

JOB DESCRIPTION

Executive Director (Community Services)

Service area:	Alliance Leadership Team
Reports to:	Chief Executive
Responsible for:	Heads of Service and staff within Community Services
Location:	Leek and Buxton / Agile Working
Work flexibly between various locations:	Yes
Grade:	Executive Director
Salary range:	£102,263 to £113,659 per annum (Pay award pending from 1st April 2024)
Car driver:	Yes
Essential/casual:	Essential

JOB PURPOSE

Member of the Alliance Leadership Team (ALT) and Alliance Management Team (AMT), alongside the Chief Executive and take a lead to:

Achieve the general aims of the strategic alliance:

- i) Increase the levels of customer satisfaction through the improvement of services,
- ii) Produce realistic cash savings in order to deliver improved service and limit council tax increase,
- iii) Strengthen and share skills, expertise and learning, in order to deliver better services,
- iv) Preserve and enhance the special and distinctive characteristics within each local authority area,
- v) Increase our influence locally, regionally, and nationally in order to secure a 'better deal' for all our communities.

Identify and lead on the strategic challenges faced by the Councils and support members with the development of policy.

Provide clear corporate leadership, vision and direction for the Council and all staff.

JOB DUTIES

Provide guidance and advice to the Councils' elected members including direct support to the relevant Cabinet / Executive Councillors and select committee, overview & scrutiny panel and other committee chairs.

Support the development of and implementation of the High Peak Borough Plan and the Staffordshire Moorlands Corporate Plan.

Represent the Council on strategic partnership bodies and influence them to support the Councils' plans and strategies.

Fulfil the projective executive role for a portfolio of projects (including corporate priority actions) in the Councils' Transformation Programme.

Provide strong leadership and direction to a portfolio of heads of service (Schedule 1) and act as a positive role model for staff, leading by example, being visible and providing guidance and motivation as appropriate.

Lead on the ongoing development and implementation of service related strategies and ensuring that they:

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

Lead on the management of budgets across the service areas and ensure the delivery of the medium term financial plan, realising cost savings, targets and efficiencies.

Ensure effective prioritisation and allocation of resources across the services in order to deliver the Councils' priorities.

Provide corporate assurance including the ensuring the effective assessment and management of risk across the service areas.

Provide effective communication internally and externally and improve understanding and promotion of services including changes in service delivery arrangements and support the promotion of, and participation in, greater partnership working and community engagement.

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

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

Support the development of a performance management culture to drive the continuous improvements required to deliver high performing services, ensuring that each employee is appraised and understands their contribution to the service and wider organisation.

Carry out election duties as required.

JOB DUTIES- ROLE SPECIFIC

Responsible for:

- Development of the relationship with communities and strategic leadership of Climate Change.
- Effective commissioning of waste and leisure services from the Councils' controlled companies
- Development of excellent customer services across the Alliance

Lead the commissioning of services from the Councils' controlled companies Alliance Environment Services and Alliance Leisure Limited.

Lead the following Corporate Assurance Group:

- Safeguarding Board

Accountability for decisions in accordance with the provisions of the Councils' Constitutions.

Undertake any other duties, commensurate with the grade and standing of the post, as may reasonably be required.

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.
- 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 CHOICE 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 as directed by the Chief Executive. 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.
DBS	No