


Profile Title:	Service Director - Regeneration and Culture				
Reports to:	Executive Director Place				
Employee Supervision:	All employees within Service Area	Grade:		Profile Ref:	85454

Purpose of the Post

The post holder will provide strategic lead for the Service Area and as a member of the Directorate Management Team (DMT); work corporately with the Executive Director and Elected Members to ensure the Council's vision, priorities and values are actively promoted and delivered in line with The Future Council.

The post holder will discharge the statutory, non-statutory and regulatory functions attached to the role.

Responsibilities

- To play a key role in the Directorate Management Team to ensure that strategic and local objectives are achieved within the Service portfolio.
- Provide strong leadership to ensure the efficient and effective delivery of a portfolio of service within the resources available and in line with priorities and financial targets agreed by The Council.
- Develop and foster effective both internal and external relationships working with other business units, partners and stakeholders to ensure the provision and delivery of joined up services. To monitor and evaluate the effectiveness of partnership arrangements and to drive in efficiencies where appropriate.
- Develop, support and drive innovative and creative approaches to service delivery, translating into challenging and ambitious targets that ensure best practice/added value.
- To steer the development of innovative and effective service delivery methods which support service delivery and improvement and to critically examine business methods to drive efficiency across the area of responsibility.
- Lead on and develop key corporate reviews and Council wide/cross departmental strategies, projects and policies.
- To ensure that performance and development reviews are undertaken by managers to develop high performing teams and that promote a positive organisational culture whereby employee skills and knowledge are enhanced to provide an effective customer focused service working to achieve strategic aims and objectives.
- Horizon scanning in order to ensure that all available funding opportunities are accessed , maximised and utilised to their full potential.
- To comply with, promote, lead and manage all aspects of the Council Governance Framework as it relates to the responsibilities of the post. This includes health and safety; business continuity; equality and diversity; financial management; risk management; performance and people management; information governance; anti fraud; partnerships; customer services; communications and safeguarding.
- To provide advice to the Chief Executive, Leader of the Council, Cabinet Members, SMT, other senior officers and Scrutiny Committees where appropriate.

- To implement and monitor service delivery which is customer focused and to achieve the requirements of annual service and financial plans, council strategic priorities and other aligned national regulatory and assessment regimes as appropriate.
- To instil a fit for purpose, positive performance management culture that aligns resources to strategic objectives and provides evidence of attainment of those goals.
- To be accountable for the financial performance of the Service area. Ensure compliance with all legal, statutory requirements, Standing Orders, Financial Regulations of the Council and all appropriate areas as documented in the accountability framework.
- To be responsible for contributing to the effectiveness of the Councils commissioning arrangements as required.

Education and Training	Measure	Rank
<ul style="list-style-type: none"> • Level 7 postgraduate diploma/certificate in a relevant discipline. 	A	E
<ul style="list-style-type: none"> • Level 7 leadership or management qualification. 	A	E
<ul style="list-style-type: none"> • Willingness to undertake the Councils Leadership Programme 	A/I	E
<ul style="list-style-type: none"> • Commitment to continued professional development. 	I	E
Relevant Experience	Measure	Rank
<ul style="list-style-type: none"> • Experience of successfully building and maintaining relationships both internal & external. 	A/I	E
<ul style="list-style-type: none"> • Track record of establishing working partnerships with outside bodies. 	A/I	E
<ul style="list-style-type: none"> • Understanding of the Corporate and Political workings of The Council 	A/I	E
<ul style="list-style-type: none"> • Track record of providing clear, timely, professional advice to the Senior Management Team and Elected Members. 	A/I	E
<ul style="list-style-type: none"> • Evidence of delivering a high quality customer focused service within allocated budgets. 	A/I	E
<ul style="list-style-type: none"> • Successful record of establishing a positive performance culture. 	A/I	E
<ul style="list-style-type: none"> • Experience of leading a diverse team of professionals in a complex organisation. 	A/I	E
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> • Understanding the legal , financial and political workings of local government and current best practice on tackling the kind of challenges that face local govt services. 	A/I	E
<ul style="list-style-type: none"> • Understanding of and sensitivity to working within a political context and governance framework. 	A/I	E
<ul style="list-style-type: none"> • Understanding and implementation of effective performance management tools. 	A/I	E
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> • Excellent leadership, influencing managerial skills. 	A/I	E
<ul style="list-style-type: none"> • Ability to organise and prioritise conflicting workloads and meet strict deadlines. 	A/I	E
<ul style="list-style-type: none"> • Ability to influence, empower and motivate employees in the attainment of service and organisational goals. 	A/I	E
<ul style="list-style-type: none"> • Ability to apply creative skills to develop innovative service delivery methods. 	A/I	E
<ul style="list-style-type: none"> • A clear strategic thinker, effective decision maker in a complex and challenging environment. 	A/I	E

<ul style="list-style-type: none"> • Able to demonstrate initiative and drive aimed at organisational, service and individual excellence. • Developed negotiation and influencing skills and an ability to challenge, innovate and produce concepts and new initiatives. 	A/I	E
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Additional Requirements		
<ul style="list-style-type: none"> • To be part of the Out of Hours 'On Call' Rota. 	A/I	E
<ul style="list-style-type: none"> • Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council. 	A/I	E
<ul style="list-style-type: none"> • Work in accordance with the council's visions, priorities, values and behaviours. 	I	E
<ul style="list-style-type: none"> • Able to undertake any travel in connection with the post. 	A/I	E
Specific Portfolio		
<p>Specific responsibilities include:</p>	<ul style="list-style-type: none"> • To lead on the Council's development and implementation of the economic strategy for the borough. • To facilitate inward investment, business growth and support. • To attract external funding (public and private) and support covering economic regeneration to ensure business opportunities are maximised. • To lead the council's approach to tackling skills, adult learning and apprenticeships to ensure reductions in worklessness. • To lead on the town centre delivery and regeneration including attracting new businesses, footfall, retail and leisure. • To be responsible for ensuring a robust planning and development framework which supports the economic and housing strategy. • To be responsible for the management of the Council's asset portfolio. • To be responsible for the Council's asset portfolio, including acquisition and disposal, balancing strategic use of assets and contribution to corporate financial reserves. • To be responsible for facilities management of all Council owned / managed buildings. • To be responsible for Partnering Services and maintaining effective arrangements for the provision of property services, Local Education Partnership requirements, catering and cleaning for Council buildings. • To be responsible for Planning Enforcement. • To be responsible for Strategic Housing & the shareholder representative for Bernesli homes. • To be responsible for Culture & the Visitor Economy. 	