

Senior Specialist/Advisor Major Projects

Job Description

Reports to: Assistant Director or Head of Service

Direct reports: Staff Team and/or Specialist Function

Overview

Responsible for the leadership of a significant service area or group of services, large-scale budget, and cross-council responsibilities to achieve key outcomes for the Council, residents, and the city.

Purpose

To provide specialist advice and strategic input into planning, delivery/commissioning and management of key service outcomes.

To lead and facilitate advice and guidance to key stakeholders including regional partners, colleagues, professional bodies, elected officials and local communities.

Principal Accountabilities

1. To assist and advise Directors, Assistant Directors and Heads of Service in the development and implementation of key policies and strategies which help establish clear business goals whilst ensuring the Council/service area is delivering value for money and positive outcomes for people.
2. To contribute to meeting the Council's priorities by supporting the delivery of quality, consistent and value for money services through effective service and business planning, budget and performance management.

3. To contribute to meeting political and financial objectives by developing and supporting the innovation of service delivery methods and improving outcomes.
4. To actively engage stakeholders, work collaboratively with partners and manage allocated resources/teams to ensure delivery of specific projects or cross council priorities.
5. To contribute to (and potentially lead) the statutory functions of the service.
6. To represent and promote the Council in relation to key aspects of strategy, policy and desired business outcomes.
7. To carry out specific corporate roles and assignments and such other duties as appropriate in the role.
8. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
9. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.