ROLE INFORMATION

Chief Executive

The Council's Head of Paid Service and its principal advisor. Provides the Council with appropriate leadership and vision in order that it meets its statutory duties and agreed aspirations for non statutory services through the principles of value for money, equality and natural justice.

- Provides leadership of the Council's workforce to ensure the Council's objectives and improve service delivery
- The Council's principal adviser on matters of policy and execution of its political processes.
- Advises and provides appropriate support to members both as individuals and groups.
- Articulates the Council's various agreed objectives in the form of coherent plans and targets and oversee and monitor progress towards their achievement and ensures that the Council delivers what really matters to residents
- Ensures that constructive relationships are developed and maintained between the Council, it's partners and other appropriate agencies.
- Co-ordinates activities and lead actions as appropriate in relation to emergency planning and major emergencies.

Strategic Director, Corporate Focus

- A member of the strategic management team providing vision, leadership and direction in order to deliver high quality customer focused services.
- Leads on corporate initiatives that deliver the Councils priorities, policies and plans.
- Leads change to improve performance and deliver efficiencies to provide value for money.
- Leads, manages and is accountable for a range of corporate areas and services.

  Specifically:

  - Focuses on the following corporate and service areas ensuring they deliver the Councils objectives and priorities and offer value for money :
    - Finance, Risk and Governance
    - Legal and Democratic services
    - Customer & People
    - Ensures statutory role of s 151 officer is fulfilled

Strategic Director, Development & Growth Focus

- A member of the strategic management team providing vision, leadership and direction in order to deliver high quality customer focused services.
- Leads on corporate initiatives that deliver the Councils priorities, policies and plans.
- Leads change to improve performance and deliver efficiencies to provide value for money.
- Leads, manages and is accountable for a range of corporate areas and services.

  Specifically:

  - Focuses on the following corporate and service areas ensuring they deliver the Councils objectives and priorities and offer value for money :

    - Growth, Business & Inward Investment (including Development services / building control, business development and inward investment)
    - Housing and Neighbourhoods (including Housing Management , Tenancy and Neighbourhood services, Housing Solutions, Planning policy and the LSP, Supported Housing)

Strategic Director, Community & Environment Focus

- A member of the strategic management team providing vision, leadership and direction in to deliver high quality customer focused services.
- Leads on corporate initiatives that deliver the Councils priorities, policies and plans.
- Leads change to improve performance and deliver efficiencies to provide value for money.
- Leads, manages and is accountable for a range of corporate areas and services.

  Specifically:

  - Focuses on the following corporate and service areas ensuring they deliver the Councils objectives and priorities and offer value for money :
    - Environmental Services (Including Waste and Recycling , Environmental Health, Community Safety and Licensing)
    - Assets (including Property and Facilities management, Cultural Services)

Head of Finance

- Part of the Councils corporate management team, provides vision, leadership and direction corporately and to the services responsible.
- Leads on corporate projects and initiatives that cross service boundaries.
- Delivers required standards of corporate performance with value for money service provision.
- Manages a team of services managers to deliver the Councils priorities and statutory obligations.
- Leads change to deliver efficiencies and service improvements.

The remit includes accountability for the effective delivery of the following service areas:

1. Finance, accountancy, risk and corporate governance.
2. Audit.
3. Revenues and Benefits (including rents and general debt recovery).
4. IT.
5. Fulfil/deputise for the S 151 officer as required.

Head of Legal & Democratic Services

- Part of the Councils corporate management team, provides vision, leadership and direction corporately and to the services responsible.
- Leads on corporate projects and initiatives that cross service boundaries.
- Delivers required standards of corporate performance with value for money service provision.
- Manages teams to deliver the Councils priorities and statutory obligations.
- Leads change to deliver efficiencies and service improvements.

The remit includes accountability for the effective delivery of the following service areas:
1. Manage a legal service to the Council for both contentious and non contentious work providing advice as required.
2. Act as the Council's Monitoring Officer, carrying out the statutory role in full.
3. Manage the provision of support to the standards committee to maintain integrity in the democratic process.
4. Manage members code issues arising from investigations for the District Council & parish council taking appropriate action when required.
5. Manage a support service to the Council, cabinet, scrutiny, quasi judicial committees, policy development groups to include agenda & minute preparation and research and initiatives supporting community engagement.
6. Reporting directly to the Chief Executive, manage an electoral registration and election service in accordance with statutory requirements.

Head of HR & Customer Services

- Part of the Councils corporate management team, provides vision, leadership and direction corporately and to the services responsible.
- Leads on corporate projects and initiatives that cross service boundaries.
- Delivers required standards of corporate performance with value for money service provision.
- Manages teams to deliver the Councils priorities and statutory obligations.
- Leads change to deliver efficiencies and service improvements.

The remit includes accountability for the effective delivery of the following service areas:
1 HR & OD
2 Customer Services
3 Performance, communications, consultation

Head of Assets

- Part of the Councils corporate management team, provides vision, leadership and direction corporately and to the services responsible.
- Leads on corporate projects and initiatives that cross service boundaries.
- Delivers required standards of corporate performance with value for money service provision.
- Manages teams to deliver the Councils priorities and statutory obligations.
- Leads change to deliver efficiencies and service improvements.

The remit includes accountability for the effective delivery of the following service areas :

1. Council's property management.
2. Facilities management including grounds maintenance.
3. Cultural assets, including leisure provision and sports centres.
4. Repairs and Improvements service to all Council properties including housing stock and public buildings.

Head of Development & Growth

- Part of the Councils corporate management team, provides vision, leadership and direction corporately and to the services responsible.
- Leads on corporate projects and initiatives that cross service boundaries.
- Delivers required standards of corporate performance with value for money service provision.
- Manages teams to deliver the Councils priorities and statutory obligations.
- Leads change to deliver efficiencies and service improvements.

The remit includes accountability for the effective delivery of the following service areas:

1. Economic Development.
2. Investment.
3. Business Development.
4. Development Control.
5. Building Control.
6. Land Charges.

Head of Housing & Neighbourhoods

- Part of the Councils corporate management team, provides vision, leadership and direction corporately and to the services responsible.
- Leads on corporate projects and initiatives that cross service boundaries.
- Delivers required standards of corporate performance with value for money service provision.
- Manages teams to deliver the Councils priorities and statutory obligations.
- Leads change to deliver efficiencies and service improvements.

The remit includes accountability for the effective delivery of the following service areas:

1. Housing management service.
2. Supported housing.
3. Planning Policy & Partnerships.
4. Strategic housing.
5. Homelessness service & Housing Solutions.