

# Jobs and Careers



## Job Description

<b>Post Title:</b> Strategic Director City Development & Neighbourhood Services		<b>Post Number:</b> D1005
		<b>Date:</b> May 2018
<b>Department:</b> City Development & Neighbourhood Services	<b>Responsible to:</b> Head of Paid Service	

### Overall Purpose of this Post:

To support the City Mayor, the Chief Operating Officer and Corporate Management Team, Council and Executive to deliver the Council's vision and strategic aims and objectives.

To lead the City Development and Neighbourhood Services Department providing strategic direction, support, inspiration and management.

To have overall accountability and responsibility for the physical development and improvement of the City and the delivery of services to neighbourhoods.

### Specific departmental responsibilities:

To support the City Mayor, Mayoral Team and 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 lead the management, development, performance and continuous improvement of all divisions and services within the department including Planning, Transportation and Economic Development; Estates and Building Services; Tourism and Investment; Housing and Environmental and Neighbourhood Services. To recognise and celebrate success.

To identify accurate benefit measures and monitor benefits realisation across all departmental services and work of our partners to ensure that programmes of work designed to support the achievement of the strategic vision and priorities are being successfully implemented.

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 policy and practice for which the post holder has lead responsibility, including legislative changes and best practice/innovative approaches to improved service delivery.

With Divisional Directors and Service Heads, to effectively engage all relevant partners and stakeholders to ensure that identified priorities and cross cutting strategic objectives are successfully achieved.

To hold overall strategic, operational, financial, managerial and professional responsibility and accountability for the portfolio of services within the department.

Work in collaboration and co-operation with other strategic leaders, partners and organisations to promote and enhance the physical development and improvement of the City and the delivery of services to neighbourhoods.

To carry out additional responsibilities and projects as assigned by the City Mayor or the Head of Paid Service.

**Key corporate responsibilities:**

To be accountable for the effective planning, organising, delivery and continuous improvement and efficiency of the department, its resources and allocated budgets. Including the development and effective delivery of the Council's Budget Strategy and programme of Spending Reviews. Services must be driven by quality and customer focus and be determined by the needs of the people and different communities of the City.

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..

To develop and promote strong partnerships with local residents, other public agencies, 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.

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.

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.

To ensure positive internal and external communications on 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.

To ensure, with the City Barrister & Head of Standards, 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.

Actively lead, advise and contribute to the effective identification and management of risk, corporately and within the Department.

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.

To promote equality and inclusion across all service provision and employment through policy initiatives, personal example, open commitment, clear action and direction.

Support and develop effective partnership working with relevant City, sub-regional, regional and national bodies

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

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

This post is classified as politically restricted, as in the Local Government and Housing Act 1989, because of its salary level and the post holder is required regularly to advise the council and its committees, or communicate with the media on behalf of the council.