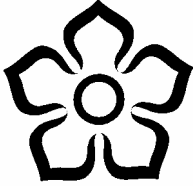


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Leicester
City Council

SERVICE DIRECTOR - JOB DESCRIPTION

Job Title: Director of Partnership, Performance and Planning

Reports to: Chief Executive Leicester City Council

PURPOSE OF JOB

To lead a high performing executive team in support of the development and delivery of the Leicester Community Strategy and Local Area Agreement.
To be the pivotal individual ensuring the effective interface between the executive and non-executive structures of the Partnership and Leicester City Council ensuring good governance is discharged.
To be the principal representative/negotiator on behalf of the Partnership with Government as well as with other stakeholders and partners.
Under the strategic guidance of the Chief Executive, to be accountable for leading and managing delivery of the performance of a range of services, ensuring that they are responsive to changing customer needs and provide value for money.

KEY GENERIC RESPONSIBILITIES

1. To plan and direct the delivery of services that are integrated at the point of delivery.
2. To provide clear leadership to service staff and key service stakeholders facilitating change and continuous improvement in service performance and standards including reviewing working practices and systems to ensure efficiency and effectiveness.
3. To manage individuals and teams so that they deliver agreed goals and actively work to break down divisional and departmental barriers to ensure responsive service delivery and improved service performance in a strong performance management culture.
4. To be accountable for the delivery of services against agreed corporate plan

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priorities and to specified performance outputs and outcomes incorporating the corporate plan (values and style) and Senior Management Competency framework.

5. To manage budgets and financial resources in line with agreed standards and protocols.
6. Ensure that employees are motivated, informed and sufficiently skilled to achieve high standards of work, pursue the Council's objectives and uphold its values.
7. To communicate and collaborate with partners and service stakeholders, with a 'One Council' message promoting positive relationships as an ambassador for the Council and Leicester
8. To harness the benefits and respond to the challenges of Leicester's diverse population and workforce, developing and implementing strategies aimed at removing barriers to access and participation facing all the City's communities.
9. Advise and support Elected Members, ensuring that they receive unified officer advice, particularly on matters concerning the delivery of services.
10. To lead corporate council projects, reviews, or initiatives which may not directly relate to core duties as part of the senior management of the council.
11. Ensure compliance with all governance arrangements eg, health and safety and assigned responsibilities for emergency planning.
12. Any other duties as may be required commensurate with grade.

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SERVICE SPECIFIC RESPONSIBILITIES

1. To lead the development and review of the Strategy for Leicester across the City and at neighbourhood level.
2. To foster ambition and innovation in developing corporate strategies and policies collectively as a member of Director's Board.
3. To assist the Chief Executive, Partnership Chair and Partnership Executive in aligning partners activities to deliver the Strategy for Leicester.
4. To provide top level policy analysis to the Chief Executive and Partnership Executive to support the Council's Cabinet and partners on the options and implications of strategic issues affecting the City.
5. To establish and maintain an effective integrated Partnership performance management framework and overall commissioning framework. To promote rigorous corporate standards and performance management to obtain positive service improvements in the context of Comprehensive Performance Assessment.
5. To achieve efficiencies and continuous improvement of the Partnership, Council and partners through a structured improvement planning process.
6. To engage the business, voluntary, community and public sectors in the development and delivery of the Strategy for Leicester and ensure the capacity to manage the change agenda.
7. To establish lead and manage the Leicester Partnership/LAA executive team ensuring appropriate culture and values are embedded and that a high performing team is created.
8. To ensure that the effective regeneration and renewal are available at levels locally through delivery of the Local Action on Learning Plan.
9. To positively present and to be the lead negotiator/representative with Government and to promote the Council, Partnership and LAA agendas to key partners and stakeholders.
10. To project the City's image internally, domestically and internationally as a leader in key fields.
11. To advise and support the Leicester Partnership in establishing governance and accountability structures appropriate to a complex public service environment.
12. To promote and drive equality, diversity and cohesion within the City.

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OTHER REQUIREMENTS

Is this post classified as politically restricted, as in the Local Government and Housing Act 1989, either

1 because of its salary level ? Yes No

or

2 because the postholder is required regularly to advise the Council and its Committees, or communicates with the media on behalf of the Council?
Yes No

3 Is this post subject to exemption from The Rehabilitation of Offenders Act 1974
Yes No