**SEFTON METROPOLITAN BOROUGH COUNCIL**

JOB PROFILE

**JOB DESCRIPTION**

**ASSISTANT DIRECTOR - STRATEGIC SUPPORT**

**SALARY – HAY 3**

**JOB PURPOSE**

Reporting to the Council’s Executive Director for Corporate Services and Commercial, the Assistant Director, Strategic Support will lead the Council’s Policy, Performance and Communication Teams and support the Chief Executive and Executive Directors in the Council’s cultural and corporate transformation.

The role supports the Chief Executive and Executive Directors to develop, define and deliver corporate and cultural change, ensuring that key complex projects are developed, planned, resourced, communicated and delivered. This must reflect and support the current and future needs of the Council and cut across a range of themes and areas.

The role will have responsibility for working with Executive Directors on the development of the corporate plan and the implementation and delivery of a clear performance management framework across the council.

The Assistant Director, Strategic Support will lead the development of the Council’s Corporate Communications strategy and its subsequent implementation. It also supports the development of corporate policies and strategies ensuring that there is consistency between service specific approaches and the agreed corporate framework.

The functions within the Assistant Director, Strategic Supports, portfolio of responsibilities include:-

* Performance Management
* Communication
* Procurement
* Transformation Development

The Postholder is part of the leadership team of the Corporate Services Directorate and the wider strategic leadership team of the council.

This role is fundamental in supporting elected members, the Chief Executive, the Executive Management Team and the Executive Director Corporate Services and Commercial in delivering the council's strategic vision and priorities

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| **JOB SPECIFIC** |

**PRINCIPAL RESPONSIBILITIES**

Provide strategic, decisive, influential leadership and direction to the Strategic Support Service to ensure the combined efforts of internal resources and strategic partner organisations and stakeholders deliver strategic priorities.

Lead the council's Strategic Support services strategic development to ensure delivery of high quality, best practice and value for money services

Develop the council’s corporate plan and performance management framework in conjunction with Elected Members and the Executive Leadership Team

Continually develop, maximise and maintain the council’s suite of performance management information in conjunction with the Strategic Leadership Team

Provide Leadership and management to the council’s central procurement team and ensure the approach and practice undertaken across the council meets all statutory requirements and is modern and efficient

Provide Leadership and management to the council’s communication team. This will involve the development and implementation of a communications strategy and the continual development and utilization of the most appropriate and modern communication methods and tools.

Management of the council’s communication and engagement function and work across the council to develop a strategy which seeks to engage the full population of Sefton on key issues.

Within the service ensure the delivery of high quality, value for money services within the budgetary parameters, ensuring the efficient management of all resources within budget.

Contribute to the effective development of the leadership of the council to ensure high calibre, motivated, effective and empowered leaders of the future.

Deputise for Executive Director Corporate Services and Commercial and other senior colleagues when required.

**PERSON SPECIFICATION**

**OVERARCHING ESSENTIAL CRITERIA- ALL CRITERIA ARE ESSENTIAL**

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| **Qualifications** |
| Honours degree level qualification or equivalent.  Relevant leadership and management qualification or equivalent experience in a large local authority |

**Experience**

Extensive leadership and delivery of major operational services within a large, complex and diverse organisation.

Comprehensive experience, knowledge and understanding of the operation, activities and objectives of performance management, communications and procurement services.

Comprehensive experience of working at strategic level within and to the financial policy’s, financial regulations, standing orders and procedures of a large organisation.

Leadership of strategic change and continuous improvement programmes with a track record of successful implementation.

Significant experience and understanding of partnership working and managing external relationships.

Successful development of strategic solutions and outcomes to meet statutory requirements, regulations, improved service standards and in response to existing and emerging priorities.

**Essential knowledge, skills & abilities**

Extensive knowledge and understanding of the constitutional and regulatory framework within which the council operates.

Ability to lead, manage and motivate services/teams in a challenging and changing environment.

Excellent understanding of the political context at a local, regional and national level and the ability to operate sensitively and efficiently within a political environment.

Strategic and analytical thinking skills to provide creative and fit for purpose solutions to problems within the area of responsibility.

Ability to work collaboratively, as part of the strategic leadership group, and take shared

responsibility for organisational performance.

Ability to build, maintain and influence effective working relationships both internally and externally with key stakeholders and partners.

Ability to provide strategic direction within the area of responsibility in a climate of reducing financial resources.

**Skill and Attitude and Value Based Criteria**

1 Sefton’s Vision and promise sets out how we as a Council want to work with each other and with our communities and our partners, to make Sefton a great place to be**.**

2 Personal responsibility to support the delivery of the vision and consistently demonstrate the behaviours and values expressed in the Promise and Leadership requirements.

3 Have the necessary political knowledge, skills and abilities needed to operate effectively in a political environment.

4 Develop, lead, participate and collaborate in effective partnership across organisations and sectors.

5 Focus on outcomes, break down service/professional barriers and facilitate One Council delivery.

6 Demonstrate exceptional personal resilience.

7 Create and sustain enabling and open relationships.

8 Create the most effective environment for innovation, learning and performance.

9 Lead change and empower the whole Council to effectively manage complexity, ambiguity and risk.

**LEADERSHIP**

Must demonstrate the following leadership competencies:

1. Provide clear vision and direction.
2. Lead and manage change.
3. Plan strategically.
4. Lead people and performance.
5. Work corporately as well as collaboratively with partners.
6. Communicate effectively.
7. Focus on excellence.
8. Develop self and others.

**BEHAVIOURS**

Must demonstrate the following behaviours:

1. Provide support with a view to improving quality.
2. Provide appropriate and constructive challenge.
3. Create a culture that looks for understanding and solutions.
4. Visibly and positively respect and value staff.
5. Communicate a consistent and clear message throughout the Council and with partners.
6. Respect, listen to and value others views.
7. Maintain a customer focus with a relentless pursuit of excellent outcomes.
8. Have collective integrity and responsibility.
9. Endeavour to improve outcomes for the communities of Sefton.

**GENERAL**:

Assistant Directors will:

* Lead Council-wide officer and partner groups as required;
* Act as the Emergency Duty Co-ordinator, on a rota basis, for the Council’s Emergency Planning processes and to attend training as required;
* Represent the Council on key Civic events as required including Remembrance Services;
* Represent the Council at partner events as required.

Some posts will require specific safeguarding checks. Where these are required the person appointed will be subject to those checks.

New appointments will be required to satisfactorily complete a six month probationary period.

The post holder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.

Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

**Note:** Where the post-holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

**Prepared by**: Stephan Van Arendsen

**Designation** Executive Director Corporate Services and Commercial

**Date** October 2024