



Role Profile

Our Values and Behaviours

Calderdale Council should be a fulfilling and enjoyable place to work; we know this enthusiasm rubs off on our residents and customers, and we also recognise the crucial role each and every one of us plays in helping to achieve our goals. By demonstrating our core values and behaviours, you will lead by example to help us create the next generation of public services.

Role Details:

Role Title:	Assistant Director - Economy, Housing and Investment
Directorate:	Regeneration and Strategy
Grade:	Chief Officer
Contract Details:	Permanent
Post Number:	CE127

Role Purpose:

As a member of the council's extended management team to drive forward Calderdale's long term vision.

Actively contribute to the management and strategic leadership of the council. Fulfil the leadership role in relation to the development of strategy and policy for the delivery of services.

Manage the effective and efficient utilisation of all resources available in the service.

Promote a leadership style that fosters a culture of innovation, value for money, performance management and empowerment amongst teams and individuals.

Responsible for:

Business, Skills, and Economy
Housing Strategy, Policy and Delivery
Tourism
Voluntary Sector
Social Value and Procurement
Policy, Commissioning

The postholder will identify and deliver the appropriate structure to address these functions.

Responsible to:

Director – Regeneration & Strategy

Smarter Working Profile: The work style for this role is defined as:

Mobile Workers

Mobile Workers typically work from a hot desk in an office and may need ICT access. They tend to move about during the day to attend meetings with colleagues, customers, and staff, and attend workshops etc. Mobile Workers are based with their teams in zoned areas to ensure effective team working and co-ordination.

Circumstances

This post is not subject to a DBS check.

This is politically restricted post in accordance with Section 2(3) of the Local Government and Housing Act 1989, because of the nature of its duties.

The role requires working outside of the flexible working band hours to support service delivery, this includes weekend and evening working.

Principle duties and responsibilities

1. Ensure that the Council is able to fulfil its role in leading and supporting the delivery of key strategies including Inclusive Growth, Economy & Business Development, Skills, Housing, Social Value, Procurement and VCS Development, including work with anchor organisations.
2. Develop and deliver the Council's Growth Strategy and lead on engagement with businesses, employment and skills and economic interventions in partnership with West Yorkshire Combined Authority(WYCA)/Leeds City Region (LCR).
3. Lead a strategic cross Council and multi agency approach to inclusive growth.
4. Lead on skills strategy, key account management and work with skills providers in collaboration with WYCA/LCR.
5. Support and develop existing business and skills forums with private sector and key anchor organisations.
6. Develop an effective housing strategy and affordable housing which includes homes for social rent and affordable sale through the HomeBuy Scheme.
7. Accelerate delivery of new homes in Calderdale, to bring sites into use, maximising the New Homes Bonus.
8. Lead on the delivery of private sector grants and loans, private sector housing renewal projects and partnership work with key housing providers, particularly Together Housing Group.
9. Develop Policy and practice to ensure good quality management and maintenance of the private rented accommodation.
10. Lead the Council's work on inward investment in collaboration with WYCA/LCR, maximising the Borough's profile to new employers and housing providers.
11. Lead and manage the Corporate Procurement strategy and ensure its effective delivery and social value.
12. Lead on the delivery of VCS Strategy and Policy Development, Social and the Green Economy agenda.
13. Work with Directorate Management Team to establish shared responsibility for the corporate management of the Directorate, supporting cross-Council leadership and change.
14. Working with Elected Members to assist in determining and delivering core Council wide values and service provision.

All staff will be expected to maintain high standards of customer care in the context of the council's Core Values, to uphold the Equality and Diversity Policy and to participate in training activities necessary to their post.

Calderdale Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment.

The Health and Safety at Work Act 1974 and associated legislation places responsibilities for health and safety on Calderdale Council, as your employer and you as an employee of the Council. In addition to the Council's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities commensurate with your role are identified in the Council's Corporate H&S policy and in you are required to familiarise yourself with these responsibilities (all available on the Council intranet site).

All staff will support digital engagement and share expertise to build capability across the wider organisation and with external partners.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed; the responsibility level of any other duties should not exceed those outlined above.

Person Specification		
Key Strengths	Requirements	How Identified
Coping with pressures and setbacks	Coping with pressure, keeping emotions under control, balancing work and personal life, keeping optimistic, handling criticism. (A) Works productively in a high pressure environment. (B) Keeps emotions under control during difficult situations. (C) Balances the demands of work life and personal life. (D) Maintains a positive outlook at work. (E) Handles criticism well and learns from it.	Strengths matching
Deciding and initiating action	Deciding, taking responsibility, taking calculated risks, taking initiative and generating activity. (A) Makes prompt, clear decisions which may involve tough choices of considered risks. (B) Takes responsibility for actions, projects and people. (C) Takes initiative, acts with confidence and works under own direction. (D) Initiates and generates activity.	Strengths matching
Relating and networking	Building relationships, networking, relating to all levels. (A) Establishes good relationships with customers and staff. (B) Builds wide and effective networks of contacts inside and outside the organisation. (C) Relates well to people at all levels. (D) Manages conflict.	Strengths matching
Formulating strategies and concepts	Working strategically, setting strategies, visioning, thinking broadly about the organisation. (A) Works strategically to realise organisational goals.	Strengths matching

	(B) Sets and develops strategies. (C) Identifies and develops positive and compelling visions of the organisation's future potential. (D) Takes account of a wide ranges of issues across, and related to, the organisation.	
Entrepreneurial and commercial thinking	Keeping up to date with competitor information and market trends, identifying business opportunities, showing financial awareness, controlling costs. (A) Keeps up to date with competitor information and market trends. (B) Identifies business opportunities for the organisation. (C) Demonstrates financial awareness. (D) Controls costs and thinks in terms of profit, loss and added value.	Strengths matching
Skills	Ability to work in a political and sensitive environment requiring confidentiality and sound judgement	Strengths matching Assessment/Interview
	Leadership	
	Effective resource and financial management/including budget formation	
	Strong communication negotiation and analytical skills	
	Proven senior team management experience	

Qualification			
Type	Level	Essential	Desirable
MBA or equivalent or demonstrable equivalent experience in a complex, unionised, large environment	Level 7	X	

EXTERNAL RECRUITMENT ONLY

	Requirement	Essential	Desirable	How Identified
Knowledge /Skills	Thorough understanding of corporate and partnership working	X		Application/ Assessment/ Interview
	Working knowledge of relevant legislation and its impact	X		Application/ Assessment/ Interview
	Political awareness and full understanding of issues facing local government	X		Application/ Assessment/ Interview
	Knowledge of related Council services where close partnership working will provide benefits	X		Application/ Assessment/ Interview

	Skilled in operational transformation and significant change programmes	X		Application/ Assessment/ Interview
	Knowledge of industrial and growth strategies, local supply markets and skills.	X		Application/ Assessment/ Interview
	Knowledge of strategic housing, housing policy and homelessness	X		Application/ Assessment/ Interview
Experience	Experience of working with Trade Unions and undertaking large scale, complex negotiations	X		Application/ Assessment/ Interview
	Experience of working with private sector, commercialisation and inward investment.	X		Application/ Assessment/ Interview
	Sound financial management	X		Application/ Assessment/ Interview
	Experience of developing local partnerships	X		Application/ Assessment/ Interview
	A Proved track record of successful leadership of staff and achievement of targets and objectives	X		Application/ Assessment/ Interview

Role Profile prepared by/author: Natalie Shaw
Job title: HR Adviser

Date: Sept 17

Resourcing team member: Emma Bolton
Job title: Recruitment & Resourcing Manager

Date: Sept 17