**OLDHAM COUNCIL**

**JOB DESCRIPTION**

|  |
| --- |
| **Job Title:** **Deputy Chief Executive (People Services)** |
| **Salary Band: £130-140k** |
| **Reporting To: Chief Executive** |
|  |

|  |
| --- |
| **Job Purpose:**  As the Deputy Chief Executive (People Services) you will work with the Chief Executive and broader Senior Management Team to lead and contribute towards the delivery of the key priorities as set out in the Council’s Corporate Plan to secure high performing, resident focused services.  This postholder is responsible for the People Services portfolio and in doing so will lead on the design and development of services across a range of functions related to Social Care, Education and Skills, Public Health and Community cohesion and engagement across the borough.  Fundamental to our approach is to work in close partnership across organisations in Oldham as well as across the region and nationally to maximise opportunities for residents and increase health and wellbeing. The postholder will build and maintain strategic relationships with the GMCA and the GM Mayor’s office, Schools, Colleges and health and care providers as well as residents and communities of Oldham and all Elected Members to build confidence in Oldham as a place to work and live and in doing so take the lead on development and delivery of strategies for the Borough which will see improvements in health and wellbeing in a way that recognises and builds communities strengths and local assets so that people of all ages and abilities feel supported and able to make decisions that will enhance their opportunities.  As a member of the Executive Management Team, have strategic responsibility for shaping and setting the direction of travel for elements of the Council’s Transformation programme as it relates to the portfolio and acting as a role model in providing strong strategic leadership which promotes and secures a positive culture which secures high customer satisfaction and staff morale. |

|  |
| --- |
| **Generic Responsibilities as a member of the Executive Management Team:**  To support and advise elected members in their roles at ward, borough and regional level ensuring that they feel well informed to make decisions and support their residents as effectively as possible  To contribute to the delivery of the strategic plan; setting the agenda across portfolios roles as appropriate ensuring that strong leadership, being a positive force for change and delivering within available financial and people resources.  Provide effective leadership and direction to all staff at different levels across the organisation and in doing so support the overarching ambition to be a Council that is resident focused and high performing  To represent the Council at local, regional and national levels working in partnership with internal and external stakeholders to maximise the joint collaborative effort and expertise for the benefit of Oldham  To deputise for the Chief Executive when required  To contribute towards and participate in the Council’s emergency planning arrangements  Undertake any duties commensurate with the level of the post as required by the Chief Executive and/or in relation to the portfolio of business units/ services as agreed with the postholder from time to time  **Role Specific Accountabilities:**  Develop and then lead the delivery of key elements of the Council’s Strategies which will deliver positive change in ensuring local people have the support they need and can help themselves as far as possible to live healthy and fulfilling lives.  This postholder will lead and manage the functions set out below and will also be the lead on behalf of the Council in the broader Health and Care system across Oldham and the region. They will also lead on developing strategies and plans to work across the Education and Skills sectors in order to improve educational attainment at all ages and ensure that local people have the skills and education they need to contribute to the economy and look after their own wellbeing.  Provide strategic leadership, direction and management of the People Directorate, encompassing service and statutory responsibilities for a range of services including   * Social Care (All Ages) * Safeguarding incl. MASH * Education and skills (All Ages) * Community Cohesion and Community Safety * Neighbourhoods * Anti-Poverty * Youth Services * Public Health * Welfare Rights   Accountable for effective financial leadership and management of all People services, ensuring that all services are delivered within budget and that available resources are used to best effect  To deliver high performance by establishing clear expectations and standards in line with the Council’s performance management requirements; monitoring and increasing productivity and reporting on achievement, ensuring resident focused services are delivered effective and efficiently to the highest standards; including financial, risk, people and change management  Embed positive leadership behaviours within a continually developing cultural environment, inspiring direct reports, and others to uphold the Council’s values and behaviours |
|  |

|  |
| --- |
| **Standard Duties:**  To role model the values and behaviours we expect of all staff and to apply all HR policies and procedures with our agreed values and behaviours in mind  To take every opportunity to raise awareness of the Council’s ambitions and achievements, both internally and externally.  To actively promote the corporate social responsibility agenda in the workplace and in service delivery.  To promote the customer care charter of the Council.  To ensure compliance with all statutory & legislative requirements e.g. health & safety, equality etc.  To invest time in self-improvement in performance through participation in both targeted and organisation wide organisational development initiatives and promote the same from the staff within the portfolio |

**Values**

Work with a resident focus

Support Local Leaders

Committed to the Borough

Take ownership and drive change

Deliver high performance

|  |
| --- |
| **Special Conditions:**  CRB Disclosure Required  This is a Politically Restricted Post |
| **Work Related Circumstances:**  The post holder will be expected to travel within the Borough, nationally and if required internationally.  This is a senior position and will involve unsocial hours for example to attend committee meetings and civic functions as required.  The post holder will be expected to provide visible leadership to staff and so will be expected to work from the office location in Oldham for the majority of the week |

**OLDHAM COUNCIL**

**PERSON SPECIFICATION**

**Job Title: Deputy Chief Executive (People Services)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** | |
| **Essential** | **Desirable** |
| **Education & Qualifications** | Educated to degree level  Post graduate qualification relevant to this role or equivalent  Evidence of continuing professional development | Appropriate management qualification or related evidence of commitment to personal development | Application  Application  Application | Application |
| **Experience Relevant to the Role** | A demonstrable record of senior strategic leadership achievement and experience relevant to the role  Significant experience of working effectively and impartially with elected members and in supporting the democratic decision-making process  Expertise in leading successful large-scale organisation change programmes relating to economic development and experience of delivering change in complex operating environments with resource constraints.  A track record of significant achievement and service improvements that have improved organisational performance  Experience of leading a complex range of services and delivering agreed performance standards  Success in developing working relationships and partnerships, working collaboratively to deliver excellent services  Significant experience of resource management; people, financial and physical  A successful track record of forging and maintaining working partnerships with communities to ensure the development, design and delivery of services that reflect their needs  Able to demonstrate examples of major efficiency programmes coupled with service improvements | Experience in co-designing strategies that generate measurable improvement in outcomes for people of all ages relating to wellbeing | Application/  Interview  Application/ Interview  Application/ Interview  Application/ Interview  Application/ Interview  Application/ Interview  Application/ Interview  Application/ Interview  Application/  Interview | Application/ Interview  Application/ Interview |
| **Skills & Abilities** | Ability to develop strategies and translate them into effective operational plans  Demonstrable application of the Council’s values on a constant basis and leading by example.  Able to work flexibly across a broad range of services and disciplines  Ability to communicate a compelling vision to key stakeholders internally and externally to achieve operational and place-based outcomes and to engage others in co-designing solutions  Creating an environment where the management of cost/budgets and customer satisfaction is paramount, and productivity is high  Ability to engage and work with a wide range of different stakeholders across the public, private and not for profit sectors |  | Application/ Interview  Application/ Interview  Application/ Interview  Application/ Interview  Application/  Interview  Application/  Interview |  |
| **Knowledge** | A broad knowledge of public sector service delivery; both directly and through commissioning  Knowledge of tools and techniques which help opeople and communities maximise their assets in order to help themselves and each other. | Experience of service delivery within a people focused organisation | Application/  Interview  Application/  Interview |  |

**NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview.**