

JOB DESCRIPTION

Post Title: EXECUTIVE DIRECTOR OF STRATEGY AND TRANSFORMATION	
Department: Strategy and Transformation	Post No:
Division/Section:	Post Grade:
Location: Town Hall, Bury/3 Knowsley Place	Post Hours: 37 hours in accordance with service requirements (*)
<p>Special Conditions of Service:</p> <p>Approved User Car Allowance. (*) Attendance at evening meetings will be required.</p>	
<p>Purpose and Objectives of Post: (Corporate Leadership)</p> <ul style="list-style-type: none">) As a member of the Strategic Leadership Team to work closely with the Chief Executive/Executive Directors and Elected Members and contribute towards the development of corporate strategy, policy, service co-ordination, resource management, partnership arrangements, performance review, communications, budget investment and resource strategies to ensure the overall effectiveness of Council services.) To lead, review and develop, appraise and monitor service areas within the designated Department to ensure continued improvement and quality of service in accordance with the Council's vision and stated objectives, goals and targets.) To ensure effective leadership, management, organisation, direction and control of all the services provided by the Directorate, in accordance with the Council's policy framework.) To build effective multi agency relationships within the Team Bury Partnership and work across the whole of the Council and with the leaders of Bury public services, including community, voluntary and faith organisations.) To build a positive image and develop effective relationships with local people, local businesses, Schools, the voluntary sector, regional authorities and agencies, central government departments, statutory inspectorates and a wide range of other partners to promote the interests of the Borough and to further the Council's strategic aims.) To continually review the existing and future needs of the Borough with regard to the statutory and discretionary functions and responsibilities delegated to the postholder.) To represent Bury in the governance arrangements of the GM Mayor and GMCA associated with the duties of the post.) To represent Bury in working with central government and other national bodies.) To deputise when necessary for the Chief Executive. 	

Purpose and Objectives of Post: (Service Development, Commissioning and Delivery)

- J To create, lead and manage a corporate core function and effective corporate governance arrangements ensuring that the Council fully complies with its statutory obligations with regard to Employment, Health and Safety, Civil Contingencies, Financial Management, Internal Audit, Legal, Civic, Democratic, Procurement, ICT, Communications, Policy, Performance, Intelligence and Research arrangements.
- J To ensure that the Councils Statutory and Regulatory functions are undertaken by the Monitoring Officer and the s.151 Officer.

Accountable to: Chief Executive and to the Members of the Council as a whole and within the context of the decision making processes in place.

Immediately Responsible to: Chief Executive

Immediately Responsible for:

The Council's Corporate Core Function:
Assistant Director (Finance and Efficiency)
Assistant Director (HR/OD)
Assistant Director (Legal and Democratic Services)
Strategic Digital IT Lead – Fixed Term
Assistant Director of Resources (Finance) – Fixed Term
Corporate Policy Manager
Interim Head of Communication and Engagement

Relationships: (Internal and External)

All employees of the Division
All Executive Directors and Chief Officers of the Council
All Members of the Council
Cabinet Member(s), Deputies and Opposition Spokespersons
Lead Officers within the Team Bury Partnership, AGMA, regional and national bodies and agencies.

Control of Resources:

Financial	- Control of Revenue/Capital Budget
Personnel	- Control, discipline, training and direction of all employees of the Directorate
Equipment	- Ultimate responsibility for all equipment used by the Service
Health/Safety	- Health, Safety and Welfare of all employees of the service

Duties/Responsibilities:

1.0 Corporate Management

- 1.1 To develop corporate and multi-agency strategies to deliver the Council's priorities.
 - 1.2 To develop and lead the implementation of strategies to include those residents and neighbourhoods of Bury most excluded from the Borough's economic growth.
 - 1.3 To drive the Council's leadership reform of Bury public services changing the pace, scale and focus on GM public service reform programmes. Deputise for the Chief Executive at GM public service reform meetings.
 - 1.4 To develop a new approach to the reform of Bury's public services based on strengths based and community asset approaches.
 - 1.5 To support the Chief Executive to create Bury's One Commissioning Organisation and new operating model.
 - 1.6 To develop and implement programmes to transform the effectiveness and efficiency of Council services.
 - 1.7 To provide the necessary analysis of the impact of corporate transformation and public service reform on the key outcome for Bury residents and businesses and the control of the Council and other public service budgets.
 - 1.8 As a member of the Strategic Leadership Team to contribute towards the effective management of the Council and achievement of the Council's vision and stated objectives, goals and targets and support the development and implementation of corporate projects and initiatives.
 - 1.9 To develop, lead and sustain strategic planning arrangements with key partners outside the Council whose services impact directly on communities in Bury.
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- 1.10 As directed, to represent the Council at European, national and regional levels, working in partnership with internal and external stakeholders.
 - 1.11 With regard to the designated Directorate, to advise and support Elected Members in pursuing the Council's agreed objectives.
 - 1.12 To liaise with and develop effective and sustained corporate working with all other Council departments of the Council in connection with developments which will affect the future work programmes within the designated Directorate.
 - 1.13 As appropriate, to represent the Council on external bodies.
 - 1.14 To contribute towards and ensure effective corporate governance.
 - 1.15 To contribute towards and participate in the Council's emergency planning arrangements.
 - 1.16 To deputise when necessary for the Chief Executive.

2.0 Performance Management

- 2.1 To ensure that fit for purpose resource management arrangements are in place within the Directorate to achieve the Council's vision and stated objectives, goals and targets and compliance with performance indicators.
- 2.2 To ensure that systems are in place to manage, develop, monitor, evaluate and review performance within the Directorate which deliver services against agreed targets, service standards, performance indicators and budgets.
- 2.3 To keep under review the existing and future needs of the Borough. To assess the strategic resource implications for the Directorate and Council wide and to initiate programmes which meet the needs of the Borough and its service users.

3.0 Service Delivery

- 3.1 To ensure the effective use of resources within the Directorate and the provision of timely and appropriate professional advice to Members and between designated service areas to secure service provision in accordance with the Council's vision and stated objectives, goals and targets.
- 3.2 Within agreed budgets to develop policies, plans and priorities for service provision; to monitor progress against these and to institute remedial action as necessary to ensure that they can be achieved.
- 3.3 To report to Cabinet and Scrutiny Committees of the Council on all aspects of the Directorate's services.
- 3.4 To undertake, on behalf of the Council, all matters delegated to the postholder in accordance with the Officer Delegation Scheme of the Council's constitution.
- 3.5 To lead the development and delivery of effective programmes of organisational development focussed on strengths based values and behaviours to transform the internal management of the Council.
- 3.6 To create, lead and manage an effective corporate core by combining HR/OD, finance, procurement, communications, policy, performance intelligence and research and ICT functions from across Council directorates and Bury CCG.
- 3.7 To support the Chief Executive and S151 Officer with the development and delivery of a new medium term financial strategy.
- 3.8 Develop a Bury Local Industrial Strategy.

4.0 Resource Management/Co-ordination

- 4.1 To participate in the appointment, training, development and appraisal of the Department's senior management team; reviewing individual and service objectives.

- 4.2 To ensure that effective mechanisms are in place to lead, motivate and develop the performance of employees within designated service areas.
- 4.3 To lead and direct the work of the Department and ensure that strategic and operational priorities are achieved.
- 4.4 To facilitate effective employee relations and engagement by regular consultation with the workforce and appropriate trade unions.
- 4.5 To ensure the health, safety and welfare of all employees within the Department.
- 4.6 To proactively respond to media enquiries in liaison with the Council's press office.
- 4.7 To provide equality of opportunity in the delivery of services and employment practices.
- 4.8 To lead, direct and facilitate organisational and cultural change across the Department and ensure effective service integration and joint working, within and across traditional departmental boundaries.

- J As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- J Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- J The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.
- J As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

Job Description prepared by:	Sign:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date: