

Role Description and Employee Specification

Director of Communities and Place

Job title:	Director of Communities and Place	Location:	Cirencester
Department:	Chief Executive	Service:	Communities and Place
Reports to:	Chief Executive	Working Hours:	37 per week
Salary	£90,000- £99,0000	Grade	TBC
Business World Post number:	New post	Direct Reports (if applicable):	Head of Planning Services Head of Economic Development & Communities
FTE Salary pro rata:	n/a	Contract type:	Permanent

Overall purpose of the Post:	<ul style="list-style-type: none"> • Together with the Chief Executive Officer and other Directors, to lead the corporate direction of the council on delivering efficient and effective services to customers that are aligned to the council's ambitions. • Being responsive and business like - adopting a more commercial mindset when considering engagement with businesses, residents, and key stakeholders, ensuring a cost recovery approach is implemented wherever possible to maximise service efficiencies etc. • To work with the CEO as part of the senior management team to shape and refine processes, structures and preparations for the phase 2 repatriation of staff as part of the Publica Review. • To think and plan strategically contributing to the overall leadership and management of the Authority.
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	<ul style="list-style-type: none"> • Lead, manage and deliver the services within the Directorate, ensuring rigorous performance, risk and financial management. • Continually review the range of services in the directorate, bringing forward proposals to increase their efficiency, reduce their net cost and/or increase income on an ongoing basis. • To work collaboratively across council services and with external partners.
<p>Key Tasks and Responsibilities:</p>	<ol style="list-style-type: none"> 1) Accountable for the following range of council services and employees: Building Control, Community & Wellbeing, Economic Development and tourism Development Management Services <p>To support the Chief Executive in overseeing the following service area: Climate change and carbon reduction</p> 2) Lead and manage an effective and forward thinking team to ensure efficient and successful strategic and operational management. Support the council to reach an exemplar level by taking opportunities to ensure continuous improvement is embedded. 3) Place shaping and facilitating effective systems leadership to support our ambition for the Cotswolds to become a vibrant community with an outstanding quality of life. 4) Working to align, connect and integrate a wide range of services and functions across the council, and maximise our impact for the communities we serve. 5) Working to deliver an ambitious town centre regeneration, capital programmes and ensure outstanding public realm and communities services. 6) Supporting vibrant high streets, the nighttime economy and ensuring a greener, healthier place by leading the way in responding to the global climate emergency. 7) Promote employee engagement, learning and development and support the development of effective policies and services in response to the changing demands imposed by legislation, government intervention and service demands. 8) Work as part of the Council's Corporate Leadership Team (CLT), providing strong, visible and collective leadership across the council and its partners through compelling communication of our vision and values. Building a culture of high performance and inspiring colleagues to support the delivery of the council's strategic priorities.

	<p>9) Act as the council’s principal policy advisor on all services within the Directorate, providing guidance and support to the Chief Executive, Cabinet and Members.</p> <p>10) To attend meetings of the Executive, Council, Overview and Scrutiny Committees and other corporate committees and working groups, providing necessary briefing as required.</p> <p>11) To represent the council at meetings with partners and other public and private sector agencies, voluntary groups and individuals at a local, regional and national level as required, helping to influence policies and strategies relevant to the Cotswolds and the service.</p> <p>12) Ensure that the work of the Directorate is of a high quality and achieves its objectives by effective planning, performance, risk and financial management.</p> <p>13) Directly responsible for the proportion of the appropriate capital and gross revenue expenditure relating to the activities of the Directorate are managed, monitored and reviewed in accordance with corporate guidance and timetables, working closely with the Finance and Performance teams, as well as Service budget holders.</p> <p>14) To ensure a system of continuous review is embedded within the Directorate and to promote and foster an organisational culture in which challenge, innovation and creative solutions are the norm.</p> <p>15) Act as project sponsor or other programme executive role on appropriate projects as allocated by the Chief Executive. Lead on the Cirencester Town Master Plan.</p> <p>16) Any other duties that are commensurate with the level and grade of this post.</p>
<p>Essential requirements - knowledge & qualifications, skills, abilities and experience</p>	<p>Knowledge & qualifications</p> <ul style="list-style-type: none"> • Knowledge and understanding of relevant service legislation and best practice • Educated to degree level in a relevant field or equivalent through senior management experience in an appropriate discipline <p>Experience</p> <ul style="list-style-type: none"> • Senior leadership experience, leading teams and responsibility for budgets and resources. • Substantial experience of developing strategies and or managing projects and translating them into effective outcome changes for place and communities • In-depth knowledge and experience of all aspects of service requirements, and an ability to shape the service to meet future challenges • Proven ability to identify and drive forward opportunities, defining strategy and developing partnerships • Experience in operating effectively within the democratic process, with the political acumen and skills to develop productive working relationships with Councillors and central government that command respect, trust and confidence

	<p>Skills & abilities</p> <ul style="list-style-type: none"> • Experience must be sufficient in breadth and depth to enable the post holder to operate at the highest level of the organisation, providing strategic vision, direction, financial performance, leadership and management • Can demonstrate horizon scanning and future thinking to take advantage of opportunities, manage potential threats whilst continuously improving standards of service • Highly developed analytical, problem solving and negotiating skills with the ability to produce practical and creative solutions to ensure the achievement of corporate and strategic objectives. • Highly developed networking and influencing skills • Ability to tailor leadership style to respond to a variety of different situations and challenges • Personal integrity and positive role model of the behaviours and culture of the council
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<p>Desirable Requirements, Qualifications, Skills and Abilities:</p>	<ul style="list-style-type: none"> • Membership of relevant professional organisation
<p>General Accountabilities:</p>	<ul style="list-style-type: none"> • The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. • Work in compliance with the Codes of Conduct, Regulations and policies of the council. • To support the response to a major incident, including taking up a designated role within the emergency management framework.
<p>Special Conditions:</p>	<ul style="list-style-type: none"> • You will be expected to work reasonable additional hours in line with the needs of the service. • Full UK Driving Licence. • Ability to travel / access to a vehicle for work purposes. • BPSS Check • Politically restricted postholders are restricted from canvassing on behalf of a political party or for a person who is, or seeks to be, a candidate for election to a local authority, the House of Commons, or the European Parliament.

<p>Date reviewed:</p>	<p>2nd August 2024</p>
<p>Reviewed by:</p>	<p>Robert Weaver</p>

Manager job title:	CEO	
Date of issue:	02/08/2024	
Checked HRBP:	Carmel Togher	02/08/2024

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