

# Jobs and Careers



## Director Job Description

<b>Post Title: Strategic Director – Education and Children’s Services</b>	<b>Post Number:</b>
<b>Reports to: The Head of Paid Service</b>	<b>Date:</b>

### SPECIFIC DEPARTMENTAL RESPONSIBILITIES

1. To support the City Mayor, Mayoral Team and the Head of Paid Service to develop and deliver the strategic vision, preferred direction of travel for the City and the Council, and to provide clear and visible leadership to the department and relevant divisions within it so resources are brought together in a coherent way to deliver the strategic vision and direction.
2. To lead the management, development, performance and continuous improvement of all divisions within the department including Social Care & Safeguarding; Learning Services; and Young People’s Services.
3. To configure services delivered by partners and Council services into effective programmes of delivery to enable the City Mayor, Mayoral Team, the Head of Paid Service and Senior Management Team to successfully deliver the strategic vision and preferred direction of travel.
4. To identify accurate benefit measures and monitor benefits realisation for all Divisions and work of our partners to ensure that programmes of work designed to support the achievement of the strategic vision and preferred direction of travel are being successfully implemented.
5. To provide accurate, timely and relevant advice to the City Mayor, Mayoral Team, the Head of Paid Service, and Senior Management Team as appropriate on those aspects of the agenda for which the post holder has lead responsibility, including legislative changes and best practice/innovative approaches to improved service delivery.
6. With Divisional Directors, to effectively engage all relevant partners and stakeholders within the Education and Children’s Services fields to ensure that identified priorities and cross cutting strategic objectives are successfully achieved.
7. To hold the position of and discharge all functions required statutory responsible officer position of Director of Children’s Services.
8. To hold overall strategic, operational, financial and managerial responsibility and accountability for the portfolio of services within the department.

9. To hold overall responsibility and be the strategic lead for the voluntary sector in the City.
10. To carry out additional responsibilities and projects as assigned by the City Mayor or the Chief Operations Officer.

## **KEY CORPORATE RESPONSIBILITIES**

1. To support the City Mayor, Mayoral Team, and the Head of Paid Service to deliver the vision and preferred direction of travel for the City and the Council, and to provide clear and visible leadership to the department when doing so.
2. To be accountable for the effective planning, organising, delivery and continuous improvement and efficiency of the department, its resources and allocated budgets, through divisional service delivery, efficiency and improvement plans as required. Services must be driven by quality and customer focus and be determined by the needs of the people and different communities of the City.
3. To work with the City Mayor, Mayoral Team, the Head of Paid Service and Senior Management Team as required to develop and implement strategic programmes of activity, ensuring where necessary the operational alignment of services, to increase outcomes in the priority areas for the Council and the City and ensure operational alignment of services.
4. To develop and promote strong partnerships with local residents, local businesses and voluntary and community sectors for the benefit of the City, to improve the quality of life of local people and to support the regeneration of the City, the Council and the effective delivery of services.
5. To support the City Mayor, Mayoral Team, the Head of Paid Service and Senior Management Team to ensure effective partnership working across all Council services and external partnerships in order to meet customers' needs, deliver corporate strategies and achieve local objectives.
6. To be responsible for the implementation of the individual performance management process within the department, and as Line Manager to be responsible for performance management and developing the capability of Directors and other senior managers.
7. To ensure positive internal and external communications on divisional services, performance and initiatives, seeking and giving feedback to customers, partners and other stakeholders where necessary. This should be done in collaboration with relevant other Strategic Directors and the Head of Paid Service.
8. To ensure, with the Head of Standards & City Solicitor, that the Council fulfils its legal and audit related obligations in the delivery of services and is statutorily compliant. This responsibility extends to cross divisional working.
9. 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.
10. To promote equality and inclusion across all service provision and employment through policy initiatives, personal example, open commitment, clear action and direction.
11. Support and develop effective partnership working with relevant City, sub-regional, regional and national bodies.

12. To contribute as appropriate to the Council's Emergency Planning and Business Continuity arrangements.

13. To comply with responsibilities placed on directors by contract procedure rules, financial procedure rules, and the Council constitution.

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

a) because of its salary level (or) **Yes**

b) because the postholder is required regularly to advise the Council and its Committees, or communicates with the media on behalf of the Council? **Yes**

Is this post subject to exemption from The Rehabilitation of Offenders Act 1974? **No**