

Job Description

1. Job Title	Director of Community
Service	Community
Team	
Date Prepared/Revised By	April 2020
Post Accountable to	Chief Executive
Post directly responsible for employees(number of workers)	Direct Supervision: 3 Indirect Supervision: 491
2. Main Purpose	
<ul style="list-style-type: none"> 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. To advise the Council and its Committees on matters relating to council functions, policies and services. 	
3. Key Contacts	
Internal: Elected Members, Corporate Management Team, Unison	
External: Government, public, private and third sector partners	
4. Main Accountabilities	
<ul style="list-style-type: none"> To lead a portfolio of services, and from time to time cross-service themes and projects on behalf of Corporate Management Team To lead and inspire managers and staff through personal example to deliver the Council's vision, values and priorities. To build mutual confidence, respect and trust with Elected Members in order to ensure effective political/officer relationships with the Council To build and maintain effective relationships with key external stakeholders in order to ensure the delivery of the Council's priorities 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 Promote and embed a strong performance culture through the setting and monitoring of performance targets for Heads of Service To ensure that adequate arrangements exist for the effective management, maintenance and improvement of the Council's housing stock and that the Council provides a high quality and cost-effective housing management function To ensure that the environment of the District is maintained and enhanced and that the Council provides high quality and cost-effective services for the benefit of residents, businesses and visitors To support the effective co-ordination of functions and deployment of resources, both internally and with external partners, to maintain and enhance the District as a safe place to live, work and visit To ensure that the Council discharges its responsibilities under the Civil Contingencies Act 	

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 of cross-cutting activities as agreed with the Chief Executive, and to provide support and guidance to those leading these activities
- Ensure the effective implementation 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 occasions, undertaking as necessary reasonable civic duties
- Be accountable for ensuring equality of opportunity in service provision and employment practices

Community

- Support 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
- To participate in the environmental sustainability agenda to reduce Harrogate's carbon footprint, enhance the local environment, promote home energy, liaising with the Director of Economy & Culture as appropriate
- To ensure the development of a pro-active and responsive operational property function that delivers a high quality and cost-effective service
- To ensure the adequate arrangements exist for the effective management maintenance and improvement of the Council's housing stock and that the Council provides a high quality and cost-effective housing management function
- To promote and take action to ensure the delivery of affordable housing schemes
- To ensure that the Council's statutory housing responsibilities are

discharged

- To give strategic oversight to the housing needs of the District to ensure that they are regularly assessed and feed into housing strategy and the local planning process
- To ensure that housing revenue is maximised through effective rent and void control systems and procedures
- To ensure the effective integration of environmental functions in order to develop high quality and cost-effective services
- To ensure that the environment of the District is maintained and enhanced and that the Council provides high quality and cost-effective services for the benefit of residents, businesses and visitors
- To support the effective co-ordination of function and deployment of resources, both internally and with external partners, to maintain and enhance the District as a safe place to live, work and visit
- To ensure that waste management activities maximise income generation opportunities whilst seeking to improve recycling performance
- To ensure a thorough review of trade waste activities and appraise options for the future delivery of the service
- To ensure a through review of regulatory functions and appraise options for future service delivery
- To ensure that effective arrangements exist for the Council to discharge its Civil Parking Enforcement responsibilities
- To support community safety initiatives and ensure that effective arrangements exist for the Council to discharge its responsibilities relating to the Crime and Disorder Reduction Partnership and its role with the Police and Crime Commissioner
- To ensure that the council discharges its responsibilities under the Civil Contingencies Act

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.