



## **JOB DESCRIPTION**

JOB TITLE:	Director of Corporate Services
SALARY:	
ALLOWANCES:	Essential user car allowance
DEPARTMENT:	Corporate Services
RESPONSIBLE TO:	Chief Executive
RESPONSIBLE FOR:	Corporate Services Department employees
LOCATION OF POST:	Antrim Civic Centre
NORMAL WORKING WEEK:	37 hours Monday - Friday 9am-5 pm. The nature of this post is such that unsocial hours working will be required at times. This will, in most cases, be in addition to the normal working week.
OTHER CONDITIONS:	Must have access to a form of transport, which will permit the candidate to meet the requirements of the post in full.

## **MAIN PURPOSE OF JOB**

In the context of Council's Corporate Plan, provide dynamic, effective and innovative leadership by:

- (a) Advising and guiding the Chief Executive and Council on the formation, development and application of policy and strategic decisions relating to the corporate body and in particular the Corporate Services Department's services and facilities.
- (b) Develop and embed a culture of customer focus and performance management to ensure high quality and continuous improvement in service delivery.
- (c) Managing, motivating, developing and empowering all departmental employees, leading them to achieving strategic and operational objectives.
- (d) Provide leadership, direction and innovation in corporate issues, particularly in relation to Corporate and Community Planning within the Directorate and as member of CXMT.
- (e) Identify, monitor and analyse trends in social policy and the wider environment, anticipating opportunities and implications for Council in the delivery of its vision to the community.
- (f) In recognition of Council's civic and community leadership role, influence and scrutinise social and wider public policies which impact on the quality of life in the community.
- (g) Embed the Good Governance Standard into the culture of Council meeting the required standards on community focus; service delivery; structures and processes; risk management and internal control; leadership and standards of conduct.



## **SERVICE RESPONSIBILITIES**

The services falling within the remit of this post will vary from time to time with the following reflecting the situation as at March 2006:

Finance and Accountancy	Human Resources
Treasury Management	Health, Safety and Well-Being
Internal Audit	Corporate Policy
Payroll	Public Relations
Information and Communications Technology	Customer Service
Administration	Registration of Births, Deaths, Marriages
Procurement	

## **PRINCIPAL RESPONSIBILITIES:**

1. As a member of the CXMT provide leadership in corporate management and the development, implementation, monitoring and evaluation of the Council's corporate and community planning process.
2. Develop, manage, monitor and review departmental strategies and business plans within the context of the Corporate and Community Plan.
3. Lead, plan and manage the Corporate Services functions to ensure delivery of key corporate outcomes.
4. Manage the Directorate's human, physical and financial resources to ensure maximum utilisation, efficiency, effectiveness and quality of service.
5. Manage the current agenda of change and complexity including management of relationships and delivery of services within the context of the political environment, enhanced customer expectation, the Government's modernising agenda, Review of Public Administration, technological advances.
6. Lead and direct services, establishing appropriate priorities and synergies within the competing demands of a highly diverse and multi-functional organisation.
7. Develop and maintain a performance management culture including the establishment, monitoring and achievement of cascading objectives linked to the Corporate and Community Plan.
8. Provide professional support for Committees and Sub Committees, advising on policy, strategic and service issues and the public service agenda including Public Policy Consultations.
9. Establish effective partnerships and networks with appropriate public, private and voluntary sector bodies at a senior level, enhancing Council's role as enabler, facilitator and co-ordinator of Community Planning and development within the Borough.
10. Ensure the identification and pursuit of potential funding sources to assist with the various initiatives, projects and plans in line with the Corporate and Community Plan.



11. Represent Council at external events and functions and on relevant bodies.
12. Ensure compliance with Health and Safety and equality requirements and Council policies and procedures.
13. Lead or serve on public sector/local government work groups as appropriate.
14. Any other duties as allocated by the Chief Executive, including functional responsibilities and special projects.



## EMPLOYEE SPECIFICATION

CATEGORY	ESSENTIAL	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>	<p>A relevant degree or post graduate university degree e.g. Finance and Accountancy, Human Resources, or a business related subject.</p> <p><b>or</b></p> <p>Full Membership of a relevant professional Institute (i.e. one of the professional accountancy bodies or the Chartered Institute of Personnel Development).</p>	Application Form
<b>EXPERIENCE</b>	<p>At least 4 years recent experience (i.e. within the last 10 years) at a senior management level in</p> <ol style="list-style-type: none"> <li>1. Strategic and community planning</li> <li>2. Policy development</li> <li>3. People management</li> <li>4. Financial management and budgetary control</li> </ol> <p>Note: in all cases experience must be within an organisation employing not less than 50 employees and with an annual budget of at least £1m</p>	Application Form
<b>KEY COMPETENCIES</b>	<p>Ability to work strategically</p> <p>Effective leadership skills</p> <p>Ability to develop and maintain effective partnerships / networks.</p> <p>Managerial skills. Staff motivation skills.</p> <p>Financial management.</p> <p>Effective problem-solving skills</p> <p>Excellent communication skills</p> <p>Ability to work effectively within a political environment</p> <p>Project Management Skills</p> <p>Ability to exploit new technology efficiently and effectively.</p>	<p>Application Form/Assessment Centre/Interview</p> <p>Assessment Centre/Interview</p>
<b>ATTRIBUTES</b>	<p>Commitment to provision of high quality services.</p> <p>Innovative, creative and forward thinking</p> <p>Strong corporate and team ethos</p> <p>Commitment to developing the Borough</p> <p>Customer focused</p> <p>Results - oriented</p>	Assessment Centre/Interview
<b>KNOWLEDGE</b>	<p>Good understanding of the main issues and developments within Corporate Services.</p> <p>Good understanding of the roles and responsibilities of the Council and the challenges facing the public sector.</p> <p>Working knowledge of performance management systems.</p> <p>Working knowledge of risk management and internal control.</p>	<p>Application Form/Assessment Centre/Interview</p> <p>Assessment Centre/Interview</p>