

NORTHUMBERLAND COUNCIL

PART A: JOB DESCRIPTION

DIRECTORATE:	Economy and Regeneration
SERVICE:	Borderlands Partnership
JOB TITLE:	Borderlands Director H165
GRADE:	Band 15
RESPONSIBLE TO:	Borderlands Partnership Board
RESPONSIBLE FOR:	Delivery of the Borderlands Partnership activity including the Borderlands Inclusive Growth Deal
Service/ Functions:	Inclusive and sustainable growth
Employees:	10
Budget:	Borderlands Inclusive Growth Deal worth £350m plus annual delivery budget initially c£800,000
Other Resources	

JOB PURPOSE:

To provide strategic leadership, professional and technical advice on all leadership, management and service delivery related issues for the Borderlands Partnership.

To provide effective leadership, co-ordination and management of all delivery and commissioning of service by the Borderlands Partnership.

To make a positive and effective contribution to the overall management of the Borderlands Partnership.

To engage with the UK Government and Scottish Government to deliver positive outcomes for the Borderlands Partnership area from national policy interventions.

KEY FUNCTIONAL RESPONSIBILITIES:

To be accountable for the operational effectiveness, performance quality, leadership, management and service delivery for the Borderlands Partnership.

To be responsible for the strategic development, leadership, management and delivery of the Borderlands Partnership function comprising the Borderlands Inclusive Growth Deal Programme Management Officer and the Partnerships and Programmes team.

To support and ensure the operational effectiveness of the Borderlands governance arrangements as set out in the Collaboration Agreement specifically the Partnership Board and Economic Forum.

PRINCIPAL ACCOUNTABILITIES

1. Provide management and leadership to the Borderlands Partnership team and provide professional advice and guidance on all matters relating to the Partnership to the Partnership Board, Chief Executive Group and Economic Forum.
2. Ensure that all relevant strategic plans, policies and statutory requirements are effectively developed and implemented and reviewed.
3. Work with the senior officers of the Economic Development Chief Officer Group and other relevant officers to provide overall strategic direction for the Borderlands Partnership.

4. Ensure the provision of timely and accurate advice and information on the development and review of policies and strategies related to leadership, management and service delivery of the Partnership.
5. Determine the most effective utilisation and deployment of resources (Human, Physical and Financial) within leadership, management and service delivery in order to implement the Partnership's aspirations and meet responsibilities within allocated budgets in an imaginative and innovative way.
6. Ensure the provision of robust mechanisms for establishing and monitoring the standard and effectiveness of leadership, management and service delivery related strategies, policies and practices.
7. Establish and maintain effective management and communication systems and processes within leadership, management and service delivery 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.
8. Provide leadership and direction to managers and staff within the Borderlands Partnership 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.
9. Actively promote the role of the Borderlands Partnership in relation to leadership, management and service delivery activities and policies at local, regional and national level as appropriate.
10. Ensure effective joint working and planning with all relevant external agencies and funders, so as to maximise the Partnership's role, function and influence to achieve the aspirations of the Partnership.
11. Promote good relations with all other partner authorities, UK Government, Scottish Government and other stakeholders with a view to achieving the most effective performance of its functions to achieve a co-ordinated approach to the development and provision of leadership, management and service delivery within a defined portfolio within the Council.
11. Any other duties consistent with the nature, level and grade of the post as may be assigned by the Partnership Board.

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 partnerships
- contribute effectively to multi-partner projects

Serving our Community

- promote the Corporate 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
<ul style="list-style-type: none">▪ 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
<ul style="list-style-type: none">▪ 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

NORTHUMBERLAND COUNCIL

PART C: SERVICE DIRECTOR PERSON SPECIFICATION

GROUP:	Borderlands Partnership
SERVICE:	Borderlands Partnership
JOB TITLE:	Borderlands Director H165
GRADE:	Band 15

Qualifications

- Evidence of recent relevant management/leadership training
- Masters level degree within a relevant subject or an equivalent portfolio of experience
- Evidence of recent relevant Continuous Professional Development

Experience

- Thorough knowledge and understanding of relevant legislation, best practice and contemporary issues.
- Recent experience and achievement at a senior management level within an organisation of comparable scope and complexity and in a partnership setting.
- Experience of successful strategic management and a proven track record of leading in the formulation and delivery of strategic objectives and policies within a partnership 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 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 partnerships with key stakeholders.

Knowledge and Skills

- Knowledge of standards and best practice in relation to leadership, management and service delivery.
- 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 Leaders and members, senior Government officials and politicians, 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 Partnership.

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 Partnership's aspirations 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.