

NORTHUMBERLAND COUNCIL

PART A: SENIOR MANAGEMENT JOB DESCRIPTION

DIRECTORATE:	Executive Leadership Team
SERVICE:	Environmental and Transport Services
JOB TITLE:	Executive Director of Place
GRADE:	Band 18
RESPONSIBLE TO:	Chief Executive
RESPONSIBLE FOR:	Transport and Infrastructure Local Services Countryside Highways Fleet
Employees:	Heads of service and all staff within the teams of transport and infrastructure, local services, countryside, highways and fleet.
Budget:	Up to £35m, plus additional capital funding of up to £30m
Other Resources	All capital expenditure including delegated resources.

JOB PURPOSE:

With the Chief Executive and other Executive Directors, provide strategic direction for the Corporate Leadership Team of the Council.

The postholder will have overall organisational responsibility for the statutory roles of Highways Authority, Waste Disposal Authority, Waste Collection Authority, Streetworks Authority and Lead Local Flood Authority.

To provide strategic leadership, management and advice on all strategic matters relating to Environmental and Transport Services as well.

To provide strategic oversight and co-ordination of all activities and issues within Environmental and Transport Services ensuring that the relevant Committee and political delegation arrangements function and are briefed effectively for the good of the Council as a whole.

To be responsible for ensuring that key local services including countryside, highways and fleet deliver high quality services for the population of Northumberland.

KEY STATUTORY/STRATEGIC RESPONSIBILITIES:

To discharge effectively all relevant responsibilities relating to all Environmental and Transport Services matters.

Build effective and constructive relationships with key stakeholders and partners in order to promote successful partnership arrangements within Northumberland in relation to all Environmental and Transport Services issues.

Ensure effective mechanisms for establishing and monitoring high standards and effectiveness of all aspects of relevant service provision. Including ensuring that Key Performance Indicators are met for all services within the postholder's portfolio. Ensuring compliance with statutory reporting and audit matters for the council.

The postholder will have overall organisational responsibility for the statutory roles of Highways Authority, Waste Disposal Authority, Waste Collection Authority, Streetworks Authority, Rights of Way Authority and Lead Local Flood Authority.

To help ensure the delivery and coordination of excellent customer services across the whole council.

PRINCIPAL ACCOUNTABILITIES

1. Provide strategic management and professional advice to the Council and the Chief Executive on all matters of strategy and policy relating to Environmental and Transport Services. Ensure that all relevant Strategic Plans, policies and statutory requirements are effectively developed and implemented.
2. Ensure the provision of timely and accurate advice and information to the Council, relevant political management and the Chief Executive, on the development and review of policies and strategies related to all matters of Environmental and Transport Services. Ensure that these are integrated with all Corporate, Directorate and Partner Agencies' strategies.
3. To be the Council's lead officer for Environmental and Transport Services within Northumberland
4. Determine the most effective utilisation and deployment of resources (Human, Physical and Financial) within the Place teams in order to implement the Council's priorities and statutory responsibilities within allocated budgets in an imaginative and innovative way.
5. Ensure the provision of robust mechanisms for establishing and monitoring the standard and effectiveness of Environmental and Transport Services related strategies, policies and practices.
6. Establish and maintain effective management and communication systems and processes within Environmental and Transport Services and, in conjunction with senior colleagues, ensure that employees at all levels are fully aware of their respective roles, functions and responsibilities and changes to legislation or Council policies.
7. Provide strategic leadership and direction to managers within the teams within the postholder's portfolio so as to promote Environmental and Transport Services initiatives and systems.

Promote the support and development of staff through appraisal, training and development programmes. Promote and maintain a positive relationship with all employees and their respective trade unions in the interests of developing a climate of harmonious and constructive employee relations.

8. Actively promote the role of the Council in relation to council activities and policies at local, regional and national level as appropriate.
9. Ensure effective joint working and planning with all relevant external agencies including trade unions, so as to maximise the Council's function and influence in relation to all aspects of Environmental and Transport Services provision.
10. To ensure that key local services including countryside, highways and fleet deliver high quality services for the population of Northumberland.
11. As a Member of the Corporate Leadership Team, take a lead role in establishing the future direction and shape of financial strategies and plans for the council.
12. Promote good relations with all other Directorates and Services of the Council with a view to achieving the most effective Environmental and Transport Services, to achieve a co-ordinated approach to the development and provision of Council Services.
13. Any other duties consistent with the nature, level and grade of the post as may be assigned by the Chief Executive.

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PART B: SENIOR MANAGERS CORE COMPETENCIES

Working with Partners

- work collaboratively across services and directorates to deliver corporate excellence
- work collaboratively with external partners to deliver excellent service
- seek opportunities for partnership working at a local, regional, national and European level
- clarify expectations, objectives and working arrangements of partnerships
- contribute effectively to multi-partner projects

Serving our Community

- promote the Community Plan
- seek and act on feedback from the community
- influence Service and Corporate plans to reflect community needs
- develop, deliver and improve access to services based on an awareness and understanding of the diverse community
- promote equality of opportunity in service delivery

Working within the Political Arena

- understand and actively support the role of Councillors
- understand and actively support the democratic process within Northumberland Council
- recognise the impact of Government and legislation on Council strategy and services
- consult, support and keep Councillors informed

Delivering Excellence

- understand how Place Services are measured
- monitor and evaluate services in relation to objectives and place services indicators
- establish a culture that embraces the agreed Vision and Values
- be positive ambassadors for the organisation
- contribute to strengthening corporate leadership capacity
- identify opportunities where organisational place services could be improved

Focusing on the Future

- scan the external environment, look ahead, assess strategic options and develop the Council in the medium and long term
- lead the development and implementation of corporate policy at a strategic level
- challenge what we do and how we do it
- influence relevant national and regional organisations and partners
- connect plans, policies, strategies and services to provide consistent service delivery
- generate innovative ideas
- translate strategy into action
- consider the implications of decisions across the Council and act in the overall interests of Council's Place Services

Building Shared Vision and Values

- scan the internal environment and engage employees in compelling visions of the future
- create an environment in which a culture embracing Vision and Values can thrive
- involve all stakeholders in building a vision for the future
- have a clear picture of the direction the organisation is taking and communicate it with insight, energy and vision
- translate the Council's vision into practical and achievable plans

Strengthening Corporate Leadership Capacity

- continuously develop the political leadership and managerial interface
- operate with others as a cohesive senior managerial team
- create time with staff and other managers for discussion about their development rather than fire-fighting
- coach and mentor staff and other managers
- lead, delegate and empower others at a strategic level
- identify and develop potential senior managerial successors

Promoting and Facilitating Change

- critically evaluate the reasons that prompt change and take appropriate action
- proactively steer internal change
- proactively manage the exchange of information between the public and the organisation
- consider the resource implications of change
- anticipate and respond to emotional and morale issues brought about by change
- monitor and evaluate the change process to ensure aims are met

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PART C: SENIOR MANAGEMENT PERSON SPECIFICATION

DIRECTORATE:	Environmental and Transport Services
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Qualifications

- Educated to Masters Level or with an equivalent portfolio of experience within relevant professional field
- Leadership qualification at Masters level or with an equivalent portfolio of experience demonstrated through proven track record within senior leadership positions.

Experience, Knowledge and Skills

- Recent extensive experience and consistent achievement at a senior management level within an organisation of comparable scope and complexity.
- Experience of successful strategic management and a proven track record of leading in the formulation and delivery of strategic objectives and policies within a large, multi-disciplined organisation.
- A demonstrable track record of leading and managing multi-disciplinary teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners.
- Extensive experience and demonstrable success in the generation and management of major organisational and cultural change and of securing the support of others in the process.
- Ability to articulate a clear vision and strategy for how services can be integrated to improve and transform outcomes and experience of translating policy and strategy into tangible outcomes for the benefit of residents.
- A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders.
- Evidence of success in building and enhancing the reputation of an organisation with external bodies and the media.
- Thorough knowledge and understanding of relevant service legislation, best practice and contemporary issues in relation to social and Environmental and Transport Services context within which local authorities work and the implications of this for delivery of council aims.
- Financial and commercial awareness, with strong analytical skills and an excellent aptitude for developing innovative solutions to complex problems.
- Outstanding interpersonal and communication skills to relate effectively to, and command the respect trust and confidence of employees, Council Members, the community and other stakeholders.
- IT skills and awareness.

Motivation

- An inspirational, motivational, enthusing leader with a clear vision for strategic financial management with high levels of energy, stamina and resilience.

- Fully committed to the principles and values underpinning the unitary Council
- A strong corporate orientation and a commitment to tackling issues in a non-departmental manner.
- Personality, conduct and credibility that engages and commands the confidence of Council Members, senior managers, staff, the public external partners and other stakeholders.