

JOB DESCRIPTION

STRATEGIC DIRECTOR

Responsible to : Chief Executive

Responsible for : Staff and Resources allocated to the Post

Overall Purpose of the Job

To take responsibility, in conjunction with the other members of Strategic Management Board (comprising Chief Executive and 3 Strategic Directors supported by the Assistant Chief Executive (Finance) for the overall direction and management of the authority, with the aim of achieving the Council's ambitions and ensuring the organisation operates efficiently as "one Council".

Strategic Directors will be expected to assume overall responsibility for the performance of the Council's "business". The Chief Executive will allocate leadership responsibility for particular Service Delivery Units to specific Strategic Directors as appropriate to meet this demand and to enable the responsibilities set out below to be best achieved. This is likely to change from time to time to best meet changing pressures, demands, and circumstances.

Principal Responsibilities

1. Support the Council's Executive in its strategic leadership role, providing clear, timely and effective advice and support as appropriate on strategic issues and policy initiatives. Ensure the Executive is advised on Government initiatives, requirements and changes and on major local issues etc. Assist Council members in defining and realising the Council's vision and ambitions for Stevenage. Advise and assist the Executive in fixing and pursuing priorities within the Council's business plan.
2. Lead, direct and manage the organisation overall to achieve the Council's ambitions and key objectives. Take responsibility jointly for developing and monitoring a "One Council" culture in the organisation. Through personal example, commitment and actions, provide leadership direction and guidance to enable staff to contribute to the organisation to their best ability and potential.
3. Ensure the coordination and integrated delivery of a portfolio of Council services as allocated by the Chief Executive (this may vary from time to time).
4. Promote and ensure the delivery of effective performance arrangements (including project management) throughout the organisation, in conjunction with the other Strategic Directors; taking timely and direct intervention as and where necessary to sustain high standards of corporate and service performance, financial control and continuous improvement and the overall development of staff resources. Ensure key audit and inspection processes are managed to deliver successful outcomes for the Council.
5. Take specific performance management responsibility for one or more key "cross cutting themes" or "hot-spots" or major operational problems, as allocated from time to time by the Chief Executive.

6. Take a lead role in ensuring delivery of key ambitions, major change initiatives and new developments.
7. Oversee the development and delivery of the Council's corporate business plan within *agreed* budget parameters. Ensure effective project and performance management arrangements are in place and operating across the organisation. Maintain oversight of the Council's finances and budget arrangements.
8. Promote effective communications within the organisation and externally, including arrangements for consultation and responsive feedback.
9. Foster and develop joint working relationships partnerships and collaboration with other local authorities, public sector organisations, and voluntary and private sector organisations with a view to providing good services for the people of Stevenage.

Main Levels of Contact

Internal : Leader of the Council, Executive Members and other Members of the Council, Chief Executive; Strategic Directors, Assistant Chief Executive (Finance), Heads of Service and Service Managers across the authority.

External : Representatives of partners bodies and agencies, European, central, regional and local government bodies, government and other agencies, health authorities and trusts, private sector; voluntary bodies and agencies, community groups etc.

NB The job description is not a definitive list of tasks, rather it is designed to give an overall view of the job. It is expected that Strategic Directors will use initiative to meet the overall purpose of the job and help ensure the Council aims and ambitions are effectively delivered.