**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** **Deputy Chief Executive (Place and Economic Growth)** |
| **Salary Band: £130-140k** |
| **Reporting To: Chief Executive** |
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| **Job Purpose:**  As the Deputy Chief Executive (Place and Economic Growth) 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 Place and Economic Growth portfolio and in doing so will lead on the design and development of services across a range of functions related to place shaping, growth and infrastructure 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 local residents and increase prosperity. The postholder will build and maintain strategic relationships with the GMCA and the GM Mayor’s office, developers, businesses and residents and communities of Oldham and all Elected Members to build confidence in Oldham as a place to invest, work and live and in doing so take the lead on development and delivery of an economic strategy for the Borough which will see greater regeneration, investment and growth.  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 delivers high customer satisfaction and staff morale. |

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| **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 and roles as appropriate being a compelling leader and role model living the values and behaviours and acting as a positive force for change while 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 a Regional, National and International levels working in partnership with internal and external stakeholders  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 Economic Strategy which will deliver positive change in driving forward inclusive and sustainable economic growth ensuring local people have improved access to work and opportunities.  Be the Senior Responsible Officer for delivery of the ‘Creating a Better Place’ strategic framework which focuses on building more homes for local people, creating new jobs through town centre regeneration, and ensuring Oldham is a great place to visit with lots of family friendly and accessible places to go.  Play a lead role in ensuring the continued delivery of social and physical regeneration of the Borough maximising opportunities and potential to attract significant investment which will benefit residents and the business community.  Provide strategic leadership and direction to a Green Economy, enabling Oldham to play a significant part in delivering Greater Manchester’s ambition of becoming carbon neutral by 2038 and in doing so ensure that the health and wellbeing of Oldham’s residents is at the forefront of this agenda.  Provide strategic leadership, direction and management of the Place and Economic Growth Directorate, encompassing service and statutory responsibilities for a range of services including    Economic Strategy and Inward Investment  Jobs Growth  Asset Management  Housing Services and Housing Growth  Planning and Building Control  Environmental Services  Parks  Leisure, Heritage, Tourism and the Arts  Climate change/ ‘Green’ initiatives  Strategic Transport and Infrastructure  Accountable for effective financial leadership and management of all Place and Economic Growth 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 |

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| **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

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| **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 (Place and Economic Growth)**

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** | |
| **Essential** | **Desirable** |
| **Education & Qualifications** | Educated to degree level  Qualification relevant to the post or equivalent  Evidence of continual professional development | Post graduate level qualification  Appropriate management qualification or related evidence of commitment to personal development | Application  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 assets  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 in delivery of economic growth  Able to demonstrate examples of major efficiency programmes coupled with service improvements | Experience in co-designing economic strategies that generate significant jobs and housing growth  Securing major sources funds from central government, regional bodies and the private sector to underpin the | 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 and behaviours 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  Business acumen from creating a commercial 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 private, public and not for profit sectors |  | Application/ Interview  Application/ Interview  Application/ Interview  Application/ Interview  Application/  Interview |  |
| **Knowledge** | A broad knowledge of public sector service delivery; both directly and through commissioning in order to maximise assets and draw on others expertise for the benefit of residents . | Experience of service delivery within a commercially focused organisation |  |  |

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