**NORTHUMBERLAND COUNCIL**

**PART A: JOB DESCRIPTION**

|  |  |
| --- | --- |
| **GROUP:** | Children’s Services Directorate |
|  | |
| **SERVICE:** | Education & Skills |
|  | |
| **JOB TITLE**: | Service Director - Education & Skills |
|  | |
| **GRADE:** | Band 17 |
|  | |
| **RESPONSIBLE TO:** | Executive Director of Children’s Services (DCS) |
|  | |
| **RESPONSIBLE FOR:** | Education & Skills |
|  | |
| **Service/ Functions:** | All aspects of Education & Skills |
|  | |
| **Employees:** | 200+ |
|  | |
| **Budget:** | C£70m+ tbc |
|  | |
| **Other Resources** |  |

|  |
| --- |
| **JOB PURPOSE:**  To provide professional and technical advice on all aspects of Education & Skills related issues.  To provide effective leadership, co-ordination and management of the council’s Education & Skills.  To make a positive andeffective contribution to the overall management of the local and wider council services. |

|  |
| --- |
| **KEY FUNCTIONAL RESPONSIBILITIES:**  To be accountable for the effective performance and delivery of Education & Skills related issues.    To help ensure the delivery and coordination of excellent customer service across the whole council. |

|  |
| --- |
| PRINCIPAL ACCOUNTABILITIES |
| 1. Provide management and professional advice to the Executive Director of Education & Skills on all matters of strategy and policy relating to Education & Skills issues. Ensure that all relevant strategic plans, policies and statutory requirements are effectively developed and implemented. |
|  |
| 1. Ensure the provision of timely and accurate advice and information on the development and review of policies and strategies related to Education & Skills issues. |
|  |
| 1. Determine the most effective utilisation and deployment of resources (Human, Physical and Financial) as part of the Education & Skills in order to implement the Council's priorities and statutory responsibilities within allocated budgets in an imaginative and innovative way. |
|  |
| 1. Ensure the provision of robust mechanisms for establishing and monitoring the standard and effectiveness of Education & Skills related strategies, policies and practices. |
|  |
| 1. Establish and maintain effective management and communication systems and processes within Education & Skills and, in conjunction with senior colleagues, ensure that employees at all levels are fully aware of their respective roles, functions and responsibilities and changes to legislation or Council policies. |
|  |
| 1. Provide leadership and direction to managers and staff within the Education & Skills team so as to promote performance management initiatives and systems. Promote the support and development of staff through appraisal, training and development programmes. Promote and maintain a positive relationship with all employees and their respective trade unions in the interests of developing a climate of harmonious and constructive employee relations. |
|  |
| 1. Actively promote the role of the Council in relation to Education & Skills activities and policies at local, regional and national level as appropriate. |
|  |
| 1. Ensure effective joint working and planning with all relevant external agencies, so as to maximise the Council's role, function and influence in relation to all aspects of its Education & Skills. |
|  |
| 1. As a member of the Education & Skills Senior Management Team, fully participate in the corporate planning and management of the Department. Ensure full compliance with corporate policies and processes by management and staff within Education & Skills and actively promote and encourage the adoption of Council policies and initiatives. |
|  |
| 1. Promote good relations with all other Departments and Services of the Council with a view to achieving the most effective performance of its functions to achieve a co-ordinated approach to the development and provision of Education & Skills related matters. |
|  |
| 1. Any other duties consistent with the nature, level and grade of the post as may be assigned by the Executive Director of Children’s Services. |
|  |

**NORTHUMBERLAND COUNCIL**

**PART B: SENIOR MANAGERS CORE COMPETENCIES**



|  |  |
| --- | --- |
| **Working with Partners** |  |
| * work collaboratively across services and departments to deliver corporate excellence * work collaboratively with external partners to deliver excellent service * seek opportunities for partnership working at a local, regional, national * clarify expectations, objectives and working arrangements of Education & Skills and Strategic Commissioning * contribute effectively to multi-partner projects | |

|  |  |
| --- | --- |
| **Serving our Community** |  |
| * promote the Community Plan * seek and act on feedback from the community * influence Service and Corporate plans to reflect community needs * develop, deliver and improve access to services based on an awareness and understanding of the diverse community * promote equality of opportunity in service delivery | |

|  |  |
| --- | --- |
| **Working within the Political Arena** |  |
| * understand and actively support the role of Councillors * understand and actively support the democratic process within Northumberland Council * recognise the impact of Government and legislation on Council strategy and services * consult, support and keep Councillors informed | |

|  |
| --- |
| **Delivering Excellence** |
| * understand how corporate performance is measured * monitor and evaluate services in relation to objectives and performance indicators * establish a culture that embraces the agreed Vision and Values * be positive ambassadors for the organisation * contribute to strengthening corporate leadership capacity * identify opportunities where organisational performance could be improved |

|  |  |
| --- | --- |
| **Focusing on the Future** |  |
| * scan the external environment, look ahead, assess strategic options and develop the Council in the medium and long term * lead the development and implementation of corporate policy at a strategic level * challenge what we do and how we do it * influence relevant national and regional organisations and partners * connect plans, policies, strategies and services to provide consistent service delivery * generate innovative ideas * translate strategy into action * consider the implications of decisions across the Council and act in the overall interests of Council performance | |
| **Building Shared Vision and Values** | |
| * scan the internal environment and engage employees in compelling visions of the future * create an environment in which a culture embracing Vision and Values can thrive * involve all stakeholders in building a vision for the future * have a clear picture of the direction the organisation is taking and communicate it with insight, energy and vision * translate the Council’s vision into practical and achievable plans | |
| **Strengthening Corporate Leadership Capacity** | |
| * continuously develop the political leadership and managerial interface * operate with others as a cohesive senior managerial team * create time with staff and other managers for discussion about their development rather than fire-fighting * coach and mentor staff and other managers * lead, delegate and empower others at a strategic level * identify and develop potential senior managerial successors | |
| **Promoting and Facilitating Change** | |
| * critically evaluate the reasons that prompt change and take appropriate action * proactively steer internal change * proactively manage the exchange of information between the public and the organisation * consider the resource implications of change * anticipate and respond to emotional and morale issues brought about by change * monitor and evaluate the change process to ensure aims are met | |

**NORTHUMBERLAND COUNCIL**

**PART C: SERVICE DIRECTOR: PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **GROUP:** | Children’s Services Directorate |
|  | |
| **SERVICE:** | Education & Skills |
|  | |
| **JOB TITLE**: | Service Director - Education & Skills |
|  | |
| **GRADE:** | Band 17 |

|  |
| --- |
| **Qualifications** |
|  |
| * Evidence of recent relevant management training |
| * Degree level or equivalent standard of general education. |
| * Evidence of recent relevant Continuous Professional Development |
|  |
| **Experience, Knowledge and Skills** |
| * Thorough knowledge and understanding of relevant service legislation, best practice and contemporary issues. * Recent experience and achievement at a senior management level within an organisation of comparable scope and complexity. |
| * Experience of successful strategic management and a proven track record of leading in the formulation and delivery of strategic objectives and policies within a large, multi-disciplined organisation. |
| * A demonstrable track record of leading and managing multi-disciplinary teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners. |
| * Extensive senior managerial expertise and extensive experience and demonstrable success in the generation and management of organisational and cultural change and of securing the support of others in the process. |
| * Experience of financial and performance management within a comparable organisation. |
| * A successful track record of engaging effectively with others at a senior level and building productive local services with key stakeholders. |
| * Strong analytical skills and an aptitude for developing innovative solutions to complex problems. |
| * Excellent interpersonal and communication skills to relate effectively to, and command the respect trust and confidence of employees, Council Members, the community and other stakeholders. |
| * IT skills and awareness. |
|  |
| **Motivation** |
|  |
| * Confident leader with a vision for services with high levels of energy, stamina and resilience. |
| * Fully committed to the principles and values underpinning the unitary Council |
| * A corporate orientation and a commitment to tackling issues in a non-departmental manner. |
| * Personality, conduct and credibility that engages and commands the confidence of Council Members, senior managers, staff, the public, external partners and other stakeholders. |