

ROLE DESCRIPTION

Role description:	Corporate director – communities, transformation and resources
Role profile family:	Leadership
Number of posts:	4
Role profile number and grade:	L1
Reports to:	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 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 and also within the communities, transformation and resources service area.
- Lead the communities, transformation and resources service area and manage its performance through the accountability of its associate directors, allocating resources, managing risks, and providing leadership and inspiration.

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 health and social care 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.

Examples of strategic plans include:

- The business plan
- The financial plan (MTFS) and annual budget
- The people strategy
- The digital strategy

Examples of transformational programmes include:

- Integration of adult social care and health
- Children's services integration (CSI)
- Community asset transfers
- One public (Wiltshire) estate
- Campuses, hub and property rationalisation
- Military civilian integration (MCI)
- 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.

Service specific responsibilities:

- Discharge the statutory role of electoral registration officer and role of returning officer ensuring the provision of high quality, cost effective elections services in accordance with statutory provisions.
- Provide leadership and direction of the service by line managing and holding to account the associate directors of the communities, transformation and resources service.
- Provide advice to the cabinet and the council on the performance of the communities, transformation and resources service.

Communities

(Libraries, heritage, arts, area boards, leisure and community engagement)

The corporate director will ensure delivery of:

- a cost effective and customer focused library, heritage and arts services across the county and maximise the opportunities to develop these services as centres for learning for all ages and to promote health and well-being.
- the campus programme, ensuring there is an improved leisure provision through new campuses and community hubs, promoting the healthier Wiltshire agenda whilst reducing costs.
- innovative local governance processes in our communities via area boards and promote structures which will ensure local, open, honest decision-making and increase people's ability to influence decisions that affect their lives.

Transformation and resources

(Finance, procurement, accounts payable/receivable, pensions, revenues and benefits, IT, legal, elections, democratic services, information governance, HR&OD, policy and performance, programme office and systems thinking, strategic assets and FM, communications and marketing, customer service and the registration service)

The corporate director will ensure delivery of:

- efficient, cost effective and resilient support functions to provide outstanding service, exploring opportunities of partnership working to share resource and develop commercial trading to increase income.
- financial strategies and procedures to ensure that budgets are allocated to support the achievement of the council's priorities and goals in the business plan.
- the People Strategy to ensure that the workforce has the right skills and capabilities to deliver outstanding services in our Wiltshire communities.
- the transformation of services through systems thinking, underpinned by a robust programme management approach.
- a robust strategy and comprehensive plans for corporate policy, performance and risk.
- the information governance agenda, ensuring the security of the council's information
- the council's medium and long-term strategic and tactical approach to operating, maintaining and servicing its property estate.

Dimensions				
Type of budget	Direct	Indirect	Responsibility	Amount / Cost
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 functions for which a number of statutory responsibilities apply:</p> <ul style="list-style-type: none"> • The statutory role of Electoral Registration Officer (ERO) • The role of Returning Officer (RO) • The role of Senior Information Risk Owner (SIRO). (Responsibility for this role may sit at tier 2.) 				

Person Specification

In addition to the qualifications, knowledge, and skills required for roles at this level, this role requires:

Knowledge, skills and personal qualities

- Relevant professional qualification and evidence of continuous professional development.
- Specialist knowledge and implementation experience of elections, to include an understanding of the performance standards for returning officers, and thorough knowledge of the relevant legislation governing the conduct of an election.
- Specialist knowledge of information governance and an understanding of the responsibilities of the senior information risk owner (SIRO).
- Change, business transformation and programme management skills and the ability to lead and deliver the transformation of services.
- Specialist knowledge of culture change and organization development
- Advanced negotiation and communication skills along with the ability to build relationships to deliver services with partners across the public sector.
- Commercial skills and the ability to maximise opportunities to trade services.
- Ability and commitment to support local, open and inclusive decision-making through partnership working with the community.
- A sound understanding of local government and the broader national context.
- Ability to act corporately as a member of the council's corporate leadership team across organisational and professional boundaries.
- 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.
- Significant experience of managing elections.
- Experience of leading and delivering information governance strategies.
- Experience 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>Occasional driver 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>Regular Driver 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>Required Driver 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"/>
Employees should refer to the Corporate Driving at Work policy for further information.	

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

Clearances – Disclosure & Barring Service (DBS)	
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"/>

Clearances – Baseline Personnel Security Standard (BPSS)	
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"/>

Clearances – Non-Police Personnel Vetting (NPPV)	
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"/>

Safeguarding	
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>

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