

WORCESTER CITY COUNCIL

JOB DESCRIPTION

Job Title:	Corporate Director – Place
Post no:	TBC
Grade:	Chief Officer
Post Responsible to:	Managing Director
Posts Responsible for:	All posts within the Directorate - reporting through the Deputy Director and Heads of Service

1. Role of Corporate Director

- 1.1 Identify, develop and direct the implementation of Council strategy in conjunction with leading Members, the Managing Director and other members of the corporate management team in order to deliver Council outcomes.
 - 1.1.1 Understands the Council's safeguarding policy and how to report any concerns
- 1.2 Plan and direct the Council's 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 Undertake other duties within his/her competence or otherwise appropriate to the role of Corporate Director as required.
- 1.10 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 To lead on the development and delivery of the Councils plans for the shape of Worcester's future as described in the
- 2.2 Lead a programme of work aimed at increasing business growth and the numbers of high-skilled jobs in the City.
- 2.3 Lead efforts to improve the sports, leisure and retail offer in the City.
- 2.4 Lead on work to capitalise on the City's history and heritage.
- 2.5 Guide the development and implementation of the South Worcestershire Development Plan and related aspects of planning policy.
- 2.6 Provide strategic management to the Strategic Housing, Economic Development, Planning Policy and Development Management Services.
- 2.7 Oversee client management for the Joint Museums Service.

3. Political Restriction

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

Version: Date:

PERSON SPECIFICATION

POST: Corporate Director - Place

PREPARED BY Mark Edwards

DATE May 2017

ATTRIBUTES	ESSENTIAL REQUIREMENTS	HOW IDENTIFIED	WEIGHTING H = HIGH (x3) M = MEDIUM (x2) L = LOW (x1)
Education and Qualifications	Educated to degree level or equivalent	Application form	M
Work or Other Relevant Experience and Associated Vocational Training	<p>Significant experience of leading on economic development and regeneration activities for an organisation of comparable scope and complexity</p> <p>Experience of working as a member of the corporate management team in a comparable organisation</p> <p>A proven track record of success at a senior level as a leader and a team player, with strong contributions to strategic organisation development and change</p> <p>Experience of successfully driving a positive performance culture with systems in place to measure, understand and improve outcomes.</p> <p>Strong evidence of effective stakeholder and</p>	All application form and interview	H

	<p>relationship management with members, partner organisations, communities, trade unions, government, public agencies and statutory organisations.</p> <p>A successful track record of delivering effective and value for money services to internal and external customers</p> <p>Substantial experience of successfully managing large budgets and complex projects</p>		
<p>Special(ist) Knowledge</p>	<p>Proven regeneration project and programme management skills.</p> <p>The ability to interpret complex economic intelligence and to use this effectively in the formulation of strategy and policy.</p> <p>Highly developed understanding of the needs and aspirations of business and the community.</p> <p>A clear understanding of the public sector and the short, medium and long term challenges facing local government</p> <p>A skilled and persuasive communicator with strong leadership, influencing and negotiating skills</p>	<p>Interview</p>	<p>H</p>

	<p>Strong commitment to corporate working and empowering others.</p> <p>Able to demonstrate personal resilience and emotional intelligence in dealing with high demand levels</p> <p>Able to take and implement tough decisions and handle the difficult conversations that go with them in a sensitive and effective way.</p>		
Job Related Skills and Abilities	<p>Self motivated with presence and authority</p> <p>Drive, commitment and energy with a strong leadership style which, inspires and motivates others</p> <p>An ability to develop and sustain a culture which meets the needs of partners, customers and staff, within a performance oriented environment</p>		
Physical Abilities (only if a justifiable requirement for the post)	No special requirements	Interview and offer process.	
Other – e.g. Availability for Unsocial Hours	Able to attend relevant meetings and events out of normal office hours		H