**ADULT AND COMMUNITY BASED SERVICES DEPARTMENT**

**JOB TITLE** HEAD OF COMMUNITY HUBS AND WELL BEING

**DIVISION** PREVENTATIVE AND COMMUNITY BASED SERVICES

**GRADE** OM, BAND 15

**RESPONSIBLE TO:** ASSISTANT DIRECTOR (PREVENTATIVE AND COMMUNITY BASED SERVICES)

**PURPOSE OF POST**

To work to the Assistant Director (Preventative and Community Based Services) to provide Community Hub services and lead on the delivery of services that will enhance and improve the well being of Hartlepool residents.

To strategically develop and implement new and improved operational models of service delivery.

To manage and deliver community hubs and all associated services including public library services and well being services that are responsive to changing circumstances and new opportunities.

To manage all associated resources including buildings, procurement, financial management and forward planning.

**RELATIONSHIPS**

To work to the Assistant Director (Preventative and Community Based Services) and the Departmental Management Team to provide services to meet the Council’s corporate vision, organisational strategies and policies.

To coordinate the Community Hub Senior Management team, to ensure that all requirements for the efficient delivery of Community Hubs and associated Services are identified and the necessary procedures put in place to deliver these.

To work with other council departments and relevant agencies including regional and national organisations to develop and improve services and work with Local organisations to provide a comprehensive offer of services within Community Hubs.

**KEY FUNCTIONS**

1. To be responsible for the efficient and effective development of a Community Hubs inclusive of Library and Well Being Service to the public of Hartlepool, including;
* Developing service strategy that meets the needs of all sections of the community.
* Creatively developing new ways of working and delivery models, including partnerships and shared working with other services (i.e. Social Care, Health and Culture) organisations and authorities where this enables improvement and/or increased efficiency.
* Creating a customer focussed environment, developing good consultation, planning and monitoring mechanisms.
1. To maximise use of assets with the Community Hub framework increase participation and improving awareness of ‘the offer’ within the local communities.
2. To implement national standards in relation to Community Hub and associated Services, local policy developments, opinions and targets and achievements in service delivery as required.
3. To manage the service within the Council’s policies and objectives and work closely with relevant colleagues in the forward-planning and setting of performance indicators and targets for the service.
4. To effectively manage the resources of the Community Hubs and associated Services, specifically people, physical and financial, in accordance with the Council’s financial regulations and standing orders.
5. To advise the Assistant Director (Preventative and Community Based Services) on strategic and policy decisions in all areas of Community Hub and associated Service management and development.
6. To build and maintain knowledge and understanding of the national, regional and local economic and political conditions that impact on Community Hub and associated services.
7. To manage procurement of goods and services for the Community Hub and associated Services including service contracts relating to Commuity Hub Operations.
8. To be responsible for community hub facilities (community centres and library sites) ensuring effective management and maintenance of all sites.
9. To be responsible for community hub functions and ensure integration of all services to provide a comprehensive offer on all community hub sites.
10. To work with key services to coordinate comprehensive offer within all community hubs to offer a ‘one stop shop’.
11. To undertake any other duties that may reasonably be requested by the Assistant Director (Preventative and Community Based Services) and is consummate with the grading of this post.

**DEVELOPMENTS**

The work of all Local Government departments changes and develops continuously which in turn requires staff to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable but may change commensurate with the grading of the post. Any major changes will involve discussion and consultation which if wished may involve a Trade Union/Professional Association representative.