

CYNGOR SIR POWYS COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Director of Corporate Services

Service: Chief Executive

Location/Work Base: County Hall, Llandrindod Wells

This is a flexible worker position and therefore the Council offers opportunity to work in an agile way to include home working

Grade: Director 1 (£106,682 - £114,286)

Contracted hours: Full Time

Reporting to: Chief Executive

Responsible for:
Head of Finance
Head of People
Head of Business Intelligence and Governance
Head of Digital
Head of Legal (for day to day management issues only)

Where applicable:

Dependant on success candidate this post holder could act as the section 151 Officer and Chief Financial Officer so that Section 151 of the Local Government Act 1972 is discharged to meet the statutory requirement that the Council makes arrangements for the proper administration of its financial affairs.

Where successful candidate cannot hold these duties, this will remain with the Head of Finance.

» Your responsibilities:

Strategically lead the following corporate portfolio:

- Information Governance and Customer Services
- Health and Safety
- Workforce, to include the People Strategy
- Finance and Asset Management
- Pensions
- Procurement
- Digital service to include Artificial Intelligence and associated transformation

- Legal Services (excluding Monitoring officer responsibilities)
- Democratic service and scrutiny
- Communications
- Business Intelligence
- Welsh language
- Equalities

Leading and managing the Council's corporate portfolio, working with the Chief Executive and the Corporate Leadership Team to provide strategic leadership across Powys Council to ensure high performance, sustainability and to protect the people and place of Powys.

Support Cabinet Members to provide a strong, visible, inspirational leadership across the Portfolios.

Work with Members of the Cabinet, Committees and Full Council to provide impartial and professional advice as necessary.

To identify strategic opportunity and provide vision, leadership, drive and oversight of major strategic priorities through effective leadership and management of Heads of Service.

To work collectively and collaboratively with the Corporate Leadership Team to ensure a whole organisational approach to the delivery of corporate plans and priorities.

Working with system partners on leading the delivery of major programmes and projects, tackling and resolving cross-cutting problems.

To anticipate issues that will affect Powys Council and its communities and identify strategic opportunity and develop appropriate strategy to deliver the best outcomes for Powys.

To identify, build, maintain and develop effective stakeholder partnership relationships ensuring they support and enhance the delivery of both Powys and shared priorities and plans.

Provide inspiring professional leadership to achieve the following:-

- Encourage commitment from services and teams.
- To enable a positive, motivated, organisational and high performing culture
- Ensure high customer focus.
- Ensures services focus on continuous improvement.

Ensure financial management and oversight of services to ensure best value for money.

Leading effective performance management and scrutiny systems to support the commissioning, delivery and improvement of services for which the post holder is accountable.

Establish robust governance mechanisms that ensure clear oversight of standards that meet regulatory requirements.

Work positively with all Inspectorates / Regulators – seeking opportunities to learn from concerns / complaints and best practice. To include proactively ensuring quality assurances mechanisms are in place.

»» DBS:

This position has a requirement for a Standard DBS Check.

»» Health and Safety Statement:

To be responsible for the development and implementation of health and safety principles and practice as laid down in Council's Health & Safety policies and arrangements.

»» Equalities Statement:

To be responsible for implementation of equal opportunities principles and practice as laid down in the Council's Equalities Policy.

»» Welsh Language Requirement:

Welsh language skills need to be learnt when appointed to the post.

»» Political Restrictions

Under the provisions of the Local Government & Housing Act 1989, the holder of this post will be subject to political restrictions. These prevent the postholder from being or attempting to become a Member of the House of Commons, member of the Welsh Assembly or the European Parliament, or a Councillor (with the exception of a Community Councillor), or an officer of, and/or canvasser on behalf of a political party.

NOTE;

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

PERSON SPECIFICATION

Director of Corporate Services

Attribute	
Educated to degree level or equivalent significant experience in a relevant field.	Essential
Registration (live) with a relevant professional body, where applicable.	Essential
Post-graduate Management Qualification	Desirable
Leadership and Management Qualification	Essential
Relevant experience at a senior level in subject area.	Essential
An excellent track record of achievement at a senior level within a large, complex, and political environment. To include, a comprehensive understanding of local government, the national political context within which it operates and the current challenges and opportunities.	Essential
Experience of providing leadership, guidance and support to Elected Members, colleagues and partners to enable effective decision making and the highest standards of corporate governance.	Essential
Ability and demonstrable experience of anticipating issues, identifying strategic opportunity, and developing appropriate strategy to deliver the best outcomes for the Council.	Essential
Ability and demonstrable experience of innovative and creative thinking, resulting in proven benefit for the organisation.	Essential
Ability to manage competing priorities, resources and in the context of a range of approaches and during periods of ambiguity.	Essential
Ability and demonstrable experience to identify, build, maintain and develop stakeholder partnership relationships, ensuring they support and enhance the delivery of both Powys and shared priorities and plans. To include the ability to anticipate and balance the needs of multiple stakeholders.	Essential
An excellent track record of building internal relationships and working collaboratively to achieve and deliver against shared objectives and plans.	Essential
Experience and ability to challenge and address difficult situations constructively and with courage to achieve positive outcomes.	Essential

Excellent leadership skills that encourage commitment from others and promotes a positive, motivated organisational and high performing culture, which is customer focused and strives for continuous improvement.	Essential
Experience and ability to take on new opportunity and challenge with a sense of urgency, high energy and enthusiasm.	Essential
Ability to self-reflect, be accountable and lead and manage others to be accountable for performance against corporate plans and objectives.	Essential