melton culture.
4. To lead and act as a principal advisor to the Council for functions within their Directorate; including:
  - Planning Policy and Planning Development (inc Building Control)
  - Corporate Property, Asset Management and Asset Development
  - Economic Development and sustainable growth
  - Regeneration
  - Environmental health and licensing
  - Climate Change

5. To develop and oversee the production of performance measures, in accordance with the corporate framework, so as to understand service quality, learn, improve and provide assurance where required.
6. Ensure compliance and accountability for the Council's statutory, constitutional, contractual and financial procedures including effective budget management, monitoring and value for money.
7. To be the lead officer responsible for high profile place, and commercial regeneration and development programmes, and to ensure the effective delivery of these.
8. To lead and be responsible for the Council's Corporate Property, Asset Management and Asset Development Programme, identifying opportunities for development, acquisition, and disposal to meet the council's social and commercial aspirations.
9. To build external relationships and partnerships to maximise the profile of Melton as a place; ensuring it is promoted and recognised as a great place to live, invest in and visit.
10. To lead and co-ordinate the delivery of funding bids and expressions of interest to external funding partners that support the Council's corporate aims and objectives.
11. To ensure that appropriate capital and revenue budgets relating to the activities in the Directorate are managed and reviewed in accordance with corporate timescales and requirements.
12. To represent the Council and proactively and positively promote the activities of the Directorate to enhance the Council's reputation
13. To support the Council's emergency planning arrangements and take part in the Council's senior management on-call rota.
14. To promote equal opportunities and equality of opportunity across the range of services within the Directorate.

## Values

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; responding positively to challenges.
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

## Health and Safety

To take reasonable care for the health, safety and well-being of yourself and others who may be effected by acts or omissions at work.

## Equality

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures.

Date reviewed : June 2024	Reviewing Manager: Chief Executive
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## Person specification

### Experience, knowledge and skills

Positive, supportive and dynamic leader, with high levels of emotional intelligence.

Excellent communication skills, both written and verbal.

Experienced in building strong and productive partnerships, and through positive relationships, demonstrating a track record of influencing external and internal stakeholders to achieve positive outcomes.

Highly developed professional skills and expertise in leading place-based services and overseeing delivery of significant capital projects.

Experience managing a range of responsive, efficient and customer-focused public services and delivering service improvements for customers, stakeholders and the community.

Strong track record and expertise in creating a high-performance, and values-based, collaborative culture where teams are empowered and encouraged to learn, innovate and deliver continuous improvement.

Experience overseeing a programme of complex projects, delivering quality outcomes, on time and budget.

Excellent digital/ICT skills and confidence to champion digital transformation which supports service improvement.

Highly numerate and proven track record of successfully managing significant financial resources; providing value for money and compliance with appropriate policies and procedures.

Experience of promoting and embedding equality, diversity and inclusivity principles

Critical and flexible thinker; prepared to challenge own assumptions, learn and adapt

An ability to work effectively with elected members, within a political environment is essential, and demonstrable experience of having done this effectively would be desirable.

Awareness of the context and challenges facing local government is essential and a track record of successful delivery within the sector is desirable.

### **Qualifications**

Degree and/or post graduate qualification relevant to the role is essential.

Membership of an appropriate professional body is desirable.

Commitment to ongoing professional development in self and others.