

Job Title	Corporate Director for Community
Pay Grade	D4 (£138,078 - £150,774)
Directorate	Community
Reports to	Chief Executive
Location	Dependant on the Line Manager
<p>Role Purpose: The post is a Corporate Director and member of the council's Management Board responsible with the Chief Executive for the strategic and general management of the council and specifically the Community Directorate.</p>	
<p>Job Context (Key outputs of team/role) This post reports directly to the Chief Executive and will direct and will lead the community directorate.</p> <p>The post holder will be responsible for Housing, Environmental Services, Commercial Development, Planning and Economic Development.</p> <p>This is a Chief Officer post and reports to the Chief Executive</p> <p>Responsible for the effective management of delegated budgets:</p> <ul style="list-style-type: none"> • Revenue budget in the order of £80m • Capital budget in the order of £18m • Housing Revenue Account in the order of £32m • Housing Revenue Account Capital in the order of £22m • Directly manages 5 Directors Service and has overall responsibility for circa. 500 employees. 	
<p>Main Duties / Accountabilities</p> <p><u>Leadership</u></p> <ol style="list-style-type: none"> 1. Together with the Chief Executive and members of the council's Management Board, and in collaboration with elected members, establish and implement a vision for Harrow in the development of its services, organisation and workforce. 2. Demonstrate effective strategic leadership and good governance through high standards of personal behaviour 3. Deliver efficiency and value for money and sound financial management 4. Develop and maintain systems and processes to develop capability, skills and knowledge through innovation at all levels within the organisation 5. Develop and maintain a healthy and effective interface between the Council Members and Officers 	

6. Provide well-evidenced and sound advice directly to the Chief Executive, cabinet, portfolio holders and other members of council and attend council, cabinet and other committees and events as required
7. Promote a positive image of Harrow externally and represent the council at local and national level attending and presenting at such conferences, seminars, meetings and working parties as may be required.
8. Represent the council and/or the Chief Executive in discussions with partner organisations and other stakeholders.
9. Lead and direct corporate and cross council activities as specified by the Chief Executive.
10. Deputise for the Chief Executive within functional areas and other areas as specified by the Chief Executive.

Commissioning

11. Maintain and develop effective systems and processes for identifying the needs of the local community and the resources available to deliver agreed outcomes.
12. Maintain and develop an effective framework for consultation and engagement with service users, staff, trade unions, voluntary and community organisations, partners and other stakeholders.
13. Ensure services are commissioned to enable achievement of agreed outcomes through effective, efficient, equitable and sustainable service delivery.
14. Ensure service agreements and contract arrangements enable service delivery against agreed outcomes
15. Ensure monitoring and review arrangements are in place to enable evaluation of service delivery and impact on achieving agreed outcomes.
16. Ensure in conjunction with strategic partners, government, and other agencies the achievement of council objectives and the fulfilment of statutory obligations and national requirements.

Partnership

17. Maintain and develop effective relationships with key partners, service providers and stakeholders and the wider community to facilitate high quality commissioning of services.
18. Maintain and develop effective relationships with relevant government departments and other national or regional bodies.
19. Ensure the council is equipped to meet government requirements and inspection requirements.

Performance and Resource Management

20. Provide effective management arrangements to ensure delegated resources are used to best effect to deliver agreed outcomes

21. Develop and maintain effective governance and performance frameworks to clarify accountabilities, expectations and ensure that effective monitoring, reporting and challenge mechanisms are in place
22. Provide effective management arrangements to ensure implementation of the Council's Safety Policy and Safety Management Systems, including any service specific Safety Policy, Codes of Practice and Safe Systems of Work
23. Participate in effective civil emergency planning, leadership, and management.

Equality and Diversity

24. Provide leadership, communication, and action, which will exemplify the Council's values, sense of purpose and commitment to ensure equality of opportunity and strengthen cohesion in the local community

Values, Behaviours and Equalities

We want our colleagues to live our values. These values describe what we stand for and how we do things at Harrow whilst inspiring, challenging and guiding us towards the delivery of our organisational ambitions and goals. Our three values are:

Be Courageous, Do It Together and Make It Happen

These values will also help us to achieve our equalities vision of being a proud, fair & cohesive Harrow, a great place to live, work & visit.

Our staff are our greatest asset and therefore no unnecessary conditions or requirements will be applied which could have a disproportionately adverse effect on any one group. All sections of the population will have equal access to jobs. No applicant or employee will receive less favourable treatment because of age, disability, gender, reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership and pregnancy or maternity unless a Genuine Occupational Qualification applies.

Harrow is committed to making our recruitment practises barrier-free and as accessible as possible to everyone. This includes making adjustments or changes for disabled people or people with long-term health conditions. If you would like us to do anything differently during the recruitment process, or provide any information in an alternative format please contact us at resourcing@harrow.gov.uk

Role Specific Duties / Accountabilities

25. Lead and direct the strategic and general management of the following services / functions on behalf of the council:
 - Housing
 - Environmental Health & Licensing
 - Regeneration
 - Planning
 - Public protection
 - Corporate Estate Management & Development
 - Facilities Management

- Property Repair & Maintenance
- Highways Maintenance and Engineering
- Traffic, Transport & Parking Management
- Environmental compliance and enforcement
- Public Realm Services
- Waste Management
- Arts & Events
- Library & Cultural Services

26. Lead and direct the effective development and implementation of the following key strategies on behalf of the council:

- Housing Strategy
- Housing Ambition Plan
- Regeneration Strategy
- Commercial Strategy
- Asset Management Strategy
- Waste Management Strategy
- Climate Change Strategy
- Cultural Strategy
- Tourism Strategy
- Corporate Health & Safety Policy

27. To act as lead officer and directly advise the Chief Executive, relevant council committees and panels including Cabinet and Scrutiny sub committees and council members on all strategic policies and practices relating to the Community Directorate.

Selection Criteria - Knowledge, Skills and Experience
Role requirements
a. Comprehensive understanding of service delivery, service development, Government policy, and key issues, including equalities issues, in a large organisation.
b. Comprehensive understanding of change management processes and directing the senior leadership team in a challenging environment.
c. To act decisively to challenges and change tack if a task isn't delivering the anticipated results.
d. High level communication and interpersonal skills with the capacity to successfully negotiate and engage with a diverse range of stakeholders, Members, Trade Unions, Managers, Staff, Residents, and external partners
e. Able to demonstrate a high standard of written and verbal communication skills, including report writing and presentation skills.
f. Lead innovation in the development of new approaches to service delivery to ensure continuous improvement in value for money, performance and quality of services.
g. Experience of working in partnership with Trade unions.

<i>h.</i> Demonstrated ability to implement and oversee business strategies, development and delivery plans			
<i>i.</i> Extensive and proven track record of success within an organisation of comparable scope and complexity			
<i>j.</i> Demonstrated experience in delivering efficiency and value for money and sound financial management			
<i>k.</i> Substantial experience in developing and maintaining effective governance and performance frameworks to clarify accountabilities.			
<i>l.</i> Can establish and implement a vision for a challenging environment in the development of its services, organisation and workforce.			
<i>m.</i> Proven track record to develop and maintain a culture that encourages innovation and improvement			
Qualifications			
Role Requirements.	Job-specific examples (if left blank refer to left hand column)	Essential	Desirable
Educated to degree level or equivalent or has the equivalent relevant work experience.		✓	
Other Requirements			
Manager Signature		Employee Signature	
Job Title		Job Title	
Date		Date	