

Warwick District Council – Job Description

Job Title: Strategic Director

Service Area: Chief Executive

Purpose:

To assist the Chief Executive in the development and achievement of the Council's aims and objectives, ensuring a strategic approach is taken to the design, delivery, coordination and integration of major capital programme and projects.

Main responsibilities
To ensure that the management of council services is economic, effective and efficient, including the preparation, implementation and monitoring of Service Plans, policies and projects; incorporating targeted delivery elements and improvements in line with the Corporate Strategy; exercising budgetary control; and undertaking all aspects of good people management.
To drive change across the council by leading the development and the implementation of the Council's corporate capital programmes including those relating to housing development, climate change, biodiversity, energy, town centres and leisure developments; being the sponsor of key strategic projects, agreeing the project timetables and budgets, including value for money reviews and the projects' intended delivery aims; to oversee and challenge on actual performance; and thereby contributing to the achievement of the Council's strategic objectives.
Director of the Council's housing development company Milverton Homes and Joint Venture.
To operate and behave as a senior leader in accordance with the Council's values; being a role model for their own leadership team; challenging practices, managing and delivering cultural and behavioural change as necessary. To lead (where appropriate) and otherwise contribute to the development, implementation, and review of the Council's corporate policies.
To provide advice and support to Elected Members (particularly Cabinet) to ensure that their policies and priorities are incorporated in the development and delivery of the Council's Corporate Strategy, Service Plans, and other strategically important initiatives.
To contribute to achieving corporate objectives and that priorities are achieved through effective team working, demonstrating a shared purpose with the Council's Senior Leadership Team (SLT).

Main responsibilities
To manage Heads of Service and Programme Managers, monitoring performance and progress against the Corporate Strategy and Service Plans to ensure that standards are continually being improved, agreeing appropriate corrective action to be applied in the event of deviations from Service Plans.
To develop partnerships and strong collaborative working relationships with other public authorities, the voluntary and community sector, service providers / suppliers and other agencies to develop and deliver most efficient and effective outcomes for local communities.
Additional Information
<p>Responsibility to comply with Warwick District Council's Code of Conduct, Equal Opportunities and Health and Safety Policies.</p> <p>To participate in the WDC Appraisal process and take responsibility for identifying professional and career development needs.</p> <p>To undertake regular appraisals of staff in accordance with the WDC Appraisal process and take responsibility for helping to address their professional and career development needs.</p> <p>The post requires a degree of flexibility in working hours, to attend evening meetings, respond to urgent enquiries out of normal working hours etc.</p>

Person Specification

Job Specific Qualifications & Experience

Essential:

- Educated to degree level in a relevant professional qualification or substantial experience in a similar role.
- Substantial experience at a senior level working in a complex public sector or equivalent private sector organisation.
- Significant leadership experience in the development and successful implementation of key business strategy and policy.
- Membership of relevant professional body / institute and evidence of continuous professional development.
- Substantial experience at senior level of management and delivery of complex projects in the public sector and private sector.

Desirable

- A track record of delivering housing developments that are exemplars of planning and construction to meet the climate emergency and other challenges.

Non-Job Specific Qualifications & Experience

Essential:

- A track record of delivering appreciable service improvements in a senior management role.
- A track record of delivering complex capital projects in a senior management role.
- Experience of understanding and influencing senior stakeholders, including working with Members.
- Significant experience of building relationships and working successfully with stakeholders/partnership organisations for effective service delivery.

Desirable:

- Experience in procurement of large and / or complex contracts to support effective, value for money services.
- Recognised professional qualifications in management.
- Extensive experience of advising Members in a senior role.

Job Specific Knowledge, Skills & Abilities

Essential:

- Able to explain current and future issues affecting the sector and an ability to provide authoritative and credible advice to stakeholders.
- Evidence of strategic/customer benefits and value for money aligned to a service or project/programme.

Desirable:

- Experience of working with businesses and government bodies to develop innovative projects which lead to income generation.

Non-Job Specific Knowledge, Skills & Abilities

Essential:

- Ability to manage senior members of staff to ensure successful teamwork and delivery of overall objectives.
- Excellent wide-ranging communication, consultation and negotiating skills including advising and influencing decision makers and other stakeholders.
- Ability to think strategically, understand, analyse and act upon complex and disparate facts and opinions to provide innovative solutions to problems.
- Demonstrable experience of strategy formulation including the ability to put the strategy into action and securing funding for projects.
- Evidence of sound financial management skills and commercial awareness. Able to explain current and future issues affecting the sector and an ability to provide authoritative and credible advice to stakeholders.
- Evidence of tangible outcomes that identify a major project or service has been run on a business basis but with customer insights that has demonstrated value for money.

Other Requirements

Essential:

Good understanding of and commitment to both quality and equality in service delivery and management.

- Attendance at evening meetings will be required, including: meetings of the relevant Council Committees and/or Executive Committees, and meetings with the public / stakeholders as appropriate.
- Access to appropriate transport is required.

Supplementary Information

Dimensions

The Council's net revenue fund expenditure is just under £21.3m, funded by Council Tax (£10.6m), Business Rates (£7.3m) and funding from Central Government (£3.4m).

Scope for Impact

You will be responsible for leading the delivery of our low cost, low carbon energy scheme. You will take the lead on the Council's innovative and high profile capital projects, Climate Change Programme, Biodiversity Action Programme, Town Centre Regeneration Schemes, the Housing Development Programme and Asset Management service to meet the needs of the diverse communities we serve. We need to make more efficiencies and explore further income generation opportunities through our development schemes, whilst ensuring we maintain a strong social purpose to improve the lives of those in our communities.

An important part of the postholder's role is to act as project sponsor to key strategic projects. Each project relies on the postholder's direction and oversight, with provision of resources from across the Council and continued political input and support. The postholder is required to ensure that the Council successfully manages its financial sustainability, service delivery capacity and organisational resilience. The success of the project and its effective use of financial, staff and other resources is closely monitored by the Elected Members.

The postholder is the interface between Elected Members and Officers ensuring the best advice is available to the council at all levels. Meetings are held on a regular basis with Members, both formally and informally, to ensure that Councillor views are considered and to gain commitment from Members to strategic objectives and service plans. Partnership work is also critical as the post requires a great deal of working with external agencies.

Challenges

Working with the Chief Executive, Deputy Chief Executive, Leader, and Portfolio Holders to inspire, motivate and empower the Senior Leadership Team to achieve the Council's vision, objectives and targets will be a key priority for the role. This priority extends to the wider role of supporting and refining the organisational culture with all staff.

The Council is ambitious in terms of what it wants to deliver for the communities it serves. That ambition, in the context of limited financial and other resources, does mean that over the next few years there is clear need for the Council to continue to evolve whilst still delivering its day-to-day services. The postholder will lead on complex projects and programmes, which will create various challenges in terms of project delivery whilst ensuring such changes also have continued political support.

The postholder will use their professional knowledge and technical expertise to consider the changing political, legislative, digital technological and economic

environments to ensure the Council meets expected standards of compliance.

The development of a range of differing but essentially complementary services provided by interlinked teams across the service area to ensure the Council can deliver on its priorities and meet its objectives, delivering high performing customer focused services.

The post holder will be expected to adopt and work in accordance with the Council's values.