

## **WORCESTER CITY COUNCIL**

### **JOB DESCRIPTION**

**Job Title:** Corporate Director – Commissioning and Delivery

**Post no:** TBC

**Grade:** Chief Officer

**Post Responsible to:** Managing Director

**Post Responsible for:** TBC

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#### **1. Role of Corporate Director**

- 1.1 Identify, develop and direct the implementation of Council strategy in conjunction with leading Members and the Managing Director in order to deliver Council outcomes.
- 1.2 Plan and direct the Councils activities to achieve stated/agreed targets and standards for financial and service performance, risk, culture and legislative adherence.
- 1.3 Recruit, select and nurture Service Managers and other colleagues within the Directorate.
- 1.4 Direct functions and performance via the Service Manager team and take corporate responsibility for relevant actions via the wider management team.
- 1.5 Visibly lead organisational culture, values and reputation within the community and with all employees, citizens, suppliers, and partners, statutory and official bodies.
- 1.6 Lead partnership and other joint working on behalf of the Council and Worcestershire as a whole.
- 1.7 Devise with colleagues then implement, lead and maintain excellent governance arrangements across the whole authority.
- 1.8 Report to elected Members and Committees as appropriate on organisational strategy, plans and performance.
- 1.9 To ensure sound governance, including adherence to regulations, safety standards and financial probity of suppliers and partner organisations
- 1.10 Undertake other duties within his/her competence or otherwise appropriate to the role of Corporate Director as required.
- 1.11 The areas for which the Corporate Director is responsible will be kept under review and may change over time in response to emerging priorities and organisational development.

## **2. Specific Responsibilities**

- 2.1 Responsible director for the delivery of a range of Services to agreed service standards and performance specifications, including:

Cleaner and Greener\*,  
Leisure  
Regulatory (environmental health and licencing)  
Property and Facilities  
Corporate Health & Safety  
ICT, and  
the Customer Services HUB

whether delivered in-house, under shared arrangements or outsourced.

- 2.2 Provide strategic management support to the Cleaner and Greener Service in the run up to outsourcing to a new provider
- 2.3 Lead director for the 'intelligent client' and commissioning functions, including the coordination of robust client management across the Council, and the development and delivery of the Council's commissioning cycle to ensure continuous improvement for all of the Council's services, regardless of whether they are provided in house, through shared services or outsourced.
- 2.4 As part of the 'intelligent client' function to be responsible for performance management across the Council, ensuring the timely delivery of the Council's objectives and targets, and ensuring robust support for decision making, through the development of a performance framework with regular performance reporting, including strategic and operational KPIs.
- 2.5 To lead on the value for money agenda, ensuring the delivery of a schedule of costs, activity volumes and pricing options for the Council's services, and to make the best use of all available resources in delivering the best outcomes for our citizens.
- 2.6 To oversee the Council's Programme Management Office, to ensure good project management governance, delivery and risk management.
- 2.7 Lead director for the Council's contract management function, including responsibility for the council's procurement approach and its implementation, ensuring that an intelligent client capability and contract management is in place to manage service delivery regardless of how sourced, to deliver to the needs of the organisation and agreed outcomes.
- 2.8 To develop and maintain a robust contract management framework which oversees the management of the Council's contract register, and ensures robust contract negotiation and contract management both within the Directorate and across the Council.
- 2.9 To ensure a commercial focus and challenge is brought to bear on key decisions on service delivery, regardless of whether they are provided in house, through shared services or outsourced.

### **3. Political Restriction**

This is a politically restricted post within the meaning of the Local Government and Housing Act 1989.

**Date:** February 2016

\* Cleaner & Greener Services currently comprise;

- Refuse collection (domestic and trade) \*\*
- Street cleansing \*\*
- Parks and grounds maintenance \*\*
- Bereavement
- Parking
- Community engagement

\*\* scheduled for outsourcing by September 2017