

DIVISION OR SECTION : CORPORATE DIRECTOR  
GRADE :  
POST NO. :  
LOCATION. : DOCKS  
RESPONSIBLE TO : MANAGING DIRECTOR

### JOB PURPOSE

1. To participate in the strategic and corporate leadership and management of the Council as a member of the Gloucester Management Team.
2. To provide strategic, corporate, and operational leadership in terms of the development of policy and service delivery within the areas determined by the Council and the Gloucester Management Team.
3. To be responsible for specific corporate priorities and the implementation of strategies which will deliver the Council's objectives.
4. To continuously develop and maintain effective systems of service delivery and to continuously identify service improvements within designated areas of responsibility.
5. To provide professional advice to the Managing Director, Gloucester Management Team, Senior Managers, Cabinet and Elected members on all matters relating to relevant Council and public service functions.
6. Advise on constitutional issues and issues of corporate governance.
7. To ensure the delivery of customer focused outcomes of benefit to the people and City of Gloucester.
8. To work together with colleagues to help ensure the shaping of public service working to perform at the highest level for residents, visitors, and businesses of Gloucester.
- 8 To be a role model and example of the behavioural indicators expected at Director level of the organisation.
9. To work flexibly and across public and private agency boundaries to deliver effective high quality outcomes.

*job description*

## DUTIES AND RESPONSIBILITIES

1. To participate fully in the corporate and strategic leadership and management of the Council, and in joint working with internal and external partners to deliver the Council Plan and objectives for Gloucester.
2. To lead, motivate, and manage staff teams ensuring their behaviours and attitudes reflect professional and organisational standards and the Council's objectives and values, to specify and appraise performance in accordance with approved policies, procedures, standards, targets, standing orders, financial regulations, contractual and any other relevant requirements, or as directed.
3. To prepare and present reports and papers to the Senior Management Team and other corporate and inter-agency groups, and to ensure the effective briefing of the Managing Director on all issues concerning the functions of the Council.
4. To prepare and present reports, and papers to Cabinet, Scrutiny and other member meetings, to attend and advise Committees and working groups including attendance at Council as required.
5. Monitor the activities of the Council, the Cabinet, Committees, Sub-Committees, other sub-groups and officers and detect and recommend action on any breach as provided for in the Local Government and Housing Act 1989.
6. To discharge the duties of the Proper Officer in respect of the matters set out in the Council Constitution and Code of Corporate Governance.
7. To keep practices and standards relating to all aspects of the Council's activities constantly under review and to create change as necessary to ensure best practice and the highest standards.
8. To ensure the effective use of the Council's resources, delivering the highest quality performance and assessments in this area.
9. To lead and manage the relevant resources within agreed budgets. To implement corporate systems and measures to ensure that the Council achieves its objectives within the overall Council Plan.
10. To keep the Council's structures and operational services under review to ensure that they respond to legislative changes, national initiatives, and the needs of stakeholders, customers and residents.
11. To recruit, deploy, develop and motivate staff to meet the needs of the Council and enable individuals to maximise their contribution to service development and provision and to the management of performance within the Authority.
12. To represent the Council at international, national, regional and local forums across a wide range of organisations.
13. To ensure that all opportunities for securing external funding are maximised to the best advantage of the Council and other stakeholders.
14. To carry out such duties as may be required and are commensurate with the grade of the post and its senior management role within the Council and community.

15. To deputise for the Managing Director, as and when required.
16. To attend civic events as and when required and act as an ambassador for the Council and the City.
17. To work flexibly with colleagues to deliver the ongoing development and transformation of the City Council.

## **KEY PERFORMANCE INDICATORS FOR THE POST OF CORPORATE DIRECTOR**

The Corporate Director will work with the Managing Director on an annual basis to determine and agree the key performance indicators which will act as an objective measure of the jobholder's performance. Agreed key performance indicators will form an annexe to the job description, which will be updated on an annual basis.

## **STRATEGIC COMPETENCIES**

The Council's competencies for Strategic management will apply to this post and the postholder will be expected to comply and adhere to these requirements.

### **Health and Safety**

As an employee of Gloucester City Council the postholder will be responsible for observing their health and safety responsibilities as laid down in the corporate and directorate health and safety policies. In addition, the postholder will be responsible for co-operating with their line manager so that they may discharge their health and safety responsibilities effectively.

### **Politically Restricted Posts**

The postholder will be covered by the Local Government and Housing Act 1989 in so much as this post is considered 'politically restricted' under the Act.

### **Emergency Planning**

As a member of the Senior Management Team of Gloucester City Council, the postholder will be called upon in assisting the Authority's response to emergency situations in line with the requirements of the Council's Emergency Plan.

### **Monitoring Officer**

In accordance with section 5 of the Local Government and Housing Act 1989 the Council may, at its discretion, appoint the post holder to the role of statutory Monitoring Officer for the Authority.