

Local Services

Job Description

Post: Strategic Director

Salary/Grade: JNC 8

1. Overall Role / Purpose

- 1.1 To work with the Leader , Executive, Chief Executive, other Strategic Directors, Partners and Directorate Leadership Teams to lead, deliver and monitor the Council's corporate service and partnership priorities.
- 1.2 To significantly contribute to defining the mission, aims and objectives of the Local Services Directorate and explore radical and innovative approaches to the delivery of localised services in Birmingham.
- 1.3 To lead and manage the work of the devolution programme, as defined by the administration, and provide visible leadership and management support to the newly formed Local Services Directorate and its relationships with other directorates and partners.
- 1.4 To bring together and manage a range of services, maintain consistent service delivery during a period of change and to set up a framework for reviewing the cost and effectiveness of services in the light of challenging budget reductions and changes to policy, legislation and customer demand / needs. Reviews should include the active involvement of citizens, staff and other key stakeholders and seek innovative ways to deliver traditional services.
- 1.5 In consultation with the Executive, Chief Executive/Strategic Directors and key partners to develop and rapidly deliver new radical models of service delivery, including directly delivery, commissioned and co-produced services that support devolution objectives and citizen empowerment (eg integrated services on the frontline, new suppliers / social enterprises, personalised budgets and multi channel services .

To challenge silo based thinking and approaches to service design and delivery.
- 1.6 To develop and support District Committees and related locality governance to deliver a range of programmes and projects for the benefit of the public. To support programmes of member training and development.
- 1.7 To lead, develop and support the leadership team, managers and staff within the Directorate to achieve all Directorate objectives and to maintain and support performance (PDR's , Absence) framework and staff engagement programmes. To specifically manage senior officers , support their development and monitor their personal performance.
- 1.8 To work closely with elected members and to advise on responses to national policies. To continue to raise the national and international profile of the City and Council Services.
- 1.9 To ensure equality of opportunity in all Council and partnership activities and support the introduction of new approaches to reduce disadvantage in the City.

- 1.10 To support the transfer / integration Public Health into City Council and partnership activities. To support the on-going development of Public Health policy and practice through the Local Services Directorate.
- 1.11 To support programmes that support jobs, investment and enterprise within the City.
- 1.12 To support and champion at a corporate level and through mainstream service responsibilities the Council's approach to safeguarding and corporate parenting in line with Council policies.
- 1.13 To ensure a proper and effective response to changes in all relevant legislation, internal audit , scrutiny reports and external inspections . To engage and work with Trade Unions in order to foster a positive employment culture.

2. Specific Duties & Responsibilities

- 2.1 To lead , manage and support the delivery and development of the following key services :

Strategic Functions

- Local services Performance and Standards
- Localisation Strategies
- Community Development & Neighbourhoods
- Crime & Disorder

Operation Services

- Parks Nature Conservation, Landscape Practice & Grounds Maintenance
- Bereavement Services
- Highways
- Strategic Sport & Events
- Customer Services
- Regulatory & Enforcement
- Markets
- Strategic Housing Services & HRA Self Financing Business Plan
- Strategic Library Services & Library of Birmingham

Local Services Teams in District Quadrants

- Sport & Leisure
- Neighbourhood Advice & Information Services
- District Engineers
- Community Libraries
- Ward Support & Community Chest
- Estate Management & Tenant Engagement
- Local Car Parks
- Schools Crossing Patrols
- Adult Education
- Community & Play
- Local Community Safety
- Community Arts
- Pest Control
- Local Regulatory & Enforcement Services
- Parks & Allotments
- Refuse Collection
- Recycling
- Street Cleansing

Local Services

Person Specification

Job Title: Strategic Director

Grade: JNC 8

CRITERIA	ESSENTIAL
<p>Experience (Relevant work and other experience)</p>	<p>Extensive knowledge and experience at a senior management level of managing and leading a range of diverse localised / frontline services.</p> <p>Extensive experience of one or more of the key service areas as outlined in J/D.</p> <p>Knowledge and experience of managing change and transforming services.</p> <p>Significant experience in the preparation and presentation of complex strategy and policy documents and reports. Able to convert complex concepts and language into meaningful and engaging presentations & messages.</p> <p>Extensive senior level experience of managing and influencing staff in diverse services.</p> <p>Successful involvement in preparing, managing and controlling substantial complex budgets. Experience of dealing with substantial reductions in budgets and resources.</p> <p>Successful track record of promoting, leading and implementing change programme improving outcomes, service quality and creating performance cultures that drive up standards and performance.</p> <p>Experience of building successful cross-sector partnerships working as both a contributor and in a leadership role.</p> <p>Achievement of equality opportunities in both employment and service delivery within large and complex organisations and a demonstration of personal leadership in the value of diversity.</p> <p>A detailed understanding of public sector provision, relevant statutory frameworks and the political, economic and social environment in which council services need to be delivered.</p> <p>Excellent understanding of political processes, working with members and experience of managing politically sensitive issues.</p>

- 2.2 To improve access to services and improve outcomes for citizens , communities and customers.
- 2.3 The above is an indicative list and the postholder will be required to manage other relevant and appropriate services or changes to the above services as the Directorate / BCC adapts to new conditions and priorities.

3. **Special Conditions**

- Observance of the **City Council's Equal Opportunities Policy** will be required.
- Any other duties commensurate with nature and grade of post.
- Standard working hours will be required including out of office hours working as required.

Skills & Ability e.g. written communication skills, dealing with the public etc.	<p>Ability to provide visible and supportive leadership, empowerment, enabling, motivating and developing the Directorate's staff and fostering a positive organisational climate.</p> <p>Ability to manage complex partnerships involving various stakeholders and support citizen empowerment.</p> <p>Ability to work in a pressurised political environment and manage competing priorities whilst delivering on a range of projects and adapting to change circumstances and priorities.</p> <p>Ability to operate effectively and openly within the democratic process, with the political acumen and skills to develop productive working relationships with Council Members.</p> <p>Ability to manage and monitor performance effectively and set clear objectives for the review of individual and service level performance.</p> <p>Ability to communicate effectively and build relationships with internal and external collaborators that command, respect, trust and confidence.</p> <p>Ability to think in a performance led way. Sharing what success looks and feels like, and building a vision of how everyone makes their contribution to shared objectives and goals within the Directorate and City Council.</p> <p>To be able to work effectively in teams settings and in matrix management arrangements.</p>	
Training	Evidence of on-going learning and personal development	
Education/Qualifications NB: Full regard must be paid to overseas qualification	Degree or equivalent .	
Other	Direct or in-direct evidence of contributing to development of public sector policy , practice and standards	

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.

