

JOB DESCRIPTION			
JOB TITLE:	Head of Communities & Climate Change	GRADE:	HOS 1
SERVICE AREA:	Communities & Climate Change	CAR DRIVER:	Essential
REPORTS TO:	Executive Director (Community Services)	LOCATION:	Flexible between sites / Agile working
JOB PURPOSE			
Ensure the effective provision of Communities, Culture & Climate Change services on behalf of the Strategic Alliance Councils. Manage, develop and deliver strategies and operations for all Communities, Culture and Climate Change service functions. Support the interface with elected members and the Councils' decision-making processes. Member of the Alliance Management Team (AMT) and support the achievement the aims and objectives of Councils. Work with the Alliance Leadership Team (ALT) to achieve the general aims of the Strategic Alliance to: • Increase the levels of customer satisfaction through the improvement of services. • Produce realistic cash savings in order to deliver improved service and limit council tax increases. • Strengthen and share skills, expertise and learning, in order to deliver better services. • Preserve and enhance the special and distinctive characteristics within each local authority area. • Increase our influence locally, regionally, and nationally in order to secure a "better deal" for all our communities.			
JOB DUTIES – SERVICE SPECIFIC			
Manage and act as strategic lead on all Communities, Culture and Climate Change service functions including: • Climate Change, Domestic Energy and Biodiversity • Community Wellbeing • Grant funding and Community Lottery • Community and Voluntary Sector Support • Community Safety, including ASB and CCTV management & infrastructure • Safeguarding • Arts, Heritage and Culture			

Develop and maintain service-related strategies, ensuring they:

- Support the Councils' vision, aims and values.
- Comply with the statutory requirements.
- Result in more cost-effective and efficient services.

Responsible for managing the strategic and operational performance of services and teams in line with the Corporate Strategy and Service Plans including planning, budgetary processes, and risk management.

To lead, manage, and develop colleagues and teams effectively to support the provision of excellent services.

To drive the successful achievement of key projects and initiatives including project management, working groups, continuous improvement, and transformation.

Ensure the customer experience is maintained to a high-quality standard and is committed to delivering appropriate services to all service users, inclusively and without discrimination.

Develop and maintain effective relationships with strategic partners including those from the statutory, voluntary and community sectors to ensure strategic alignment and influence the delivery of positive outcomes for, and improve the wellbeing of, our communities

Ensure that community engagement is central to delivery of the Councils' core functions, promoting and fostering participation in initiatives to strengthen community ties and organizational impact.

Personal Management Licence holder with the Gambling Commission for the Community Lottery, accountable for financial returns and compliance under the guidelines of the 2025 Gambling Act.

Strategic lead for the development, implementation and promotion of the Council's Climate Change, Biodiversity and Nature Strategies and Action Plans, ensuring that other related council service plans, strategies and policies reflect the council's ambition in relation to carbon reduction, climate resilience and adaptation, energy management, biodiversity enhancement and broader sustainability issues.

Prepare and provide advice, briefings, case studies and reports for internal and external audiences on the activities of the Councils in relation to Climate Change.

Develop and champion a partnership approach to working on climate change with other organisations, interest groups, the wider communities of both Councils and councillors where relevant to develop, deliver and implement climate change and nature action plans.

To develop and maintain effective working relationships with officers, elected members and strategic partnerships at a County and regional level to further community safety, anti-social behaviour and crime and disorder reduction and enhance community resilience

Work with Members, stakeholders and partners to develop and sustain a robust problem-solving methodology, strong community links and that we effectively reduce and prevent anti-social behaviour.

To oversee the CCTV service, ensuring the service is maintained to the highest standards; ensuring appropriate levels of CCTV coverage across the Councils', effective strategic management of the infrastructure to ensure resilience, and management of the maintenance contract to ensure value for money, high quality service delivery.

Deliver, engage and influence other partners to secure the provision of effective community safety arrangements in both Councils' areas, ensuring that effective Community Safety Partnerships are in place and Community Safety Plans are agreed for the Borough and District in line with County objectives.

Act as designated lead for Community Safety, anti-social behaviour and PREVENT for the Alliance. Lead for domestic abuse related death reviews (DARDR) in line with the Domestic Abuse Act 2021.

Act as designated Prevent Duty lead (Counter-Terrorism and Security Act 2015) for the Alliance.

Conduct research as necessary in connection with Community functions to identify and examine best practice and update processes and procedures as appropriate.

Ensure that Alliance's Safeguarding Policies are effective and to act as Deputy Safeguarding Officer for the Councils.

Lead on the development and implementation of the Arts, Culture and Heritage Strategy, and implementation of action plans across the Councils, working with members, stakeholders and the community to foster a partnership delivery approach.

Deputise for the Executive Director (Community Services) when required.

Carry out other such duties associated with the service area, which the Executive Director may from time to time require to maintain the efficient and effective running of the service.

JOB DUTIES – CORPORATE

Collaborate in the development and implementation of corporate policies and procedures as a member of the Alliance Management Team (AMT).

Member (and champion) of the following corporate assurance groups:

- Safeguarding Board
- Transformation Board
- Emergency Planning Compliance Group

Responsible for the operational management, co-ordinating and managing people to ensure effective service delivery.

Manage operational budgets and deliver agreed cost savings, targets and efficiencies.

Encourage and demonstrate innovative thinking and challenges to the status quo, ensuring a flexible approach is taken to the development of existing and new services.

Develop a performance management culture to drive the continuous improvement to deliver high performing services.

Promote, and actively participate in, greater partnership working, support for the voluntary sector, and community engagement.

Work collaboratively across the Councils, forging links with other services to ensure consistent customer focussed approach.

Manage services in line with customer expectations and promote a culture that places the customer at the heart of the organisation and ensure there is respect for all those for whom the service is being provided (internal and external).

Work to develop and enhance the reputation of the Councils, building on strengths and development potential.

Provide appropriate guidance, briefings and advice to Elected Members, Cabinet / Executive, Overview and Scrutiny Panels / Select Committees and Regulatory Committees where appropriate and ensure outputs and priorities are achieved.

Manage people in accordance with corporate HR and OD strategies, policies and procedures and promote and support the delivery of agile working.

Contribute to and deliver the Councils' agreed Transformational Programme and agenda.

Ensure that service delivery and employment standards accord with recognised best practice for equality and diversity.

Provide effective communication internally and externally and improve understanding and promotion of all services and changes.

Ensure that service functions and responsibilities are carried out in accordance with written arrangements for health and safety and any safe systems of work identified by risk assessments.

Provide support, as appropriate, in discharging the Councils' emergency planning and business continuity responsibilities.

Act in accordance with approved policies and procedures for procurement, project management and financial planning.

Take every practicable opportunity to use information and communication technology (ICT) to improve service delivery and efficiency.

CORPORATE RESPONSIBILITIES

Promote and support the delivery of the Councils Climate Change actions plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.

Promote, both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated.

Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.

Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.

Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.

Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.

Maintain all aspects of confidentiality in order to comply with the law.

Promote and comply with both Council's policies and guidelines on Information Governance and the Data Protection Act.

Consistently exhibit the behaviours required under the Alliance GROW values and code of conduct.

Be committed to safeguarding and promoting the welfare of children and young people and vulnerable adults.

Carry out election duties as required.

JOB REQUIREMENTS

Transport Requirements	Driving required for travel to Alliance locations.
Working Patterns	Hours of work are 37 hours per week as agreed by the Executive Director. No access to the flexitime scheme. Some evening and weekend working.
Politically Restricted	Yes
Working Conditions	Office based with travel to Alliance locations / Agile working.
Resources Staff	Line management (Communities, Culture and Climate Change)
Physical	Working to planned priorities
DBS	No