

Newcastle City Council Job Description



Post Title: Assistant Director 1

Grade: AD1 Grade

Responsible to: Director

Responsible for: Staff of the service

Job Dimension

To be responsible for the leadership of a significant service area or group of services, large scale budget and cross council responsibilities in order to achieve key outcomes for the Council, residents and city.

Job Purpose:

- To be part of a cooperative and collaborative leadership team that assumes responsibility for budget delivery, people, and performance management as well as innovative business solutions.
- To support the Director in providing strategic leadership, vision and direction to those engaged in the provision of the service in line with the Cabinet's political vision and priorities and to ensure these are translated into delivery and its values are embedded at all levels of the organisation.
- To be accountable for the service performance and operational standards through establishment of clear business goals, ensuring it is delivering value for money services in response to the council's priorities and desired outcomes.

Principal Accountabilities

1. To contribute to meeting the Council's priorities by ensuring the delivery of quality, consistent and value for money services through effective service and business planning, budget and performance management.
2. To contribute to meeting political and financial objectives by leading and encouraging the innovation of service delivery methods and improvements through active engagement with councillors, staff, trade unions, service users, communities, schools, partners, providers and businesses to improve outcomes.
3. To lead, develop and empower staff to support their personal achievement and contribution to the delivery of the Council's and service objectives.

4. To be responsible for developing the service's managers and staff and clearly demonstrating that cooperative values, innovation, evidence based practice and learning from others is how the service does business.
5. To contribute to the development of effective partnerships locally, regionally, nationally and internationally to ensure the delivery of Council priorities.
6. To be responsible for leading cross council projects which exemplify innovation, cooperative working and a strong focus on accountability to deliver new ways of working that reduce costs.
7. To be responsible for the statutory functions of the service to meet performance targets and ensure service delivers highest professional standards
8. To represent the Council as may be required.
9. To carry out specific corporate roles and assignments and such other duties as appropriate in the role.
10. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.