

# ROLE DESCRIPTION

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|---------------------------------------|------------------------------|
| <b>Role description:</b>              | Corporate director – interim |
| <b>Role profile family:</b>           | Leadership                   |
| <b>Number of posts:</b>               | 4                            |
| <b>Role profile number and grade:</b> | L1                           |
| <b>Reports to:</b>                    | Leader of the council        |

## Job Context

The corporate directors work alongside the leader and cabinet to set the business strategy for the council to achieve its priorities and goals. The corporate directors are responsible for policy advice and delivering the vision of the business plan which is to grow our economy, build strong communities and protect the vulnerable in our society. Alongside this the corporate directors are committed to working with partners as an innovative and effective council which enables our communities to do more for themselves.

## Job Purpose

### As a corporate director of the senior management team:

- Have responsibility for the overall corporate management of the council.
- Work jointly with the other corporate directors to advise on policy and to set the business strategy to achieve the council's priorities and goals.
- Lead on the development of partnership and collaborative working in order to achieve the council's vision.
- Lead on the development of commercialisation across the council as a whole.

### Key duties include:

- Work in collaboration with the other members of the corporate leadership team to make all corporate management decisions.
- Work with partner organisations to integrate services and meet the rising demand for some of our services alongside the continued reduction in grant funding.
- Seek opportunities to work with businesses, communities and our public sector partners to generate income and share and devolve assets and resources.
- Design services with Wiltshire's communities, considering new models of delivery and

joint commissioning with partners with a focus on growth in our communities and working locally.

- Promote the use of dynamic, digital technology which will enable a sharing of records with our partners.
- Promote an efficient, commercial and long term approach with a focus on increasing the trading of our services.
- Develop and deliver significant programmes of work, examples of which are the integration of adult health and social care, military civilian integration partnership, childrens services integration and One Public (Wiltshire) Estate.
- Advise cabinet and council on the preparation, review and delivery of strategic plans and transformational programmes and take responsibility for the achievement of these. This includes:
  - The business plan
  - The financial plan (MTFS) and annual budget
  - The people strategy
  - The digital strategy
  - Adult social care transformation
  - Children's Services Integration (CSI)
  - Community asset transfers
  - Campuses, hub and property rationalisation
- Provide advice and recommendations to cabinet on significant policy decisions and contribute to the corporate management of the strategic risks facing the council.~
- Represent the council and co-ordinate policy and practice in specific areas of the county, and at regional/national levels.
- Promote and exemplify robust decision making which is open, inclusive, flexible and responsive.
- Grow an outstanding workforce with a can-do attitude, supported through clear career paths, talent management and learning and development.
- Embed a culture that places customers first, adopts a can-do approach and focuses on good outcomes in our communities.

**As the interim corporate director:**

- During the interim arrangements, discharge the statutory roles of director of children's services and director of adult social services ensuring the provision of high quality, cost effective children's and adults services in accordance with statutory provisions.
- Provide leadership and direction of the service by line managing and holding to account the associate directors within the children and education and adult care & health services.

| <b>Dimensions</b>   |                          |                                     |  |                      |
|---|--------------------------|-------------------------------------|--|----------------------|
| <b>Type of budget</b>   | <b>Direct</b>            | <b>Indirect</b>                     | <b>Responsibility</b>  | <b>Amount / Cost</b> |
| Operational budgets   | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Overall responsibility for spend   | tbc                  |
| Council Revenue budget  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Overall responsibility for spend   | £850m                |
| Staffing  |                          |                                     | Employees directly managed will be associate directors each responsible for significant resources and operational/strategic service delivery |                      |
| <p>Please describe any national performance standards or statutory/legal responsibilities applicable to this role:</p> <p>This role has responsibility for the following statutory function for which a number of statutory functions and responsibilities apply:</p> <ul style="list-style-type: none"> <li>the statutory role of director of childrens services and director of adult social services during the interim arrangements.</li> </ul> |                          |                                     |  |                      |

| <b>Person Specification</b>  |
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| <p>In addition to the qualifications, knowledge, and skills required for roles at this level, this role requires:</p> <p><b>Knowledge, skills and personal qualities</b></p> <ul style="list-style-type: none"> <li>Evidence of post qualification personal and professional continued development in a relevant field.</li> <li>Up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, adults, children and young people.</li> <li>Programme management skills and the ability to lead and deliver the transformation of services.</li> <li>Advanced negotiation and communication skills along with the ability to build relationships to deliver services with partners across the public sector.</li> <li>Commercial skills and the ability to maximise opportunities to trade services.</li> <li>Ability and commitment to support local, open and inclusive decision-making through partnership working with the community.</li> <li>A sound understanding of local government and the broader national context.</li> <li>Ability to act corporately as a member of the council's corporate leadership team across organisational and professional boundaries.</li> </ul> |

- A sound understanding of the complexities of the broad range of services within the communities, resources and transformation service.
- A practical knowledge and understanding of commissioning and an ability to develop effective partnerships with external providers.
- An ability to inspire and empower staff, to promote innovation and lead change.
- An ability to build positive relationships with members, partners and stakeholders (including relevant customers and users).
- Ability to manage and resolve conflict.
- An enthusiastic and inspiring leader with an open and empowering style.

### Background and Experience

- A range of experience and achievement at a senior level within local authorities and/or or multi-functional organisations of comparable scope, size and complexity.
- Understanding of working in a commercial arena and maximising income generation.
- Building productive working relationships with external organisations, partners and stakeholders.
- Experience of providing high performing, low cost, services which are focused on the customer.
- Strategic management of people, budgets and other resources within a large organisation.
- Experience of creating high performing teams and driving change.

### Supporting information

| Driving classification   |                          |
|--|--------------------------|
| <p><b>Occasional driver</b><br/>A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.</p>                       | <input type="checkbox"/> |
| <p><b>Regular Driver</b><br/>Must hold a valid UK driving licence (with no more than 6 penalty points) and have access to their own car in order to undertake the duties of the role.</p>                  | <input type="checkbox"/> |
| <p><b>Required Driver</b><br/>Must hold a valid UK driving licence (with no more than 3 penalty points) and will drive a vehicle supplied by the Council in order to undertake the duties of the role.</p> | <input type="checkbox"/> |
| <p>Employees should refer to the Corporate Driving at Work policy for further information.</p>   |                          |

| Political restriction  |                          |
|--|--------------------------|
| <p>This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as an MEP, as a member of the Scottish or Welsh Parliaments. The job holder is furthermore not permitted to canvas on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish</p> | <input type="checkbox"/> |

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|---|--------------------------|
| any written or artistic work that could give the impression they are advocating support for a political party |                          |
| This role is not politically restricted   | <input type="checkbox"/> |

| <b>Clearances – Disclosure &amp; Barring Service (DBS)</b>  |                          |
|---|--------------------------|
| This role will be engaged in 'regulated activity' providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service. | <input type="checkbox"/> |
| This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an Enhanced DBS check before appointment can be confirmed.   | <input type="checkbox"/> |
| This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.  | <input type="checkbox"/> |

| <b>Clearances – Baseline Personnel Security Standard (BPSS)</b>              |                          |
|--|--------------------------|
| This role requires access to the GCSX network and is subject to a BPSS check | <input type="checkbox"/> |
| This role is not subject to a BPSS check                                     | <input type="checkbox"/> |

| <b>Clearances – Non-Police Personnel Vetting (NPPV)</b>                            |                          |
|--|--------------------------|
| This role requires access to Police related systems and is subject to a NPPV check | <input type="checkbox"/> |
| This role is not subject to a NPPV check   | <input type="checkbox"/> |

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| <b>Safeguarding</b> |
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For all roles within Children's Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.

For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.

For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.