



Stockton-on-Tees
BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:

Chief Executive

JOB TITLE: Managing Director (Head of Paid Service)

GRADE: MD

REPORTING TO: Leader of the Council

1.

JOB SUMMARY:

As Head of Paid Service and the Council's Principal Policy Advisor to provide strong and effective leadership to ensure the delivery of excellent services which enhance the quality of life for those who live and work in the Borough, including the coordination of strategic planning, budgeting and performance management. To develop and sustain effective partnerships and external relationships and to act as an advocate and ambassador for the Council and the Borough at Local, Regional and National Level.

2.

MAIN RESPONSIBILITIES AND REQUIREMENTS

1.

To assist and advise Elected Members on the determination of policy and strategy in accordance with the values, vision, objectives and priorities of the Council.

2.

To lead and manage the Council's Corporate Management Team, building corporate capacity and providing clear strategic direction to ensure the delivery of excellent services.

3.

To actively develop and promote internal and external partnerships through joint working, shared services and joint planning to provide effective solutions to the regeneration of the Borough and the delivery of its services.

4.

To actively and effectively manage the Council's resources, (Human, Physical and Financial) ensuring robust financial and service planning and the effective deployment of resources to meet Council needs.

5.

Jointly, with Members, to deliver the Council's core vision, through the implementation of effective corporate governance, ensuring the Council is publicly accountable through the implementation of robust processes and procedures and effective scrutiny arrangements.

6

To embed a culture of performance management which drives service improvement and to ensure the provision of robust mechanisms for establishing and monitoring the standard and effectiveness of corporate strategies, policies and practices.

7

To promote strong, direct and effective employee engagement and communication of the Council's culture and behaviours to ensure the successful implementation of cultural and corporate change initiatives, a clear focus on customers, high performance, innovation and value for money and a climate of good industrial relations.

	8	To actively promote the Council at local, regional and national level as appropriate.
	9	To provide strong, visible leadership to ensure equality and inclusion within the Authority and across all service provision, ensuring the diverse needs of all service users are recognised and met.

3. GENERAL

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

PERSON SPECIFICATION

Job Title/Grade	Managing Director	
Directorate / Service Area	Chief Executive	
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Relevant professional or management qualification	A degree or equivalent	Application form Pre-Employment Checks
Experience	<p>Detailed understanding of Local Government or working within a political context</p> <p>Track record of leadership and corporate management within a local authority or organisation within another sector of comparable scope, complexity, size, responsibility and resources.</p> <p>Experience of leading at a corporate level on the provision of excellent services</p> <p>Strategic planning</p> <p>Managing change</p>	Local Government or public sector experience.	<p>Application Form</p> <p> Interview/Selection Process</p> <p> Pre-Employment Checks</p>

	<p>Successfully engaging with other agencies, partners and stakeholders including partner organisations, private sector, central government, voluntary and community sector.</p> <p>Supporting and advising Members (or similar)</p> <p>Ability to demonstrate strong financial management including budget formulation, planning, monitoring and control.</p> <p>Corporate performance and governance.</p> <p>Employee engagement and motivation.</p> <p>Significant and successful media handling</p> <p>Promotion and maintenance of corporate reputation.</p>		
Knowledge & Skills	<p>Excellent oral and written communication skills</p> <p>Leadership</p> <p>Team building</p> <p>Networking/partnership working</p> <p>Political acumen</p> <p>Problem solving, negotiating, persuading and influencing</p> <p>Media handling</p> <p>Strategic thinking</p> <p>Innovative</p> <p>Financial and commercial awareness</p>		<p>Interview/Selection Process</p> <p>Pre-Employment Checks</p>

Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Ability to make difficult decisions in a challenging environment</p> <p>Ability to handle difficult situations sensitively</p> <p>Lead by example</p> <p>High degree of personal and professional probity, integrity and credibility</p> <p>Collaborative team worker</p> <p>Pragmatic</p> <p>Flexible and resilient</p> <p>Consistent and fair management/leadership style</p> <p>Encourage others to engage and realise their full potential</p>		<p>Interview/Selection Process</p> <p>Pre-Employment Checks</p>
Other requirements		Car user	<p>Application Form</p> <p>Pre-Employment Checks</p>

Person Specification dated August 2019