

## JOB DESCRIPTION



<b>DIRECTORATE</b>	Business Operations
<b>SERVICE</b>	Corporate Core
<b>POST NUMBER</b>	S0001X
<b>POST TITLE</b>	Executive Director of Business Operations
<b>POST GRADE</b>	MG5 (SCP 61 - 63)
<b>CONDITIONS OF SERVICE</b>	National Joint Council (NJC) for Local Government Services as amended locally
<b>RESPONSIBLE TO</b>	N/A
<b>RESPONSIBLE FOR</b>	Relevant Service Managers and Corporate Core
<b>JOB PURPOSE</b>	<p>To work with elected Members to ensure that the realisation of the Council's vision, policies and programmes are reflected in the Corporate Plan and Budgetary Framework</p> <p>To be responsible for providing strategic leadership and direction, encouraging and enabling managers to motivate and inspire their teams to deliver cost effective services through to the residents of Rother</p>

<b>MAIN AREAS OF WORK</b>	
<b>1</b>	With the Executive Director For Resources, provide policy advice to the Council, affording sound leadership to the elected Members in shaping and delivering an effective and sustainable Corporate Plan and Budgetary Framework. To act as the Head of Paid Services, alternating with the Executive Director For Resources
<b>2</b>	Ensure the strategic direction agreed by the elected Members is fully understood and effectively cascaded to all staff for their adherence to the strategic aims of the Council
<b>3</b>	Lead the Council through periods of significant change. Ensuring effectual solutions are sought for delivering services through private, voluntary, third party sector and public partnerships
<b>4</b>	Lead and empower the Service Managers by supporting the effective prioritisation and the requirement to drive forward the delivery of services to meet the needs of the customers, residents and communities of Rother
<b>5</b>	Coordinate the Council's management of key resources: contracts, statutory services and social and economic assets, to secure efficiency and value for money
<b>6</b>	Ensure arrangements are in place for the effective corporate governance of the Council and that the legality, probity, integrity, accountability and scrutiny of decision making processes are strictly adhered to
<b>7</b>	As the Council's District Controller in peace-time emergencies, to ensure that arrangements are in place to support emergency situations
<b>8</b>	Assume a representative and ambassadorial role on behalf of the Council and its employees
<b>9</b>	Proactively identify and analyse any future opportunities from Central

	Government and other external agencies to determine the impact on local policies and priorities
10	Comply with current Financial Regulations and Standing Orders and maintain spending within approved levels
11	Actively participate in supporting the principles and practice of equality of opportunity as stated in the Council's Equal Opportunities Policy
12	To be the Statutory Duty Holder for Health and Safety on behalf of the Council

## PERSON SPECIFICATION



<b>POST TITLE</b>	Executive Director For Business Operations	
<b>DIRECTORATE</b>	Business Operations	
<b>SERVICE</b>	Corporate Core	
<b>POST GRADE</b>	MG5 (SCP 61 – 63)	
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Degree level qualification in a professional field	X	
Evidence of personal commitment to CPD	X	
Management qualification	X	
<b>Experience</b>		
Minimum five years' experience in a senior management position	X	
Established track record in developing services	X	
Demonstrable track record in service quality and achievement	X	
Evidence of developing and implementing effective strategies	X	
Staff management	X	
Working within a political environment	X	
Working in the public sector	X	
<b>Skills and Abilities</b>		
Proven excellent leadership skills	X	
Accomplished presentation skills	X	
Exemplary verbal and written communication	X	
Decision making and problem solving	X	
Complex negotiation skills	X	
Time management	X	
To work under pressure, to deadlines, able to prioritise and deal with unforeseen and urgent demands	X	
Foster, establish and maintain positive relationships with elected Members, external bodies and customers	X	
<b>Training</b>		
MS Office	X	
Project management	X	
Change management	X	
Leadership skills	X	
<b>Knowledge</b>		
Legal frame work of Local Government	X	
Local Authority issues and challenges	X	
Public sector finances	X	
Performance management and management by results	X	