JOB PROFILE - CHIEF EXECUTIVE'S SERVICES

IDENTIFICATION

Post Title:	Service Manager - Community Planning	Post Ref:	032011
Section:	Corporate Division	Grade:	15
Responsible to:	Head of Service		
Responsible for:	Research & Information Team, Dundee Partnership Team, Equality& Fairness Team, Corporate Performance Team		

JOB PURPOSE

As a key member of the Chief Executive's senior leadership team, you will lead and manage allocated project(s) and allocated staff. Contribute to decision making and to the formulation and delivery of strategy and change across the Council. Support elected members as required.

Provide leadership for the effective delivery of all allocated functions, developing strategy, providing support and inspiration, and managing performance so that the service and Council is positioned to respond appropriately to changes required.

Specific roles of this post are to be the senior responsible officer for Community Planning and partnership working; corporate planning, public performance reporting, corporate / strategy information and research; equalities and anti-poverty/inequalities to ensure delivery of the Council's strategic priorities.

PRINCIPAL WORKING CONTACTS

Chief Executive
Executive Directors and Management Teams
Elected members
Finance
Local and national partners
External contacts with other local government colleagues
External consultants

MAIN DUTIES

Contribute to or assist with the development and improvement of both Council and service performance and improvement, ensuring the Council meets the requirements of best value and continuous improvement, empowering employees, encouraging innovation, improvement performance and promoting effective learning and knowledge management.

Contribute to the delivery of thematic priorities across the Partnership, Council and their service.

Lead the development and implementation of the strategic plan for the Partnership, Council, services and functions, liaising with management team colleagues across the Council to ensure a collaborative and consistent approach. Ensure the Council's corporate or service plans align with the City priorities and ensure that its performance management

frameworks meet public performance requirements and improve outcomes for citizens.

Provide accurate, timely and professional guidance as requested and ensure the discharge of all relevant statutory responsibilities.

Communicate, influence, negotiate and persuade a wide range of audiences and stakeholders to adopt policies and courses of action.

Advise, implement and recommend changes to Council strategy and policy.

In conjunction with the Head of Service, be responsible for the effective and efficient deployment of employees at a service or multi-functional level in accordance with the Council's workforce strategy.

Develop and maintain good working relationships with trade unions and ensure there are effective channels of communication and consultation with employees and their representatives.

Assess the potential impact and implications of information from government, statutory bodies and partners for the Council and service.

Ensure effective governance and risk management arrangements are in place with robust policies, processes and procedures demonstrating transparency and accountability.

Responsible for determining and monitoring allocated budgets and contribute to long term financial planning to meet service requirements.

Attend Committees as required.

Ensure effective planning and business continuity arrangements are in place to comply with statutory duties under the Civil Contingencies and other public and community protection legislation for allocated service area as appropriate.

Initiate and direct the development of the service's strategic response and ensure its preparedness for implementation of change.

As required, provide active leadership outwards of the Council to encourage collaboration and partnership working that maximises the benefits and contributions the Council can make for its citizens and the wider city.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Service Manager - Community Planning

DEPARTMENT/SECTION: Chief Executive's

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	Degree or equivalent in a relevant subject area Evidence of continuing Professional Development	Postgraduate degree or equivalent in a relevant subject area Project Management qualification Management qualification Member of an appropriate professional body	Application form
RELEVANT WORK/OTHER EXPERIENCE	management and planning Proven record of project & programme management Knowledge of the legislative framework, the Scottish Government and national agenda Experience of managing financial resources and appreciation of aspects relating to value for money, probity and accountability Evidence of successful leadership of teams Able to demonstrate success in change management & changing cultures in a way that has successfully improved services and modernised ways of working Experience of providing advice and support to elected members or at board level Evidence of innovation in the formulation and implementation of policy Proven record of	Experience of strategic integration of ICT with operational activities and service provision Awareness of working within a socio-economic area of deprivation	Application form/ interview

	successful partnership and collaborative working with a range of public bodies, private and third sector Experience of Risk Assessment, health & safety, CDM & business continuity responsibilities & issues		
PARTICULAR SKILLS/ABILITIES	Excellent written communication skills and the ability to produce reports on complex issues Excellent leadership and interpersonal skills with the ability to form positive relationships at all levels Strong advocacy and influencing skills, with the ability to present ideas and proposals effectively at senior levels Clear analytical skills to allow the exploration, evaluation & interpretation of information & opinions Strong decision making skills with the ability to make decisions and recommendations based on the analysis of options Ability to make recommendations based on sound risk management principles and contingency planning, within financial, legal and ethical frameworks Successful record of engaging effectively with others, building productive working relationships, including high profile stakeholders, statutory authorities and private sector Ability to motivate specialist teams to achieve high standards of performance Capacity to work under	Experience of developing effective and productive links with elected members and working successfully in a political environment	Application form/ interview

	pressure to meet deadlines, satisfy political objectives & organisational priorities Demonstrate commitment to, & achievement of, equality & diversity issues		
PERSONAL QUALITIES	Highly motivated Inspires confidence in others		Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS			