

THE BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

JOB DESCRIPTION

JOB TITLE Executive Director

POST NUMBER

MAIN PURPOSE OF JOB

1. As a member of the Council's Senior Management Team, work with the Chief Executive and Elected Members to develop and implement the Council's strategies and programmes of work. Ensure that staff have a clear sense of direction and that resources are used effectively.
2. To deputise as required in the absence of the Chief Executive.
3. Provide effective leadership to Assistant Directors and managers within those teams to ensure sustained delivery of key corporate priorities and high quality services.
4. Support the Chief Executive in developing effective relationships within the community, in particular the Borough's business community, other local authorities, other public voluntary sector bodies including health and education commissioners and providers. Represent the Borough on external organisations, including regional and national bodies, as appropriate.
5. Contribute to strategic partnerships with other public sector bodies, identifying shared goals and efficient working relationships to achieve improved outcomes and services for the residents of the Borough.
6. Work with the Chief Executive to ensure that the Council's formal business and political processes are carried out effectively and expeditiously. Ensure that appropriate levels of support are given to Elected Members.
7. Ensure that necessary change management processes are in place to meet current and future challenges and enable the organisation to react appropriately to new developments and priorities.
8. Lead on any area of corporate activity/theme as may be allocated from time to time.

KEY AREAS

1. Work with the Chief Executive as a member of the Management Team to realise the Council's corporate objectives by providing Members with advice on policy options, performance outcomes and resourcing needs for implementation. Translate these aims into effective delivery which is visible to the community and balanced against available resources.
2. Support the development and implementation of the Council's corporate business plan.

3. Undertake direct Line Management of Assistant Directors and lead the Directorate Management Team on all matters relating to the delivery, statutory and non-statutory, of functions allocated. Ensure effective delegation to colleagues within the Directorate Team.
4. To deputise as required in the absence of the Chief Executive, including Council and Cabinet meetings, Norfolk Chief Executives and other partner meetings, and civic functions.
5. Prepare and oversee implementation of an annual Directorate Plan and manage the resources of the Directorate in meeting targets set within the performance management framework. Ensure that the Directorate adopts a customer-focused and performance driven culture to support corporate and directorate level objectives.
6. Overall responsibility for the management of any services within the Directorate provided by external partners/contractors in compliance with agreed contract targets.
7. Provide Portfolio Holders and Cabinet, together with relevant Panels and Task Groups with advice and guidance on options and recommendations for implementation of agreed policies. Act as Lead Executive Director for Member Bodies as required and offer advice to Assistant Directors in undertaking these roles.
8. Oversee Directorate budgets within agreed limits, including assigned capital projects. Ensure that any relevant fees and charges are reviewed in accordance with overall Council policies.
9. Contribute to the Council's overall financial strategy through effective corporate management, to include implementation of innovative delivery methods, identification of opportunities for income generation and increased access to external funding for priority areas of work.
10. Overall responsibility for the management of staff within the Directorate and for ensuring implementation of the Council's performance management procedures.
11. Lead and/or actively participate in areas of corporate activity allocated by the Chief Executive.

MAIN DUTIES

a) Corporate

1. Demonstrate leadership and motivate staff, encouraging teamwork and flexibility. Contribute towards an organisational culture that is customer-focused and performance driven through use of Directorate Plans, Service/Team Plans and individual target setting.
2. Ensure that staff throughout the Directorate are well informed about organisational priorities, targets and major corporate initiatives/projects through use of effective team meetings and other relevant communication techniques. Oversee effective employee development within the Directorate, ensuring that employees are equipped to undertake their current roles and have appropriate opportunities to develop their careers within available resources.
3. Oversee the effective operation of the Council's performance management scheme within the Directorate and ensure that other corporate policies, such as the sickness absence policy, flexible working scheme and disciplinary procedure are adhered to.

4. Ensure that services provided meet changing corporate objectives, are accessible to all and are responsive to customer priorities, balanced against available resources.
5. Oversee management of revenue and capital budgets and resources within the Directorate consistent with corporate standards and working within agreed policies.
6. Contribute to organisational and service reviews in order to improve efficiency and meet the Authority's financial targets. Ensure that agreed recommendations are implemented effectively, with relevant employee/public consultation as appropriate.
7. Encourage and contribute to effective collaboration and joint working both across with Authority and with partner organisations.
8. Promote a positive image of the Borough and represent the Council at local and national levels as required.
9. Promote Equality of Opportunity and diversity in both employment and service delivery matters and adhere to the Council's requirements regarding equalities.
10. Ensure that Health and Safety matters are fully complied with throughout the Directorate, taking account of the Council's Health and Safety Policy.
11. Support the Chief Executive in meeting the Council's obligations to provide an effective response to Emergency Planning issues as they arise.
12. Adhere to the Council's Contract Standing Orders and Financial Regulations, ensuring procedures are followed consistently and with the highest standards of integrity. Ensure procurement processes clearly define the Council's requirement and that effective contract management techniques are used to ensure the Council achieves the best possible outcomes from external contracts.
13. Ensure that any information collected, recorded, analysed or reported within the Directorate is reliable, accurate, timely and in accordance with the principles of the Council's data quality strategy.

b) Service Specific

1. To lead, co-ordinate and develop Assistant Directors and their teams, as allocated by the Chief Executive which may change from time to time.
2. To have direct responsibility for the effective management and day to day operation of the Directorate, inputting to areas of professional expertise as appropriate.
3. To work closely with the Chief Executive and the other Executive Director/Assistant Directors to ensure services are integrated at the point of delivery.
4. Work with Assistant Directors to ensure that Portfolio Holders are adequately briefed in relation to relevant issues.
5. Ensure that the Council's business plan and performance management framework reflect the Council's aims and priorities. Ensure effective communication of progress with business plan objectives both internally and externally.

6. Work with the Chief Executive and the other Executive Director to plan organisational development and training programmes/initiatives to support organisational change and new service delivery models. Lead the implementation of such initiatives across the organisation.

THE BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK**JOB DESCRIPTION (BACK PAGE)**

JOB TITLE Executive Director

DIRECTORATE

POST NUMBER CN001/ PN001

SKILLS, KNOWLEDGE AND EXPERIENCE

A degree or full professional qualification and membership of a professional body (relevant to one of the key service responsibilities assigned to the post on appointment) with proven experience (at least **5 years**) at a senior managerial level in one or more of those areas. Proven experience of managing services outside of own professional area and of co-ordinating service delivery across a large public sector organisation.

Management qualification (equivalent to an Executive Diploma/NVQ level 7) and sound knowledge of contemporary management techniques, including performance management and objective setting.

Thorough knowledge and understanding of the workings of local government and the major issues and challenges currently facing local authorities together with an appreciation of new delivery mechanisms and flexible working arrangements in order to maintain high levels of service delivery within increasingly challenging budget frameworks.

COMPLEXITY AND CREATIVITY

The ability to manage a diverse programme of work, comprising a range of different projects and a mix of disciplines. To monitor progress with the Corporate Strategy and with Directorate Strategies and to ensure that this is reported effectively, both internally and externally.

The ability to work across service and organisational boundaries and to develop effective partnerships across all sectors of the community.

The ability to operate with sensitivity within a political environment and to deal impartially with Members from all political groups.

The ability to initiate and manage change effectively to meet the varying demands of new policies and legislation.

JUDGEMENT AND DECISIONS

Works with the Chief Executive and Cabinet Members to formulate the Council's Business Plan and ensure that this is delivered via Directorate and **Service/Team Plans**.

Advice to Members will set policy and influence the strategic direction of the organisation.

Ability to manage a wide range of services outside own professional area.

OPERATIONAL RESPONSIBILITY

Responsibility for managing resources across a multi-disciplined Directorate, to include Revenue and Capital Budgets. The ability to adopt commercial approaches to delivery and/or to access external funding as appropriate to Services within the Directorate.

The ability to manage and motivate staff across the Directorate and to ensure that all staff have clear objectives in accordance with the Council's Performance Management Framework.

COMMUNICATION

Effective communication at all levels, both internally and externally, with the flexibility to adopt differing styles suitable to a range of situations and audiences. The ability to explain complex legislation and policies to colleagues, partners and Elected Members.

The ability to network with and influence at senior levels in external agencies and partner organisations.

The ability to promote the authority to national and local bodies, the public and the media.

CONTACTS INTERNAL 50% EXTERNAL 50%

Internal: Elected Members, Management Team, Service Managers and staff at all levels within the organisation in own Directorate and across the wider organisation.

External: Regular communication with partner organisations, other local authorities, regional and national associations, members of the public, MP's, Government Departments, media.

WORKING CONDITIONS

Works in normal office environment. Some requirement to work evenings/outside office hours for meetings but generally within an office environment.