

- (including outside normal working hours where necessary)
- Regular contact with CLT/ELT colleagues (at least 2 or 3 times a week) to support their service delivery and strategic issues
 - Attendance at Cabinet Policy Forums, Group Leaders and other meetings requested by the Executive Director
 - Attendance at Cabinet and Scrutiny Committee meetings requested by the Executive Director
 - Regular contact with a range of regional and government officers, in relation to national strategic developments, performance assessment, and inspection and regulatory functions
 - Occasional contact with MPs on issues affecting them or their constituents
 - Representing the authority at external local and national events
 - Contact with statutory, independent, voluntary, and private sector organisations

12. Decision Making Authority:

This post:

- Takes all operational decisions relating to the business and statutory framework of the department, ensuring the Executive Director is kept informed of high-profile matters on a need-to-know basis.
- Informs and/or consults the Executive Director about all politically sensitive and complex matters relating to the business of the department.
- Takes responsibility for the development of strategic business and financial plans for their department in the context of a collaborative corporate and departmental planning framework.
- Takes responsibility for the financial leadership of their department within the overall budget directorate and corporate standing orders and financial regulations.
- Makes recommendations to the Executive Director in relation to strategic policy and planning of the department, recommending priorities, and developing plans in response to those priorities.
- Contributes to the strategic development of the department as a member of the senior management team.

13. Person Specification:

Essential qualification:

- Qualified to degree level or equivalent by experience.
- Evidence of continuous professional and leadership skills development.

Desirable qualification:

- Professional qualification relevant to the role.

Knowledge / Experience:

Significant and successful experience of:

- Working at a senior level within a large and complex organisation with comparable scope, responsibilities, budget, and resources.
- Providing balanced strategic advice and guidance in a political setting.
- Leading the delivery of public services with competing priorities and demands often outside of the Council's direct control.
- Leading transformational change and creating innovative service models, particularly in response to the demands of an organisation that is undergoing a radical transformation and modernisation.
- Delivering complex projects on time and within budget and outcomes.
- Leading and contributing to strategic decision making, resource allocation and to policy formulation and delivery, adopting a problem-solving culture.
- Delivering creative and innovative solutions to improve the use of resources and achieve value for money across an organisation.
- Establishing a strong performance culture including effective performance measures, evaluation of service quality and the improvement of service delivery to achieve the Council's objectives.
- Leading, managing and developing employees to sustain high levels of service delivery, recognising, and developing talent.
- Developing and nurturing positive and constructive working relationships with a wide range of customers, stakeholders, and partners, maintaining a positive personal and organisational profile.

Role specific:

- The statutory frameworks within which the services relevant to this role must be developed and delivered.
- Commissioning, management, and monitoring of large-scale, complex contracts, ensuring value for money and innovation are achieved.
- Leading services within a formal shared arrangement (e.g., service delivery on behalf of a third party).
- Commercial experience relevant to the energy and/or climate change sectors.
- All aspects of a local authority highways and transport function, including network management, maintenance, drainage, and asset management.
- Leading the development and delivery of projects and programmes relevant to the role.
- Engagement with government and other public sector bodies in order to agree priorities, secure investment, and deliver agreed priorities.

Skills:

Ability to demonstrate:

- A comprehensive understanding of the current issues and challenges facing local government as well as the statutory framework governing the sector.
- Skills in understanding and responding to different perspectives and taking a cross-organisational approach, gained by working in a political or similarly

challenging environment.

- Business acumen and an entrepreneurial mindset to lead the strategic delivery of services and maintain a focus on obtaining best value for money at all times balanced, against the difficult and sensitive challenges faced.
- Ability to lead, develop and sustain effective team, partnership and multi-agency working through strong effective advocacy, influencing, and negotiating skills.
- Skills to provide creative solutions to complex problems together with high level analytical, presentational and communication skills.
- Ability to establish and sustain positive relationships that generate confidence, ability, and trust.
- Highly developed influencing and negotiation skills to operate at a strategic professional and political level, locally and nationally.
- Understanding of the barriers to organisational and cultural change and the commitment to being a catalyst for change.

Personal Effectiveness:

Ability to demonstrate:

- A clear and strong personal commitment to equality, diversity and inclusion and a track record of developing inclusive services and leading by example.
- Evidence of leading people and services to recognise, respect and value individual needs to achieve a culture of inclusivity.
- Evidence of operating effectively and openly within the democratic process with the political acumen and skills to develop productive working relationships with Councillors that command respect, trust, and confidence.
- Personal and professional credibility which commands the confidence of elected members, senior managers, staff, external partners, and external stakeholders.
- Leadership by example with a style that empowers others and is open to question and challenge as well as a commitment to continuous self-improvement.
- A commitment to and evidence of successful strategies in managing personal resilience and wellbeing at a leadership level and promoting positive leadership practice, role modelling these behaviours for others.
- Evidence of planning for the future delivery of services, including effective workforce planning for future challenges.

14. Additional Information:

Political Restriction

This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside work.

Context to Role:

Operating

- The role is about the leadership, commissioning, and management of a wide range of services and diverse partnerships.
- The post holder will need to promote, develop, lead, and manage effective partnership working and strategic alliances with internal and external stakeholders including authorities, partner organisations and other agencies in order to achieve continuous improvement in the provision of services and input into policy developments.

Environment

- The role regularly interacts with partners, commercial providers, businesses, developers and investors, district, town and parish councils, community groups, interest groups, and strategic leaders across the public and voluntary sectors, locally, nationally, and internationally.
- The post holder will need to operate in a political environment with a number of political groups across the Council, being aware of and taking into account political considerations when giving advice yet remaining politically neutral at all times.
- The role operates in an ever-changing environment. The post holder will need to develop relationships with the Combined Authority and deliver a model for the Council's ongoing involvement in their work.

Framework

- The role is governed by an extensive set of regulations, policies, procedures, and systems. It includes management and leadership of the statutory roles of the Council which are governed by primary legislation, as are many other functions that fall within the remit of this post. The role is further governed by health and safety legislation, contract and financial management regulations, relevant inspection frameworks (including Ofsted), and the Council's constitution.

SIGNATURES:

After reviewing the questionnaire sign it to confirm its accuracy

JOB HOLDER: _____

DATE: _____

LINE MANAGER: _____

DATE: _____