

## **SLOUGH BOROUGH COUNCIL**

### **JOB DESCRIPTION**

**JOB TITLE:** **STRATEGIC DIRECTOR OF COMMUNITY AND WELL BEING**

**RESPONSIBLE TO:** Chief Executive

**RESPONSIBLE FOR:** As a member of the Council's Corporate Management Team to provide strategic leadership to the Council

Effective integration between all services within the Directorate

Strategic planning for all services within the Directorate

Overall planning and management of resources for the above services

**GRADE:** SML15

#### **MAIN PURPOSE OF JOB:**

- ◆ As a member of the Council's Corporate Management Team to contribute to and work within the Council's overall policies to lead the staff of the Council and to develop and implement strategies to further the Council's objectives and core values.
- ◆ To discharge the statutory duties of the Director of Adult Social Services.
- ◆ To lead transformational change across all Community and Wellbeing services in Slough and to ensure clear accountability across all such services.
- ◆ To provide leadership, direction and management for Community and Wellbeing services in Slough, ensuring the necessary contribution to Council plans and objectives.

#### **MAIN RESPONSIBILITIES:**

##### **Corporate**

1. To make a significant contribution to the Corporate Management Team's leadership of the Council.

2. To support organisational change, ensuring appropriate systems of performance management and development, communications, quality measures, monitoring and review are in place.
3. To promote corporate working and lead or work as part of multi-disciplinary project teams to enable the breaking down of departmental barriers and engender the concept of both internal and external partnership working.
4. To lead on significant corporate projects or initiatives as required from time to time and determined by the balance of capacity within the Management Team.
5. To be a member of the Corporate Management Team and to lead the Directorate Management Team, contributing to the development and implementation of policies and strategies that will optimise service delivery by the Council to its clients.
6. To work with the Chief Executive, Directors, Heads of Service and Members to ensure services are integrated at the point of delivery.
7. To work with a range of partners, the community and the voluntary sector on improving service delivery and promote creative and innovative ways of tackling local problems. Ensure services are developed which meet the needs of the ethnically diverse community and are accessible to all users.
8. To promote a positive image of Slough, raise the profile of the Council and act as an ambassador at local and national level, attending and presenting at conferences, seminars and working parties, as may be required.
9. To comply with the Council's Standing Orders and the Code of Conduct and to advise the Chief Executive and Members as necessary.
10. To promote and adopt a rigorous approach to Best Value, including carrying out the necessary work as specified in the Council's Best Value Performance Plan.
11. To ensure full compliance with the Health and Safety at Work Act etc. 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.
12. To promote the Council's equal opportunity policies and to avoid all forms of discrimination as an employer and service provider.
13. To undertake any other duties consistent with the Council's expectations of a senior manager.

## **Service**

1. To deliver effective and efficient management of the Community and Wellbeing Directorate, its financial and other resources and achieve best value in the delivery of the directorate's services.
2. To provide high quality and timely advice to the Council advising the Cabinet, Scrutiny Committee and Panels, Members, the Chief Executive and other colleagues officers on all aspects of the directorate's functions.

3. To have lead responsibility for planning and implementing changes and raising standards to ensure Community and Wellbeing services meet the needs of the community coherently and effectively.
4. To provide leadership and ensure a clear direction for Community and Wellbeing services within the Council; with partners; in the community; and that Community and Wellbeing services are fully integrated into the Council's plans and objectives.
5. To deliver or commission cost effective, efficient, high quality, responsive, robust and integrated services which meet the Council's statutory responsibilities within the resources made available.
6. To develop partnership arrangements to deliver integrated service provision with Health, Police, the voluntary sector and other agencies.
7. To have lead responsibility for delivering on the Healthy living agenda working closely with other key stakeholders.
8. To lead the Directorate ensuring the achievement of liP status and that the Council's HR policies are in place to motivate, train and appraise employees to optimise their skills, contributions and outputs.
9. To plan and keep under review the Directorate's budget strategy in line with the priorities agreed by the Council; to monitor and control budgets and ensure clear accountability.
10. To take optimum advantage of any external funding opportunities to increase investment in the Directorate.
11. To plan and implement changes in structures, systems, practices and procedures to achieve an organisational culture that is rooted in customer care, operational efficiency and best practice and which promotes the Council as a learning organisation.
12. To ensure that service, statutory and other required plans, strategies and reports are prepared effectively, co-ordinated for the department, achieve targeted actions and timescales, are properly consulted upon and effectively monitored.
13. To manage responses to external inspections, review and monitor action plans and to develop processes for self evaluation and review.

**Person Specification**  
**Strategic Director Community and Wellbeing**

|                         | <b>Description</b>  | <b>Essential/<br/>Desirable</b> |  |
|-------------------------|---|---------------------------------|--|
| <b>Experience</b>       | Extensive and varied experience as a senior manager in the functions covered by the post  | Essential                       |  |
|                         | Experience of contributing to cross-Council projects and policy delivery  | Essential                       |  |
|                         | Track record of innovation in determining and realising objectives in the functions covered by the post   | Essential                       |  |
|                         | Success in building and leading teams   | Essential                       |  |
|                         | Success in acting in partnership with others  | Desirable                       |  |
|                         | Record of successfully developing and implementing strategies addressing major corporate issues and best value  | Desirable                       |  |
|                         | Record of achievement in promoting service improvement and customer care  | Essential                       |  |
|                         | Working within and understanding diverse communities  | Desirable                       |  |
|                         | Commissioning and oversight of major contracts  | Desirable                       |  |
| <b>Knowledge</b>        | Major challenges and opportunities facing services within the remit   | Essential                       |  |
|                         | Aims and objectives of legislative and regulatory framework within which the services operate   | Essential                       |  |
|                         | A clear understanding of budget management, Best Value and performance management   | Essential                       |  |
|                         | Knowledge of the current major challenges and policy issues facing local government   | Desirable                       |  |
| <b>Key competencies</b> | Leadership skills to inspire commitment from teams and individuals in the directorate and throughout the Council together with the ability to motivate and develop staff and foster a positive organisational culture | Essential                       |  |

|  | <b>Description</b>  | <b>Essential/<br/>Desirable</b> |  |
|--|---|---------------------------------|--|
|  | A well-developed strategic perspective, creatively applied in response to a range of Community and Wellbeing and corporate issues   | Essential                       |  |
|  | Lateral thinking used to develop creative solutions to partnership working and management issues and creating ownership of these amongst key audiences                    | Desirable                       |  |
|  | Understands and applies Best Value principles to ensure the most cost-effective outcomes are achieved within limited resources  | Essential                       |  |
|  | Has the personal credibility and interpersonal skills to work appropriately and effectively with politicians, key stakeholders, government representatives and colleagues | Essential                       |  |
|  | Draws logical conclusions from the analysis and interpretation of complex textual, financial and numerical information  | Essential                       |  |
|  | Communicates clearly, simply and effectively. Can influence a wide range of audiences   | Essential                       |  |
|  | Manages change and conflicting and competing priorities effectively   | Essential                       |  |
|  | Negotiates effectively to ensure the best interest of the Council   | Desirable                       |  |
|  | Resilience and drive to meet the demands and pressures of the post including the ability to cope effectively at times of crisis   | Essential                       |  |
|  | A strong team player at Corporate Management level through a collaborative approach and solution orientated   | Essential                       |  |
|  | Committed to social inclusion and to equality of opportunity in employment and service delivery   | Essential                       |  |
|  | Applies ICT solutions to improve service delivery   | Desirable                       |  |

|                       | <b>Description</b>                                    | <b>Essential/<br/>Desirable</b> |  |
|-----------------------|---|---------------------------------|--|
| <b>Qualifications</b> | Degree or equivalent level of demonstrable attainment | Essential                       |  |
|                       | An appropriate professional qualification             | Essential                       |  |
|                       | Evidence of continuous professional development       | Essential                       |  |
|                       | Management qualifications, e.g. DMS or MBA            | Desirable                       |  |