

## Job Description

<b>1. Job Title</b>	Director of Corporate Affairs
Service	
Team	
Date Prepared/Revised By	April 2020
Post Accountable to	Chief Executive
Post directly responsible for employees(number of workers)	Direct Supervision: 4 Indirect Supervision: 283
<b>2. Main Purpose</b>	
<ul style="list-style-type: none"> <li>As a member of the Corporate Management Team to provide strategic leadership to develop an excellent Council that delivers efficient, effective and value for money services.</li> <li>To advise the Council and it's Committees on matters relating to council functions. Policies and services.</li> </ul>	
<b>3. Key Contacts</b>	
<b>Internal:</b> Elected Members, Corporate Management Team, Trade Unions	
<b>External:</b> Government, public, private and third sector partners	
<b>4. Main Accountabilities</b>	
<ul style="list-style-type: none"> <li>To lead a portfolio of services, and from time to time cross-service themes and projects on behalf of Corporate Management Team.</li> <li>To lead and inspire managers and employees through personal example to deliver the Council's vision, values and priorities</li> <li>To build mutual confidence, respect and trust with Elected Members in order to ensure the delivery of the Council's priorities.</li> <li>Ensure that all direct reports are provided with appropriate challenge and support to enable them to provide effective leadership to their service areas, and enable the delivery of high performing teams.</li> <li>Promote and embed a strong performance culture through the setting and monitoring of performance targets for Heads of Service.</li> <li>To give strategic leadership to the Council's corporate functions, creating a culture of effective and efficient support services that are focused on reducing corporate overheads and creating value for money as well as meeting the needs of internal clients and the Council as a whole.</li> <li>To radically transform the way that corporate functions are delivered, ensuring integration where necessary, in order to drive organisational and cultural change in line with the Council's transformation agenda.</li> </ul>	

## **5. Standard Accountability Statements**

### **Health and Safety:**

You are required to comply with the Council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of the Council's Health and Safety Policy. Your safety responsibilities are shown on the Health, Safety Responsibilities (HSR) for your post.

**Equality and Diversity:** The post holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.

**Learning and Personal Development:** The post holder has a personal responsibility for his or her own learning and development, and will maintain up to date records of achievement and attendance as required. The post holder must undertake the learning and training identified in the job skills matrix, and other relevant training that is identified and agreed with their manager.

### **Safeguarding Policy and Procedures**

The post holder will adhere to all the Council's Safeguarding Policy and Procedures.

## 6. Job activities

### Main duties and responsibilities relating to accountabilities identified above.

#### General

- Direct and take overall management responsibility for a portfolio of services whose performance delivers against corporate priorities and service plans.
- Lead and direct the work cross-cutting activities as agreed with the Chief Executive, and to provide support and guidance to those leading those activities.
- Ensure the effective implantation and compliance with legislative requirements and policy, including timely and accurate advice to Elected Members, the Council and its Committees and Corporate Management.
- Develop and maintain effective working relationships with Elected Members.
- Ensure the efficient and effective management of resources to achieve corporate and service priorities within agreed resources.
- Ensure that the Council's performance management framework is used to recognise good performance and to tackle under performance.
- Take overall responsibility for evaluating, reviewing and reporting on the performance of the portfolio of services, ensuring that they meet clearly defined objectives and performance targets.
- Determine the structures, roles and processes required to deliver services in line with corporate priorities and ensure that appropriately skilled and motivated resources are deployed so that corporate and service objectives are met.
- Lead and support change, and promote and embed a culture of learning and innovation, responding to the needs of service users and customers, in order to drive continuous improvement in service delivery.
- Promote and embed a culture of commercial awareness, ensuring that services develop the acumen to identify and develop income generating opportunities.
- Manage relationships with external partners and agencies to enhance the Council's performance, reputation and image.
- Represent the Council on formal occasion, undertaking as necessary reasonable civic duties.
- Be accountable for ensuring equality of opportunity in service provision and employment practices.

#### Corporate Affairs

- Review, reorganise and integrate corporate functions to reduce corporate overheads and ensure they are aligned to provide high quality support services that are dynamic and responsive to both internal and external customers.
- Ensure the development of effective working relationships between corporate functions and other services across the Council.
- Embed customer focus and high standards of customer care across the Council to ensure a truly customer focused organisation.
- Ensure that a range of customer access channels are available to provide efficient, effective responsive customer services.
- Ensure that ICT& Customer Support and Organisational Development & Improvement resources are aligned and deployed to effectively support both the transformation agenda and business as usual.
- Take lead corporate responsibility for the implementation of the Organisational Development Strategy and drive effective leadership of organisational change across the Council.

- Oversea the preparation and delivery of the Corporate Planned Medium-Term Financial Strategy, ensuring that they are aligned with other key plans and strategies of the Council.
- Ensure that resource management and financial planning are at the heart of strategic decision making so that resources are aligned to priorities and supports the long-term financial sustainability of the Council.
- Support the Section 151 Officer to ensure that the financial affairs of the Council are in accordance with the Council's Standing Orders, Financial Regulations and appropriate legislation.
- Support the Monitoring Officer to ensure that the Council's activities demonstrate probity and transparency.
- Ensure that high standards exist to promote good internal and external communications, strong media relations, as well as maximising marketing opportunities to promote the Council and take up of its services.
- Lead the development and maintenance of strategic relationships with key external stakeholders to optimise opportunities for collaboration with other service providers, or to utilise alternative methods of service delivery.
- Support and enhance the Council's engagement with citizens, communities and representative groups through modern, efficient and effective consultation systems and techniques.
- Develop and support opportunities to promote sustainable communities at a neighbourhood level.

This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out any other duties as directed by the Chief Executive which are commensurate with the level of the post.

The accountabilities outlined in the job description will be supplemented by annual key objectives which will be developed and reviewed with the postholder as part of the annual appraisal process.