

Job Title	Corporate Director
Job Family	Corporate Leadership Board
Service Area	Chief Executives
Band	16
Job Reference	

Reporting to:	Responsible for:
Chief Executive	Service Directors and a range of priorities as agreed with the Chief Executive.

Team Purpose
To provide corporate leadership of the Council, helping the Council to deliver on its objectives and ensure high standards of governance.

Role Purpose
<p>Working with the Chief Executive, Deputy Chief Executive and senior Councillors: lead the corporate direction of the Council, including corporate strategy development, budget planning and investment decisions; act as ambassador for the Council; sponsor and deliver major projects; support Councillors and the democratic process; line-manage and support agreed Service Directors/Heads of Service.</p> <p>As a member of the Corporate Leadership Board: demonstrate good governance and decision-making; collectively lead and co-ordinate across the Council to ensure lawful discharge of the Council's functions; scrutinise performance; maximise value for money; deliver Corporate Plan objectives.</p> <p>As a member of the wider senior management team: demonstrate visible, inspiring staff leadership; provide clear and open communication; foster innovation and ambition; ensure staff are fulfilled in their work and proud to be part of #TeamEBC.</p> <p>While specific duties are to be agreed from time to time with the Chief Executive depending on experience, workloads and development objectives, for this post they are likely to include (among others):</p> <ul style="list-style-type: none"> • Line management of Service Directors accountable for essential services including planning, customer service, housing, waste and others; • Lead officer for the Policy and Performance Scrutiny Committee and general oversight of Local Area Committees; • Chair of various internal boards; • Lead officer for key community relationships including public agencies, voluntary sector, emergency services, local business groups, regional partnerships etc; • Responsibility for delivering post-completion services to new Council-owned housing developments including One Horton Heath.

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Key Accountabilities

- Overall corporate management and leadership to ensure delivery of the Council's ambitions
- Development of Corporate policies and strategies; sponsorship and leadership of designated Corporate Strategy Objectives and projects
- Delivery of Corporate Plan objectives
- Strategic leadership to allocated services
- Provision of professional strategic advice to all Members
- Effective communications and representing the Council externally
- Promotion of positive organisational development, health and safety and staff wellbeing; leading by example
- Support for strong and transparent governance of the Council and the role of Members
- Strategic approach to the management and development of local areas
- Ensuring that the Council has arrangements in place to deliver financial and legal compliance and a balanced budget
- Championing customer focus and excellent, responsive customer service across the Council

Key Objectives

Effective Strategic Leadership	Provide the Council with clear and effective leadership, direction and management. To be the strategic sponsor for allocated services, supporting Heads of Service who lead services, and corporate responsibilities as agreed with the Chief Executive. To work with the Corporate Leadership Board to deliver and develop services, programmes, projects and partnerships to the Borough.
Shaping and delivering the Council's services	<p>Ensure that the Council has an effective strategy base that responds to the political direction of the organisation and that planned services, actions and projects are effectively delivered on the ground.</p> <p>Agree the plans, processes, policies, standards and resources needed to execute strategies and plans.</p> <p>Ensure that the organisation delivers efficient, professional and commercial services for the Council's customers.</p>
Working with the Leader, Portfolio holders and elected members	Collaborating across all services to bring together a coherent joined-up strategy determining policy and direction for the Council covering all of its activities, helping the Leader, portfolio holders and other elected Councillors deliver the Council's priorities and commitments.

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Key Objectives	
Making effective strategic governance arrangements	<p>Shared corporate accountability for the proper discharge of the Council's functions in line with the Constitution and legislation. Ensure that services, programmes, projects and employees are working towards a common set of outcomes as specified in the Corporate Plan and associated strategies.</p> <p>Ensure that the right processes, systems and practices are in place to meet the political and service aspirations of the organisation.</p> <p>Ensuring the Council is compliant with legislation concerning the management of its finances.</p>
Community Leadership	<p>Promote the Council's role in community leadership through effective co-ordination, implementation and involvement in major initiatives, programmes and projects. Ensure there is evidence-based strategy that meets the community's needs.</p> <p>Lead and embed Local Area working and ensure that services reflect the differing needs and aspirations of the Borough's communities.</p> <p>Promote the Council's Community Leadership role and be an ambassador for the Council and its values both internally and externally.</p>

Specific Tasks	
Resource Management	<p>To ensure that there are effective systems to manage and monitor delivery of services programmes, projects etc. and putting in place appropriate performance monitoring measures and to co-ordinate remedial action where appropriate.</p> <p>Ensure that the Council has access to, and effectively manages, the resources it needs to achieve Council policies. Ensure sound cross-cutting overall risk management and business continuity planning across the Council.</p>
Management of team and working with others	<p>Ensure that teams work effectively to achieve the Council's objectives and outcomes. Lead and engage the staff, acting as a role model. Ensure that staff know what is expected of them and why; that staff are committed,</p>

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Specific Tasks	
	<p>motivated and working effectively together and with other relevant colleagues to deliver agreed strategies and plans.</p> <p>Support and role-model a positive training, learning and development culture, promoting the Council as a great place to start and develop your career.</p>
Executive and Service Plans	<p>Lead and develop the Council's corporate strategy, and ensure there are relevant and co-ordinated Directorate strategies that meet corporate objectives.</p> <p>Overseeing the development of Directorate Development Plans, ensuring cross-organisational resource planning, leading to a robust Medium Term Financial Strategy and a Corporate Action Plan that delivers corporate objectives.</p>
Partnership working	<p>Lead and develop appropriate partnerships and multi-agency working internally and externally on behalf of the Council.</p> <p>Support the delivery of the Council's objectives and outcomes in promoting the Council's role as community leader – including residents and resident groups, community groups, other service providers, local authorities and Government.</p>
Continuous Improvement	<p>Contribute to and deliver efficiency programmes, reviews and initiatives and lead on the development and delivery of corporate change programmes to continuously improve the management of the Council's resources.</p> <p>Lead and drive continuous improvement within the Council, particularly in the development of digital, commercial and flexible ways of working.</p>
Performance Management	<p>Ensure effective performance management of all aspects of the Council's activities and hold managers and staff to account for excellent service delivery.</p> <p>Promote an organisational culture that empowers and motivates staff and achieves good communication, positive employee relations and effective employee development.</p> <p>Provide staff with positive leadership, guidance, direction and motivation that harnesses the strengths and talents of individuals, achieves their maximum contribution to the</p>

Specific Tasks

organisation and promotes their personal development. Coach and support the development of staff to maximise their potential and their contribution to the organisation.

Qualifications

- Educated to degree level or significant equivalent senior leadership experience
- Management or post-graduate qualification (desirable) e.g. DMS, MBA, NVQ level 5
- Member of relevant professional body (if applicable)

Knowledge, Skills and Experience

Evidence of working successfully at a Senior Management level including managing in a political environment.

Experience of controlling and managing budgets and leading multi-functional teams.

Proven track record of development of strategy and being able to translate this into meaningful action that makes a difference across organisations and communities.

Skilled and experienced resource manager including managing, motivating and getting the best out of teams with a track record of supporting the development of people.

Experience in coaching staff for individual development and performance management purposes.

Skilled and experienced in forming productive partnerships at a community and strategic level that promote the social, economic and environmental interests of local communities.

Skilled and experienced in resolving problems and finding innovative solutions to meeting community and corporate objectives.

Specialist Knowledge

- N/A

This post is a Politically Restricted post.

The post-holder will be required to undertake election duties and participate in the Council's Emergency Planning arrangements.

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Signed (Job Holder):		Date:
Signed (Chief Executive):		Date:

The Way We Work Framework

Central to the delivery of the role are the Council's values (Fairness, Ambition, Empowerment) and behaviours and all employees are expected to work within the Council's 'The Way We Work Framework.' These are shared by all employees and applied to everything we do. The points for each behaviour are shown below:

Behaviours	Definition
Think Customer	Recognise and demonstrate an understanding that customers/partners and customer satisfaction are the foundations of the council's organisational success.
Think Colleague	Be willing to work as part of a team and work collectively towards achieving organisational goals
Think Different	Be willing to be adaptable and open to change, learning new things or take on new tasks as required. Display a 'can do' attitude
Take Pride	Recognise and celebrate your own success and those of your colleagues

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required; meetings outside office hours will be routine and staff will be expected to attend. The Council offers a range of flexible working benefits which support these requirements.

This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the post holder.

This job description will be subject to regular review and the council reserves the right to amend or add to the details.

Key Policies

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with Health and Safety Policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the council has to deal with the results of a civil emergency.

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