

CAERPHILLY COUNTY BOROUGH COUNCIL

Corporate Director Economy & Environment



Team Caerphilly



GWASANAETHAU POBL
PEOPLE SERVICES



Do you have what it takes to help lead Team Caerphilly?

Thank you for your interest in applying for this exciting role within Team Caerphilly's Corporate Management Team.

This useful booklet contains a variety of information designed to provide all the information you need to decide if you have what it takes to join our amazing organisation.

We hope it also encourages you to tell us why you are the perfect candidate for this post. This is a unique opportunity to join the Council's senior leadership team at an exciting time for the organisation. We are on a journey of significant transformation and we need the right people at the top to lead the organisation going forward.

The Caerphilly County Borough is widely recognised as an area where partnership working between public, private and voluntary sectors means more than just fine words. We are a key player in the Cardiff Capital City Region and we are excited with the opportunities that this investment, underpinned by mature partnerships with the public and private sectors, will bring to the county borough and the region as a whole.

It is important that the successful candidate can measure up to the vision and innovation that we need to take this organisation forward so we can continue to serve the growing and complex needs of our whole community.

We wish all applicants the very best and look forward to receiving your completed application form in due course.



Cllr Philippa Marsden
Leader of the Council



Christina Harchy
Chief Executive

If you believe you've got what it takes to deliver excellence as part of Team Caerphilly, then please get in touch for an informal discussion.

Lynne Donovan

Head of People Services

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Job Description and Person Specification

Post Identification

Post Title:	Corporate Director Economy & Environment
Grade:	Director
Directorate:	Economy & Environment
Division:	Corporate Management Team
Location:	Penallta House
Responsible to:	Chief Executive
Salary:	£117,115 - £130,128 per annum

Job Purpose:

To work with the Chief Executive, other Directors and Elected Members to achieve the Council's strategic direction and objectives, and to ensure the delivery of high quality services within the County Borough.

To provide Corporate Leadership for employees within the Council, and with wider partnership bodies and agencies.

Key Result Areas

Performance against the delivery of the Council's Corporate Plan.

Delivery of the Single Integrated Plan agreed with our Local Service Board partners.

Performance against budget, and achievement of targets to meet the Medium Term Financial Plan.

Performance against targets set as a result of Performance Development Review process.

Performance against targets set down in implementation plans for specific initiatives.

Performance Indicators relevant to areas of responsibility.

Detailed Task Profile

To be a member of the Corporate Management Team and work with the Chief Executive, Elected Members and external partners in delivering a range of services

which are co-ordinated to meet the needs of the residents of the County Borough.

To contribute to the development of the Council's strategic direction, vision and values, and priorities for the governance of the Council.

To promote and develop a strong corporate focus and a coherent corporate culture across the authority.

To provide inspirational and professional leadership to the workforce, strengthening skills and competence and fostering a strong culture of standards, performance and accountability.

To contribute to the continuing development of the Council's organisation, management, vision and values in the interests of efficiency, effectiveness, economy and equality.

To lead and manage the Heads of Service within the portfolio, to ensure that they are managed effectively; to advise on and review the most appropriate organisational structure for the services in the light of changing demands.

To oversee the Council's corporate planning processes in the portfolio, enabling the achievement of statutory requirements and strategic objectives and the provision of appropriate high quality services.

To be responsible for and provide leadership, guidance and support, including setting and monitoring standards and targets to services, sections and individuals within the portfolio.

This will include oversight of the relevant performance plans, personal appraisal and personal development plans designed to achieve the delivery of high quality services and delivering services within agreed budgets.

To oversee and co-ordinate the preparation of service budgets for those areas within the portfolio, and to ensure that services are delivered within budget and to report on action needed if appropriate.

To ensure that proper and meaningful consultation takes place with the relevant Cabinet Members and other Members as appropriate. Ensure the provision by Heads of Service within the portfolio, of appropriate and meaningful information to enable Elected Members, the Council, Cabinet, Committees and Managers to monitor performance against agreed standards and targets and progress towards achieving the Council's strategic objectives.

To be responsible for developing, implementing, monitoring and reporting on results for specific strategic initiatives across the Council and assigned to the postholder.

To assist in and ensure a co-ordinated approach across all the Council's departments which links with other providers, agencies and interested bodies in relation to issues which embrace a number of different services and needs of the community.

To promote the interests of the Council and the County Borough externally, developing

effective relationships and partnerships within the community and external organisations.

Key Working Relationships

Develop effective working relationships with Corporate Management Team colleagues, Heads of Service, and Elected Members of the Council.

Lead on collaborative projects with other Local Authorities and the Local Service Board partners to meet the Objectives of the Single Integrated Plan.

Required to work closely with Government agencies, voluntary organisations and providers in the independent/private sector, to ensure the effective delivery of services to the citizens of the County Borough.

Responsibilities For Staff

Post Titles, Numbers and Level of Accountability

The allocated strategic service groupings within the portfolio currently contain the following Heads of Service as direct reports:

- Head of Planning and Regeneration
- Head of Infrastructure
- Head of Public Protection
- Head of Communities
- Head of Property Services



Caerphilly Castle



Twmbarlwm

Please note that these service groupings are subject to change, and will be reviewed to reflect changing priorities, and the mix of skills and abilities contained within Corporate Management Team. These will be the subject of agreement with the Chief Executive. This may result in the Heads of Service and service portfolios that report directly to the Corporate Director varying over time.

Responsibilities For Resources

Financial; Plant; Buildings or Equipment

The post holder will have budget responsibility for the Directorate.

Data Systems

Required to ensure the accuracy of data on the divisional management information system.

Required to ensure data is held and processed in line with CCBC information security policy and the Data Protection Act.

Working Environment

Primarily Office based but will be required to attend meetings and visit establishments both within and outside the County Borough.

Attendance at meetings outside of office hours will be required.

Additional Requirements

Politically Restricted:	Yes
Disclosure and Barring Service Check:	No
Barred List Check:	No
Baseline Pre Employment Medical Assessment:	No
Registration:	

Organisational Responsibilities

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.



Chartist Bridge and Statue



Parc Penallta

Person Specification

	Essential	Desirable
Qualifications	<p>Relevant professional / management qualification to degree standard or qualifications set at a similar level within the Credit and Qualifications Framework.</p> <p>Post graduate Management or Leadership Qualification</p>	<p>A qualification in one of the current portfolio areas.</p>
Knowledge	<p>A thorough understanding of future developments in Local Government.</p> <p>An understanding of Political structures and the role of Local Government in a devolved public sector.</p> <p>Knowledge of modern Leadership thinking.</p>	<p>Knowledge of local government finance and governance.</p> <p>A knowledge of Performance Management and its use in developing improved services.</p>
Skills	<p>High-level innovative leadership and management skills in a complex, rapidly changing environment.</p> <p>Ability to work within a multi-agency framework.</p> <p>Ability to assess corporate priorities and devise effective solutions to complex problems.</p> <p>Ability to analyse and evaluate information and situations.</p> <p>Ability to assess priorities, devise solutions and make sound decisions.</p> <p>Ability to think strategically, innovatively and proactively.</p> <p>Ability to motivate staff at all levels.</p> <p>Skilled communicator, both orally and in writing to a wide range of audiences, utilising different media.</p> <p>Ability to work under pressure and meet tight time-scales.</p> <p>Ability to negotiate with and influence others.</p>	<p>Welsh language skills.</p>
Experience	<p>Experience of Senior Management and Leadership.</p> <p>Experience of line management and supervision of staff.</p>	<p>Project Management experience.</p>

	<p>Experience of working with Elected Members.</p> <p>Experience of being responsible for producing strategic plans.</p> <p>Experience of close partnership working.</p> <p>Experience of planning development and implementation of new policies and procedures.</p> <p>Financial management experience, including budget responsibility.</p> <p>Experience of using performance management to improve services.</p>	
Other	<p>Commitment to the ethos of a democratically accountable Service.</p> <p>Political sensitivity, and able to maintain impartiality, managing political relationships across all parties.</p> <p>Ability to work in a confidential environment.</p> <p>Have a flexible/adaptable approach to work and be able to work unsocial hours on occasions.</p> <p>Committed to continuous professional development.</p>	



The Big Cheese Festival



Llancaiach Fawr Manor