

SEFTON METROPOLITAN BOROUGH COUNCIL
JOB PROFILE

POST - EXECUTIVE DIRECTOR ADULT SOCIAL CARE AND HEALTH

Salary £116,742

JOB PURPOSE

To have key accountability and responsibility for the delivery and strategic development within the area of Adult Social Care with ability to lead other areas within the organisation as required.

Support the Council, Cabinet and the Chief Executive in the development and achievement of the Councils vision and priority outcomes.

The role will support the Chief Executive creating and sustaining consistent culture and behaviours conducive with a high performing Council, lead collectively and collaboratively within and outside the Council as key drivers of change supporting the Council to innovatively, proactively and confidently adapt to the dynamic resource and policy agenda.

The role will have very high level accountability spanning organisational and system leadership, developing and sustaining effective partnerships, together with performance and stakeholder management and freedom to act in support of the Chief Executive.

The role will drive a high performance culture within the Council.

The role will lead of key thematic matters and be responsible for the delivery of key corporate and Borough projects

PRINCIPAL RESPONSIBILITIES

1. Provide Strategic Leadership across the Council with specific responsibility for ensuring that priority initiatives are delivered in accordance with the Sefton Vision Outcomes Framework and the Council's Core Purpose.
2. Lead a transformational approach to the delivery of Sefton services including creating new revenue streams, new models of service delivery, new demand management methods and new operating models to achieve the Sefton 2030 vision.

3. Work with the Chief Executive, Cabinet, Council, Elected Members and colleagues to deliver our vision for Sefton.
4. Personal accountability for the delivery of a prioritised work programme with agreed thematic outcomes relating to the Sefton's Core Purpose.
5. Responsibility for Strategic resource decisions and leadership of transformational projects.
6. Develop and sustain strategic partnerships at the local regional and national level.
7. Role model the agreed leadership behaviours and support the development of a high performance, innovative and collaborative culture.

RESPONSIBILITIES

1. Provide strategic leadership to the whole Council and work in close partnership with the Chief Executive to deliver the Council's plans and develop its ambitions.
2. Ensure the Council's longer term vision, strategy and priorities are delivered.
3. Develop and embed a performance culture that delivers better outcomes for local people.
4. Work closely with all Elected Members, specifically with the Leader and Cabinet Members, and support them in undertaking their Strategic Leadership and Community Leadership roles by providing expert strategic advice, support and challenge.
5. Advocate for the needs of local people and develop strategies that enable local communities to become more resilient and self sufficient.
6. The postholder will:
 - Lead Council-wide partner Boards and working groups as required;
 - Act as the Emergency Duty Co-ordinator, on a rota basis, for the Council's Emergency Planning processes and to attend ongoing training as required;
 - Represent the Council at key Civic events as required including Remembrance Services;
 - Represent the Council at partner events as appropriate.

ROLE SPECIFIC RESPONSIBILITIES

Accountability to discharge the key duties of the statutory role of Director of Adult Services which includes strategic leadership to ensure vulnerable adults within the Borough are effectively protected from abuse and harm and to ensure the co-

ordination of inter-agency and partnership working and the protection of the interests of people whose rights are restricted under the Mental Health Act 1983.

Act in the capacity of the Authority's lead officer for Adult Social Care to ensure the strategic planning, design and delivery of these service areas and provision of the best possible services for the people of Sefton.

To be part of the Council's Executive Leadership Team and Senior Leadership Board recognising that the role incorporates ownership, commitment and leadership responsibilities for delivery of both Council and Community strategies, working in partnership with other agencies to achieve goals and embracing the concept of One Council.

To engage colleagues responsible for the provision of adult social care and key service areas to ensure that agreed outcomes are met consistently and in accordance with agreed policies and standards.

Responsible for providing strategic leadership to ensure vulnerable adults within the Borough are effectively protected from abuse and harm and to ensure the co-ordination of inter-agency working and ensuring the protection of the interests of people whose rights are restricted under the Mental Health Act.

Responsible for assessment and commissioning of Adult Social Care provision and ensuring all adults are safeguarded, working with the Director of Social Care and Health to contribute to the strategic planning and direction of the Service.

Lead and manage a range of complex operational and specialist service teams covering the functional areas encompassing; assessment of need, direct payment services, quality assurance and safeguarding together with the commissioning of appropriate Adult Care incorporating Day Care, Home Care, Residential, Respite and Carers Services activities.

Direct the effective delivery of performance, policy and planning for multi-agency Safeguarding services to respond to the needs of vulnerable adults ensuring the Council fulfils its statutory safeguarding responsibilities and ensuring decisions and actions are appropriate.

Achieve synergy by ensuring there is effective integration of related services within the Directorate and across the Council ensuring the contribution of private providers, and the voluntary and community sectors are effectively and appropriately harnessed. To ensure that services provided or procured are capable of meeting the Council's needs.

GENERAL:

The post may require specific safeguarding checks. Where these are required the person appointed will be subject to those checks.

The post may require access to the Public Service Network (PSN) requiring compliance with the HMG Baseline Personnel Security Standard.

New appointments will be required to satisfactorily complete a six month probationary period.

The postholder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change. Out of hours working will be required as appropriate.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Note: Where the post-holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

**EXECUTIVE DIRECTOR ADULT SOCIAL CARE AND HEALTH –
PERSON SPECIFICATION**

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
<p><u>Qualifications / knowledge</u></p> <p>Educated to Post Graduate level</p> <p>Recognised Leadership Qualification or Relevant Experience</p> <p>Knowledge and understanding of the strategic, regulatory and political context within which local government operates with the ability to lead the service areas within the post.</p> <p>In depth Knowledge of formulating and implementing corporate policies and strategies.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>C/AF</p> <p>C/AF</p> <p>AF/I</p> <p>AF/I</p>
<p><u>Experience Relative to Role</u></p> <p>Experience of operating at a high level within a complex organisation involving diverse stakeholders.</p> <p>Ability to successfully co-ordinate and deliver large multi partner projects.</p> <p>Substantial and proven ability to work successfully with Elected Members.</p> <p>Proven track record on delivering successful leadership and management outcomes within a large organisation setting.</p> <p>Significant understanding of strategic policy development and implementation within a large organisation setting applicable to Local Government and Sefton Council’s vision.</p> <p>Excellent knowledge of the working of Local Government and other public, private and voluntary sector organisations.</p> <p>An ability to provide and empower innovative thinking which leads to tangible delivery of outcomes.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>

Assessment Methods Key:

AF – Application Form

C – Certificates

P - Presentation

I – Interview

Skill and Attitude and Value Based Criteria

- Sefton’s vision and promise sets out how we as a Council want to work with each other, and with our communities and our partners, to make Sefton a great place to be.
- Personal responsibility to support the delivery of the vision and consistently demonstrate the behaviours and values expressed in the Promise and Leadership requirements.
- Have the necessary political knowledge, skills and abilities needed to operate effectively in a political environment.
- Develop, lead, participate and collaborate in effective partnership across organisations and sectors.
- Focus on outcomes, break down barriers and facilitate One Council delivery.
- Thrive on ambiguity and demonstrate exceptional personal resilience.
- Create and sustain enabling and open relationships.
- Create the most effective environment for innovation, learning and performance.
- Lead change and empower the Council to effectively manage complexity, ambiguity and risk.

Prepared by:

<u>Name</u>	D. Johnson
<u>Designation</u>	Chief Executive
<u>Date</u>	September 2019

SEFTON METROPOLITAN BOROUGH COUNCIL
JOB PROFILE

POST - EXECUTIVE DIRECTOR CHILDREN'S SOCIAL CARE AND EDUCATION

Salary £116,742

JOB PURPOSE

To have key accountability and responsibility for the delivery and strategic development within the area of Children's Social Care with ability to lead other areas within the organisation as required.

Support the Council, Cabinet and the Chief Executive in the development and achievement of the Councils vision and priority outcomes.

The role will support the Chief Executive creating and sustaining consistent culture and behaviours conducive with a high performing Council, lead collectively and collaboratively within and outside the Council as key drivers of change supporting the Council to innovatively, proactively and confidently adapt to the dynamic resource and policy agenda.

The role will have very high level accountability spanning organisational and system leadership, developing and sustaining effective partnerships, together with performance and stakeholder management and freedom to act in support of the Chief Executive.

The role will drive a high performance culture within the Council.

The role will lead of key thematic matters and be responsible for the delivery of key corporate and Borough projects

PRINCIPAL RESPONSIBILITIES

1. Provide Strategic Leadership across the Council with specific responsibility for ensuring that priority initiatives are delivered in accordance with the Sefton Vision Outcomes Framework and the Council's Core Purpose.
2. Lead a transformational approach to the delivery of Sefton services including creating new revenue streams, new models of service delivery, new demand management methods and new operating models to achieve the Sefton 2030 vision.

3. Work with the Chief Executive, Cabinet, Council, Elected Members and colleagues to deliver our vision for Sefton.
4. Personal accountability for the delivery of a prioritised work programme with agreed thematic outcomes relating to the Sefton's Core Purpose.
5. Responsibility for Strategic resource decisions and leadership of transformational projects.
6. Develop and sustain strategic partnerships at the local regional and national level.
7. Role model the agreed leadership behaviours and support the development of a high performance, innovative and collaborative culture.

RESPONSIBILITIES

1. Provide strategic leadership to the whole Council and work in close partnership with the Chief Executive to deliver the Council's plans and develop its ambitions.
2. Ensure the Council's longer term vision, strategy and priorities are delivered.
3. Develop and embed a performance culture that delivers better outcomes for local people.
4. Work closely with all Elected Members, specifically with the Leader and Cabinet Members, and support them in undertaking their Strategic Leadership and Community Leadership roles by providing expert strategic advice, support and challenge.
5. Advocate for the needs of local people and develop strategies that enable local communities to become more resilient and self sufficient.
6. The postholder will:
 - Lead Council-wide partner Boards and working groups as required;
 - Act as the Emergency Duty Co-ordinator, on a rota basis, for the Council's Emergency Planning processes and to attend ongoing training as required;
 - Represent the Council at key Civic events as required including Remembrance Services;
 - Represent the Council at partner events as appropriate.

ROLE SPECIFIC RESPONSIBILITIES

Accountability to discharge the key duties of the statutory role of Director of Children's Services (including Education) providing expert strategic advice on

statutory functions and professional practice in relation to vulnerable children requiring collaborative working across the Council and beyond.

Act in the capacity of the Authority's lead officer for Children's Social Care (including Education) to ensure the strategic planning, design and delivery of these service areas and provision of the best possible services for the people of Sefton.

To be part of the Council's Executive Leadership Team and Senior Leadership Board recognising that the role incorporates ownership, commitment and leadership responsibilities for delivery of both Council and Community strategies, working in partnership with other agencies to achieve goals and embracing the concept of One Council.

To engage colleagues responsible for the provision of children's social care and key service areas to ensure that agreed outcomes are met consistently and in accordance with agreed policies and standards.

Overall responsibility for the leadership and management of Children's Social Care providing universal and targeted services for children, young people and their families ensuring children are safeguarded and welfare is promoted. Act as required for any registration in connection with the post.

Responsibility for ensuring that the general principles stemming from the United Nations Convention on the Rights of the Child (UNCRC) are effectively implemented providing children and young people with involvement in the development and delivery of local services.

Manage, and develop the local Joint Strategic Needs Assessment (JSNA) and joint health and wellbeing strategy to promote the interests of children, young people and their families.

Oversee the provision of the Schools Functions ensuring Education Excellence for the Borough

Achieve synergy by ensuring there is effective integration of related services within the Directorate and across the Council ensuring the contribution of private providers, and the voluntary and community sectors are effectively and appropriately harnessed. To ensure that services provided or procured are capable of meeting the Council's needs.

GENERAL:

The post may require specific safeguarding checks. Where these are required the person appointed will be subject to those checks.

The post may require access to the Public Service Network (PSN) requiring compliance with the HMG Baseline Personnel Security Standard.

New appointments will be required to satisfactorily complete a six month probationary period.

The postholder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change. Out of hours working will be required as appropriate.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Note: Where the post-holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

**EXECUTIVE DIRECTOR CHILDREN'S SOCIAL CARE AND
EDUCATION – PERSON SPECIFICATION**

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
<u>Qualifications / knowledge</u>		
Educated to Post Graduate level	E	C/AF
Recognised Leadership Qualification or Relevant Experience	E	C/AF
Knowledge and understanding of the strategic, regulatory and political context within which local government operates with the ability to lead the service areas within the post.	E	AF/I
In depth Knowledge of formulating and implementing corporate policies and strategies.	E	AF/I
<u>Experience Relative to Role</u>		
Experience of operating at a high level within a complex organisation involving diverse stakeholders.	E	AF/I
Ability to successfully co-ordinate and deliver large multi partner projects.	E	AF/I
Substantial and proven ability to work successfully with Elected Members.	E	AF/I
Proven track record on delivering successful leadership and management outcomes within a large organisation setting.	E	AF/I
Significant understanding of strategic policy development and implementation within a large organisation setting applicable to Local Government and Sefton Council's vision.	E	AF/I
Excellent knowledge of the working of Local Government and other public, private and voluntary sector organisations.	E	AF/I
An ability to provide and empower innovative thinking which leads to tangible delivery of outcomes.	E	AF/I

Assessment Methods Key:

AF – Application Form

C – Certificates

P - Presentation

I – Interview

Skill and Attitude and Value Based Criteria

- Sefton’s vision and promise sets out how we as a Council want to work with each other, and with our communities and our partners, to make Sefton a great place to be.
- Personal responsibility to support the delivery of the vision and consistently demonstrate the behaviours and values expressed in the Promise and Leadership requirements.
- Have the necessary political knowledge, skills and abilities needed to operate effectively in a political environment.
- Develop, lead, participate and collaborate in effective partnership across organisations and sectors.
- Focus on outcomes, break down barriers and facilitate One Council delivery.
- Thrive on ambiguity and demonstrate exceptional personal resilience.
- Create and sustain enabling and open relationships.
- Create the most effective environment for innovation, learning and performance.
- Lead change and empower the Council to effectively manage complexity, ambiguity and risk.

Prepared by:

<u>Name</u>	D. Johnson
<u>Designation</u>	Chief Executive
<u>Date</u>	September 2019

SEFTON METROPOLITAN BOROUGH COUNCIL
JOB PROFILE

POST - EXECUTIVE DIRECTOR CORPORATE RESOURCES AND CUSTOMER SERVICES

Salary £116,742

JOB PURPOSE

To have key accountability and responsibility for the delivery and strategic development within the area of Finance & Customer Services (meaning Legal & Democratic Services, Strategic Support, ICT & Digital, Human Resources, Finance, and Facilities Management) with ability to lead other areas within the organisation as required.

Support the Council, Cabinet and the Chief Executive in the development and achievement of the Councils vision and priority outcomes.

The role will support the Chief Executive creating and sustaining consistent culture and behaviours conducive with a high performing Council, lead collectively and collaboratively within and outside the Council as key drivers of change supporting the Council to innovatively, proactively and confidently adapt to the dynamic resource and policy agenda.

The role will have very high level accountability spanning organisational and system leadership, developing and sustaining effective partnerships, together with performance and stakeholder management and freedom to act in support of the Chief Executive.

The role will drive a high performance culture within the Council.

The role will lead of key thematic matters and be responsible for the delivery of key corporate and Borough projects

PRINCIPAL RESPONSIBILITIES

1. Provide Strategic Leadership across the Council with specific responsibility for ensuring that priority initiatives are delivered in accordance with the Sefton Vision Outcomes Framework and the Council's Core Purpose.
2. Lead a transformational approach to the delivery of Sefton services including creating new revenue streams, new models of service delivery, new demand management methods and new operating models to achieve the Sefton 2030 vision.

3. Work with the Chief Executive, Cabinet, Council, Elected Members and colleagues to deliver our vision for Sefton.
4. Personal accountability for the delivery of a prioritised work programme with agreed thematic outcomes relating to the Sefton's Core Purpose.
5. Responsibility for Strategic resource decisions and leadership of transformational projects.
6. Develop and sustain strategic partnerships at the local regional and national level.
7. Role model the agreed leadership behaviours and support the development of a high performance, innovative and collaborative culture.

RESPONSIBILITIES

1. Provide strategic leadership to the whole Council and work in close partnership with the Chief Executive to deliver the Council's plans and develop its ambitions.
2. Ensure the Council's longer term vision, strategy and priorities are delivered.
3. Develop and embed a performance culture that delivers better outcomes for local people.
4. Work closely with all Elected Members, specifically with the Leader and Cabinet Members, and support them in undertaking their Strategic Leadership and Community Leadership roles by providing expert strategic advice, support and challenge.
5. Advocate for the needs of local people and develop strategies that enable local communities to become more resilient and self sufficient.
6. The postholder will:
 - Lead Council-wide partner Boards and groups as required;
 - Act as the Emergency Duty Co-ordinator, on a rota basis, for the Council's Emergency Planning processes and to attend ongoing training as required;
 - Represent the Council at key Civic events as required including Remembrance Services;
 - Represent the Council at partner events as appropriate.

ROLE SPECIFIC RESPONSIBILITIES

Act in the capacity of the Authority's lead officer for Statutory 151 Officer, Legal and Democratic Services, Strategic support, ICT, Personnel, Finance and Facilities management to ensure the strategic planning, design and delivery of these service areas and provision of the best possible services for the people of Sefton.

To be part of the Council's Executive Leadership Team and Senior Leadership Board recognising that the role incorporates ownership, commitment and leadership responsibilities for delivery of both Council and Community strategies, working in partnership with other agencies to achieve goals and embracing the concept of One Council.

To engage colleagues responsible for the following key service areas to ensure that agreed outcomes are met consistently and in accordance with agreed policies and standards:

- Legal and Democratic Services- to ensure the Council complies with legislation and manages regulatory risk associated with its internal activities and services.
- Strategic support- oversee the Council's Policy, Performance and Communication Systems through the development and delivery of corporate transformation projects.
- ICT and Digital, Human Resources, Finance, Facilities management – strategic management of the co-ordination and delivery of high quality wide ranging and comprehensive Corporate Support Services.

Achieve synergy by ensuring there is effective integration of related services within the Directorate and across the Council ensuring the contribution of private providers, and the voluntary and community sectors are effectively and appropriately harnessed. To ensure that services provided or procured are capable of meeting the Council's needs.

GENERAL:

The post may require specific safeguarding checks. Where these are required the person appointed will be subject to those checks.

The post may require access to the Public Service Network (PSN) requiring compliance with the HMG Baseline Personnel Security Standard.

New appointments will be required to satisfactorily complete a six month probationary period.

The postholder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change. Out of hours working will be required as appropriate.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Note: Where the post-holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

EXECUTIVE DIRECTOR CORPORATE RESOURCES AND CUSTOMER SERVICES – PERSON SPECIFICATION

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
<u>Qualifications / knowledge</u>		
Educated to Post Graduate level	E	C/AF
Recognised Leadership Qualification or Relevant Experience	E	C/AF
Knowledge and understanding of the strategic, regulatory and political context within which local government operates with the ability to lead the service areas within the post.	E	AF/I
In depth Knowledge of formulating and implementing corporate policies and strategies.	E	AF/I
<u>Experience Relative to Role</u>		
Experience of operating at a high level within a complex organisation involving diverse stakeholders.	E	AF/I
Ability to successfully co-ordinate and deliver large multi partner projects.	E	AF/I
Substantial and proven ability to work successfully with Elected Members.	E	AF/I
Proven track record on delivering successful leadership and management outcomes within a large organisation setting.	E	AF/I
Significant understanding of strategic policy development and implementation within a large organisation setting applicable to Local Government and Sefton Council’s vision.	E	AF/I
Excellent knowledge of the working of Local Government and other public, private and voluntary sector organisations.	E	AF/I
An ability to provide and empower innovative thinking which leads to tangible delivery of outcomes.	E	AF/I

--	--	--

Assessment Methods Key:

- AF – Application Form
- C – Certificates
- P - Presentation
- I – Interview

Skill and Attitude and Value Based Criteria

- Sefton’s vision and promise sets out how we as a Council want to work with each other, and with our communities and our partners, to make Sefton a great place to be.
- Personal responsibility to support the delivery of the vision and consistently demonstrate the behaviours and values expressed in the Promise and Leadership requirements.
- Have the necessary political knowledge, skills and abilities needed to operate effectively in a political environment.
- Develop, lead, participate and collaborate in effective partnership across organisations and sectors.
- Focus on outcomes, break down barriers and facilitate One Council delivery.
- Thrive on ambiguity and demonstrate exceptional personal resilience.
- Create and sustain enabling and open relationships.
- Create the most effective environment for innovation, learning and performance.
- Lead change and empower the Council to effectively manage complexity, ambiguity and risk.

Prepared by: **Name** D. Johnson
 Designation Chief Executive
 Date September 2019

SEFTON METROPOLITAN BOROUGH COUNCIL
JOB PROFILE

POST - EXECUTIVE DIRECTOR PEOPLE

Salary £116,742

JOB PURPOSE

To have key accountability and responsibility for the delivery and strategic development within the area of People (meaning Communities, Locality Services and Public Health) with ability to lead other areas within the organisation as required.

Support the Council, Cabinet and the Chief Executive in the development and achievement of the Councils vision and priority outcomes.

The role will support the Chief Executive creating and sustaining consistent culture and behaviours conducive with a high performing Council, lead collectively and collaboratively within and outside the Council as key drivers of change supporting the Council to innovatively, proactively and confidently adapt to the dynamic resource and policy agenda.

The role will have very high level accountability spanning organisational and system leadership, developing and sustaining effective partnerships, together with performance and stakeholder management and freedom to act in support of the Chief Executive.

The role will drive a high performance culture within the Council.

The role will lead of key thematic matters and be responsible for the delivery of key corporate and Borough projects

PRINCIPAL RESPONSIBILITIES

1. Provide Strategic Leadership across the Council with specific responsibility for ensuring that priority initiatives are delivered in accordance with the Sefton Vision Outcomes Framework and the Council's Core Purpose.
2. Lead a transformational approach to the delivery of Sefton services including creating new revenue streams, new models of service delivery, new demand management methods and new operating models to achieve the Sefton 2030 vision.
3. Work with the Chief Executive, Cabinet, Council, Elected Members and colleagues to deliver our vision for Sefton.

4. Personal accountability for the delivery of a prioritised work programme with agreed thematic outcomes relating to the Sefton's Core Purpose.
5. Responsibility for Strategic resource decisions and leadership of transformational projects.
6. Develop and sustain strategic partnerships at the local regional and national level.
7. Role model the agreed leadership behaviours and support the development of a high performance, innovative and collaborative culture.

RESPONSIBILITIES

1. Provide strategic leadership to the whole Council and work in close partnership with the Chief Executive to deliver the Council's plans and develop its ambitions.
2. Ensure the Council's longer term vision, strategy and priorities are delivered.
3. Develop and embed a performance culture that delivers better outcomes for local people.
4. Work closely with all Elected Members, specifically with the Leader and Cabinet Members, and support them in undertaking their Strategic Leadership and Community Leadership roles by providing expert strategic advice, support and challenge.
5. Advocate for the needs of local people and develop strategies that enable local communities to become more resilient and self sufficient.
6. The postholder will:
 - Lead Council-wide partner Boards and working groups as required;
 - Act as the Emergency Duty Co-ordinator, on a rota basis, for the Council's Emergency Planning processes and to attend ongoing training as required;
 - Represent the Council at key Civic events as required including Remembrance Services;
 - Represent the Council at partner events as appropriate.

ROLE SPECIFIC RESPONSIBILITIES

Act in the capacity of the Authority's lead officer for Locality Services, Health and Wellbeing and Communities to ensure the strategic planning, design and delivery of these service areas and provision of the best possible services for the people of Sefton.

To be part of the Council's Executive Leadership Team and Senior Leadership Board recognising that the role incorporates ownership, commitment and leadership responsibilities for delivery of both Council and Community strategies, working in partnership with other agencies to achieve goals and embracing the concept of One Council.

To engage colleagues responsible for the following key service areas to ensure that agreed outcomes are met consistently and in accordance with agreed policies and standards:

- Locality Services- strategic oversight of large scale universal direct services which enhance the Council's environmental offer and which are capable of generating additional income for the Council.
- Health and Wellbeing - managing the Statutory provisions associated with Public Health working with local partners to directly influence the commissioning of Health services to improve the health of Sefton residents.
- Communities - Developing resilience in Sefton's communities through prevention and early intervention strategies, support to neighbourhoods and managing community assets together with the development of initiatives which maximise voluntary sector and partnership input.

Achieve synergy by ensuring there is effective integration of related services within the Directorate and across the Council ensuring the contribution of private providers, and the voluntary and community sectors are effectively and appropriately harnessed. To ensure that services provided or procured are capable of meeting the Council's needs.

GENERAL:

The post may require specific safeguarding checks. Where these are required the person appointed will be subject to those checks.

The post may require access to the Public Service Network (PSN) requiring compliance with the HMG Baseline Personnel Security Standard.

New appointments will be required to satisfactorily complete a six month probationary period.

The postholder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change. Out of hours working will be required as appropriate.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and

co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Note: Where the post-holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

EXECUTIVE DIRECTOR PEOPLE – PERSON SPECIFICATION

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
<u>Qualifications / knowledge</u>		
Educated to Post Graduate level	E	C/AF
Recognised Leadership Qualification or Relevant Experience	E	C/AF
Knowledge and understanding of the strategic, regulatory and political context within which local government operates with the ability to lead the service areas within the post.	E	AF/I
In depth Knowledge of formulating and implementing corporate policies and strategies.	E	AF/I
<u>Experience Relative to Role</u>		
Experience of operating at a high level within a complex organisation involving diverse stakeholders.	E	AF/I
Ability to successfully co-ordinate and deliver large multi partner projects.	E	AF/I
Substantial and proven ability to work successfully with Elected Members.	E	AF/I
Proven track record on delivering successful leadership and management outcomes within a large organisation setting.	E	AF/I
Significant understanding of strategic policy development and implementation within a large organisation setting applicable to Local Government and Sefton Council's vision.	E	AF/I
Excellent knowledge of the working of Local Government and other public, private and voluntary sector organisations.	E	AF/I
An ability to provide and empower innovative thinking which leads to tangible delivery of outcomes.	E	AF/I

Assessment Methods Key:

AF – Application Form

C – Certificates

P - Presentation

I – Interview

Skill and Attitude and Value Based Criteria

- Sefton’s vision and promise sets out how we as a Council want to work with each other, and with our communities and our partners, to make Sefton a great place to be.
- Personal responsibility to support the delivery of the vision and consistently demonstrate the behaviours and values expressed in the Promise and Leadership requirements.
- Have the necessary political knowledge, skills and abilities needed to operate effectively in a political environment.
- Develop, lead, participate and collaborate in effective partnership across organisations and sectors.
- Focus on outcomes, break down barriers and facilitate One Council delivery.
- Thrive on ambiguity and demonstrate exceptional personal resilience.
- Create and sustain enabling and open relationships.
- Create the most effective environment for innovation, learning and performance.
- Lead change and empower the Council to effectively manage complexity, ambiguity and risk.

Prepared by:

<u>Name</u>	D. Johnson
<u>Designation</u>	Chief Executive
<u>Date</u>	September 2019

SEFTON METROPOLITAN BOROUGH COUNCIL
JOB PROFILE

POST – EXECUTIVE DIRECTOR PLACE

Salary £116,742

JOB PURPOSE

To have key accountability and responsibility for the delivery and strategic development within the area of Place (meaning Highways & Public Protection, Economic Growth & Housing, Planning, and Commercial Development) with ability to lead other areas within the organisation as required.

Support the Council, Cabinet and the Chief Executive in the development and achievement of the Councils vision and priority outcomes.

The role will support the Chief Executive creating and sustaining consistent culture and behaviours conducive with a high performing Council, lead collectively and collaboratively within and outside the Council as key drivers of change supporting the Council to innovatively, proactively and confidently adapt to the dynamic resource and policy agenda.

The role will have very high level accountability spanning organisational and system leadership, policy and place shaping, developing and sustaining effective partnerships, together with performance and stakeholder management and freedom to act in support of the Chief Executive.

The role will drive a high performance culture within the Council.

The role will lead of key thematic matters and be responsible for the delivery of key corporate and Borough projects

PRINCIPAL RESPONSIBILITIES

1. Provide Strategic Leadership across the Council with specific responsibility for ensuring that priority initiatives are delivered in accordance with the Sefton Vision Outcomes Framework and the Council's Core Purpose.
2. Lead a transformational approach to the delivery of Sefton services including creating new revenue streams, new models of service delivery, new demand management methods and new operating models to achieve the Sefton 2030 vision.

3. Work with the Chief Executive, Cabinet, Council, Elected Members and colleagues to deliver our vision for Sefton.
4. Personal accountability for the delivery of a prioritised work programme with agreed thematic outcomes relating to the Sefton's Core Purpose.
5. Responsibility for Strategic resource decisions and leadership of transformational projects.
6. Develop and sustain strategic partnerships at the local regional and national level.
7. Role model the agreed leadership behaviours and support the development of a high performance, innovative and collaborative culture.

RESPONSIBILITIES

1. Provide strategic leadership to the whole Council and work in close partnership with the Chief Executive to deliver the Council's plans and develop its ambitions.
2. Ensure the Council's longer term vision, strategy and priorities are delivered.
3. Develop and embed a performance culture that delivers better outcomes for local people.
4. Work closely with all Elected Members, specifically with the Leader and Cabinet Members, and support them in undertaking their Strategic Leadership and Community Leadership roles by providing expert strategic advice, support and challenge.
5. Advocate for the needs of local people and develop strategies that enable local communities to become more resilient and self sufficient.
6. The postholder will:
 - Lead Council-wide and partner Boards and working groups as required;
 - Act as the Emergency Duty Co-ordinator, on a rota basis, for the Council's Emergency Planning processes and to attend ongoing training as required;
 - Represent the Council at key Civic events as required including Remembrance Services;
 - Represent the Council at partner events as appropriate.

ROLE SPECIFIC RESPONSIBILITIES

Act in the capacity of the Authority's lead officer for Highways and Public Protection, Economic Growth and Housing, Planning, and Commercial Development to ensure

the strategic planning, design and delivery of these service areas and provision of the best possible services for the people of Sefton.

To be part of the Council's Executive Leadership Team and Senior Leadership Board recognising that the role incorporates ownership, commitment and leadership responsibilities for delivery of both Council and Community strategies, working in partnership with other agencies to achieve goals and embracing the concept of One Council.

To engage colleagues responsible for the following key service areas to ensure that agreed outcomes are met consistently and in accordance with agreed policies and standards:

- **Highways and Public Protection** Direction of the Highway Infrastructure Services, and all Public Protection enforcement, monitoring and inspection services and licensing matters.
- **Economic Growth and Housing** providing direction and leadership of the Economic growth, Housing and Economy and Skills Service.
- **Planning** - lead Statutory Planning and Building Control initiatives to ensure contribution to the achievement of sustainable development.
- **Commercial Development-** Management of the Strategic Investment Strategy requiring the application of innovative ideas and concepts and the implementation of major commercialisation projects

Achieve synergy by ensuring there is effective integration of related services within the Directorate and across the Council ensuring the contribution of private providers, and the voluntary and community sectors are effectively and appropriately harnessed. To ensure that services provided or procured are capable of meeting the Council's needs.

GENERAL:

The post may require specific safeguarding checks. Where these are required the person appointed will be subject to those checks.

The post may require access to the Public Service Network (PSN) requiring compliance with the HMG Baseline Personnel Security Standard.

New appointments will be required to satisfactorily complete a six month probationary period.

The postholder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change. Out of hours working will be required as appropriate.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Note: Where the post-holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

EXECUTIVE DIRECTOR PLACE –PERSON SPECIFICATION

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
<u>Qualifications / knowledge</u>		
Educated to Post Graduate level	E	C/AF
Recognised Leadership Qualification or Relevant Experience	E	C/AF
Knowledge and understanding of the strategic, regulatory and political context within which local government operates with the ability to lead the service areas within the post.	E	AF/I
In depth Knowledge of formulating and implementing corporate policies and strategies.	E	AF/I
<u>Experience Relative to Role</u>		
Experience of operating at a high level within a complex organisation involving diverse stakeholders.	E	AF/I
Ability to successfully co-ordinate and deliver large multi partner projects.	E	AF/I
Substantial and proven ability to work successfully with Elected Members.	E	AF/I
Proven track record on delivering successful leadership and management outcomes within a large organisation setting.	E	AF/I
Significant understanding of strategic policy development and implementation within a large organisation setting applicable to Local Government and Sefton Council's vision.	E	AF/I
Excellent knowledge of the working of Local Government and other public, private and voluntary sector organisations.	E	AF/I
An ability to provide and empower innovative thinking which leads to tangible delivery of outcomes.	E	AF/I

--	--	--

Assessment Methods Key:

- AF – Application Form
- C – Certificates
- P - Presentation
- I – Interview

Skill and Attitude and Value Based Criteria

- Sefton’s vision and promise sets out how we as a Council want to work with each other, and with our communities and our partners, to make Sefton a great place to be.
- Personal responsibility to support the delivery of the vision and consistently demonstrate the behaviours and values expressed in the Promise and Leadership requirements.
- Have the necessary political knowledge, skills and abilities needed to operate effectively in a political environment.
- Develop, lead, participate and collaborate in effective partnership across organisations and sectors.
- Focus on outcomes, break down barriers and facilitate One Council delivery.
- Thrive on ambiguity and demonstrate exceptional personal resilience.
- Create and sustain enabling and open relationships.
- Create the most effective environment for innovation, learning and performance.
- Lead change and empower the Council to effectively manage complexity, ambiguity and risk.

Prepared by: **Name** D. Johnson
 Designation Chief Executive
 Date September 2019