

## **Job Description and Person Specification**

**Job Title:** Corporate Director of Neighbourhoods & Climate Change

**Reports to:** Chief Executive Officer

**Direct Reports:** Heads of Service within Service Area

**Job Purpose:** To take a corporate role in supporting the Chief Executive, the Leader and the Cabinet to achieve the Council's vision for the residents and communities of County Durham. Take the lead role on the Council's approach to climate change and environment leading the delivery of services within the portfolio.

### **Corporate Responsibilities:**

Member of the Corporate Management Team developing a strong corporate approach to all aspects of Council business. Ensuring all Council assets, skills, resources, influence and intelligence are collectively focused to maximise impact on priority policy areas.

### **Key Corporate Tasks - shared accountability with the Chief Executive and other Corporate Directors to:**

- Develop, deliver and achieve strategic priorities, objectives, values and long-term vision for the Council;
- Provide advice and support to Councillors;
- Develop and maintain a one organisation ethos with demonstrable commitment to corporate culture;
- Manage overall performance of the Council;
- Ensure a corporate approach which provides visible and effective leadership, and which focuses on outcomes for customers and the community;
- Develop the Council's wider leadership role and delivery of effective partnership working;

- Lead on major cross-cutting theme(s) and/or whole council 'champion' for a geographical area;
- Ensure implementation of corporate policy covering the control of Health and Safety risks.

### **Service Responsibilities:**

The provision of all services and responsibilities within County Durham related to:

- Climate change strategy;
- Environment services;
- Community Protection services;
- Highways services;
- Transport and Contract services

### **Key Directorate Tasks:**

- Lead on the development of strategy and policy;
- Lead on development and delivery of a customer focused approach, including the establishment of consultation frameworks and the development of services in response to feedback;
- Drive service excellence and sound financial management promoting a culture of value for money, innovation, performance management and empowerment amongst individuals and teams to ensure continuous improvement;
- Represent the Council at local, regional and national forums, and take the lead role in developing regional partnerships with the public, private and voluntary sectors;
- Ensure required responses are made to national agenda and legislation;
- Undertake any relevant statutory duties and responsibilities on behalf of the Council associated with the role;

- Ensure provision of advice and guidance to the Chief Executive, the Cabinet and the Overview and Scrutiny Committee as required;
- Ensure the principles of equality and diversity and the Council's other corporate values are embraced and underpin all work for employees and service users;
- Accountable for the effective management and deployment of all resources;
- Build capacity and develop skills to enable the Council to deliver on its priorities and ambitions;
- Ensure that effective and efficient Health, Safety and Welfare systems are in place.

## **Person Specification – Corporate Director**

### **Qualifications**

- Degree level or equivalent standard of general education;
- Relevant professional qualification.

### **Personal Attributes**

- Commitment to the achievement of value for money, service excellence and equality in employment and service delivery;
- Commitment to community involvement and participation in the development and delivery of Council strategies and services.

### **Experience**

- Consistent personal achievement as a very senior manager, operating at a strategic level, in a large, complex organisation, covering at least one of the service areas within this Service Grouping;
- Successful participation in the corporate affairs of a large, complex organisation including a record of achievement in developing and implementing major policy initiatives;
- Significant proven success in developing effective working relationships with external partners, with an emphasis on multi agency working;

- Experience of success in the initiation and management of change within a large and complex organisation;
- A strong track record of effective leadership of a large and diverse workforce in at least one of the areas of service responsibility, with a record of promoting successful performance management;
- A record of successfully managing substantial budgets, with an emphasis on promoting cost efficiencies and value for money;
- Evidence of success in promoting equality and diversity both internally and with service users.

### **Skills and Knowledge**

- A thorough understanding of legislation and the statutory framework affecting the services within the Service Grouping;
- Ability to convey clear vision and manage strategically within a Corporate context;
- High level analytical, presentational, communications and interpersonal skills;
- Ability to lead, motivate and develop people in an increasingly performance focused organisation;
- Ability to implement creative and imaginative approaches and identify new options for action;
- Ability to maximise resources and manage the budget effectively in a financially disciplined environment;
- Ability to anticipate, interpret and manage change and achieve results through sound judgement in seeking creative solutions to complex situations.