

JOB DESCRIPTION

Post Title:	Director of Business, Performance and Change
Grade and Salary Scale:	Director (2) - £74,290 - £79,598
Department and Service:	Children's Services
Responsible To:	Executive Director of Children's Services

Purpose of the Post:

The post is part of the Council's Leadership Team, reporting to the Executive Director of Children's Services. The post holder will work collaboratively with the senior team within Children's Services and the Director of Finance, Governance and Support to ensure the Council's vision, goals and core values are translated into action.

Duties and Responsibilities:

1. The postholder's principal responsibility is to work collaboratively with colleagues and partners to ensure delivery of the Mayor's Vision; the Mayor's Delivery Model; Strategic Plan; and all the principal outcomes of the Council's Leadership Team.
2. To provide effective leadership that demonstrates our corporate values.
3. Working with the Executive Director, the post holder has lead responsibility for the development of financial strategy including budget planning and monitoring; savings and service commissioning within Children's Services and the project management and co-ordination of plans to deliver these.
4. Working with the Executive Director, the post holder has lead responsibility for the development of Project Management strategy and the day to day management of resources to deliver these.
5. Working with the Executive Director and other Directors within Children's Services the post holder has lead responsibility for development of strategies in relation to Performance Management and reporting and associated Data and Information strategies.
6. Working with the Executive Director and other Directors within Children's Services the post holder has lead responsibility for development of plans and systems in relation to Inspection readiness.
7. The management of in-house and commissioned service delivery functions as detailed below:
 - Gleneagles
 - Rosecroft
 - Holly Lodge
 - Fir Tree House
 - Short Break purchasing

- LCS/EHM system
- Stainsby Nursery
- Bright Stars Nursery

Note: such services may change from time to time to reflect the need for the flexibility required to deliver the Mayor's Vision.

8. Work with Elected Members, partner agencies and stakeholders to ensure joint ownership and delivery of political and organisational priorities.
9. Leading and developing a team of people in line with the Council's culture and the Middlesbrough Manager approach.
10. Representing the interests of the Council on external bodies and networks as appropriate.
11. Policy development related to the service area.
12. To act as a "champion" in respect of corporate matters ensuring organisational culture and change are embedded within service delivery teams within the Outcome Area and across other wider Outcome Areas.

Corporate Responsibilities:

- We will make every reasonable effort to supply the necessary employment aids, equipment or adaptations to enable employees to perform the full duties of the job in accordance with the Equality Act 2010 where a post holder is disabled.
- You will
 - demonstrate a commitment to the principles of equality of opportunity and fairness of treatment in relation to employment issues and service delivery.
 - respect all confidentiality and principles and practices of the Data Protection Act.
 - comply with Health and Safety policies and legislation.
 - be committed to continuous personal development, including Middlesbrough learns.
 - demonstrate a commitment to the safeguarding of children and vulnerable adults, highlighting any areas of concern with the appropriate service and adhering to the policies of the Council relating to these issues.
- The above duties and responsibilities cannot totally encompass or define all tasks which may be required. The outlined duties and responsibilities may, therefore, vary from time to time without materially changing either the character or level of responsibility: these factors are reflected in the post.

PERSON SPECIFICATION

For the purposes of recruitment and selection, you will be assessed against Our Values and the criterion which are marked as Essential / Desirable in the Qualifications and Knowledge & Experience section.

Our Values

Our Values are a critical element of our strategy to create a brighter future for Middlesbrough. They will be at the heart of everything we do and will be the foundation for how we operate, behave and make decisions.

PASSIONATE about Middlesbrough

- Believe in Middlesbrough
- Be proud to work for the Council
- Have a 'can do' attitude

INTEGRITY at our heart

- To be open, honest and transparent
- Communicate well with others
- Treat others with respect

CREATIVE in our thinking

- Always look to improve
- Find solutions to problems
- Positive to change

COLLABORATIVE in our approach

- Engage and consult with others
- Seek feedback from others
- Understand the needs of others

FOCUSSED on what matters

- Understand the Council's and my own priorities
- Put the customer first
- Deliver against expectation

	Essential x	Desirable x
QUALIFICATIONS:		
1. Educated to degree level or equivalent.		X
2. Evidence of continuing professional and personal development.	X	
3. Management qualification or completion of a recognised management development/leadership programme.	X	
4. Qualification / institute membership beneficial to the role. Middlesbrough Manager Senior Competency Framework		X
KNOWLEDGE & EXPERIENCE		
5. A successful background of consistent achievement at senior management level in a local authority or other large complex organisation.	X	
6. Evidence of establishing and leading a strong performance culture that involves setting and driving up standards.	X	
7. Significant involvement in the management of resources at a senior level and a successful track record of change management and strategy development.	X	
8. Experience of working effectively within a political environment.	X	
9. Experience of successful joint working with partner organisations, including community based groups	X	
10. Involvement with the media in the promotion and maintenance of the reputation of a local authority, major service or other large multi-disciplinary organisation.		X
11. Experience of the promotion of equal opportunities and diversity in both employment and service delivery within a large and complex organisation.	X	
12. An understanding of the wider, social, political and economic environment and their impact on the issues, implications and challenges facing local government.	X	
13. Ability to lead and deliver a range of key organisational projects and initiatives, including the responsibility for programme management, project management and overseeing major capital projects.	X	
14. Be financially and commercially aware with strong analytical skills and a creative approach to problem solving.	X	

15. Excellent financial planning, strategic budget management, risk management and project management skills. Demonstration of significant budgetary management.	X	
16. Knowledge of the arrangements and delivery of local authority services and activities, including statutory responsibilities outlined in the job description.		X
17. Ability to work effectively with Elected Members, employees at all levels and partners.	X	
18. Ability to manage change effectively and demonstrate capability to instigate a culture of challenge.	X	
19. An appreciation of the value and central role of information technology in a large organisation that is subject to changing demands and circumstances.	X	
20. Ability to provide practical and creative solutions to government and legislative demands as well as to corporate and strategic problems.	X	
21. An understanding of the socio-economic challenges facing society, residents and communities.	X	
PERSONAL STYLE & BEHAVIOUR		
22. A strong personality which is inspiring, motivating, decisive and confident, provides clear direction, seeks feedback and creates a climate of respect.	X	
23. An open, team based and flexible style of management together with a logical approach to decision making, underpinned by a good sense of humour.	X	
24. A strong critical thinker, capable of creative solutions to problems.	X	
25. A good communicator, articulate and literate.	X	
26. Politically astute and sensitive, with an ability to make progress in complex policy areas and develop community leadership.	X	
27. Committed to the achievement of equal opportunities and the promotion of diversity within a large, multi-disciplinary organisation.	X	
28. An enthusiasm for, and commitment to, Members' goal of placing Middlesbrough at the leading edge of local government and a realistic appreciation of what is needed to make that aspiration a reality.	X	