**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** **Director of Economy** |

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| **Job Purpose:**  To contribute to and support the development, co-ordination and implementation of corporate strategies and policy that will ensure achievement of the Cooperative ambitions of the Council.  As a member of the Senior Leadership Team, be responsible for the design and delivery of aspects of the Council’s transformation programme and provide strong leadership for cooperative behaviours across all portfolio responsibilities.  Provide and recommend strategic direction on all matters within the post holders own portfolio of responsibility to ensure the achievement of the Council’s aims and objectives and effective service delivery. |

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| **Principal Accountabilities:**  Strategic Leadership  To contribute to corporate leadership across the business as part of the senior leadership team, delivering the corporate strategic plan; setting the agenda across portfolios through strong leadership, being a change advocate, forward planning, management and delivery against available, financial and people resources.  With vision and focus, lead the development and delivery of robust strategies and establish business and political priorities, which support the objectives and ambitions of the council ensuring that the post holder’s service(s) contribute to the cooperative ambitions.  To lead a range of services, projects and initiatives that benefit the organisation and as appropriate our communities, focusing resources through the effective redesign of services on preventative measures to reduce demand and promote self- serve.  Leading by example, the post holder will role model the Council’s cooperative values and behaviours, demonstrating commitment to the Borough of Oldham and drive behavioural change in others, championing new ways of working that includes leading virtual teams and matrix management, adapting to thematic priorities when appropriate.  Performance  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 effectively and efficiently to the highest standards; including financial, risk, people and change management.  To ensure performance management information is available and used to inform the Council’s budgetary review process.  Ensure through strong leadership that projects and initiatives are delivered on time to a high standard, driving efficiencies to achieve more with less, maximising budget availability and achieving high levels of performance from individuals and teams, as appropriate in line with statutory and regulatory requirements.  Working with fellow colleagues across the organisation to identify new opportunities to maximise efficiencies, continuously drive improvements and increase performance to deliver corporate priorities ensuring services that are delivered or commissioned meet the highest possible standard and that all individuals take ownership and drive change.  Develop a resident focused culture delivering excellent services, motivating and encouraging all others to get the basics right and strive for improvement.  Collaboration  To actively seek opportunities for establishing, building and maintaining successful relationships with partners, stakeholders and agencies in other sectors in order to identify opportunities to deliver services in an innovative way that secures a real improvement to public services and delivers efficiencies.  To contribute to the communication of the vision and values of the organisation to a broad range of stakeholders in order to champion a cooperative borough and establish the Council as a leader across many disciplines and an innovator of service delivery.  Work together with residents as appropriate to understand their requirements to shape and deliver great services.  To act as a role model for the Council and promote excellent external relations by representing the Authority at national, regional and local levels; promoting the organisation and influencing others to share the vision of Oldham.  Political Engagement  To support elected members as local leaders, developing strong working relationships with elected members to understand their needs; as appropriate, providing high level advice and support to them that will contribute to the Council’s performance.  To work closely and effectively with elected members to translate visions and priorities into achievable strategies and policies as appropriate in consultation with key partners, residents and other stakeholders.  General  Undertake any duties commensurate with the level of the post as required and as agreed with the postholder from time to time.  Role Specific Accountabilities:  To strategically lead on the Economic Development and Growth of Oldham and to manage and develop the relationships with economic development agencies - locally, regionally and nationally.  To represent Oldham at the Greater Manchester level and work with the Greater Manchester ‘Family’ in the implementation of the Greater Manchester Strategic Economic Plan and Investment priorities.  To develop a proactive business engagement strategy in the Borough and potential investors – promoting the growth of new enterprises and retaining and promoting economic activity in Oldham - creating employment opportunities for Oldham  To ensure the positive town centres management of Oldham Town Centre, markets and surrounding town centres.  To strategically lead on housing including ensuring the Council’s housing strategy is relevant, homelessness duties are discharged effectively and responsible for ensuring the Council’s Housing Revenue Account is managed efficiently.  To ensure an effective and efficient Planning and Enforcement Service is delivered which is responsive and customer focussed.  To act as the council’s Corporate Landlord and lead on asset management. |
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| **Standard Duties:**  To take every opportunity to raise awareness of the Council’s ambitions and achievements, both internally and externally and make a cooperative difference by encouraging others to do their bit as well as actively demonstrating the same.  To promote the Cooperative Customer Strategy of the Council/ Directorate.  To ensure compliance with all statutory & legislative requirements e.g. health & safety, equality etc.  To participate in self-improvement in performance through workplace development. |

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| Responsible to: Deputy Chief Executive  Responsible for: The people resources within the postholders portfolio of services |

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| Special Conditions:  DBS Disclosure Required  This is a Politically Restricted Post |
| Work Related Circumstances:  The post holder will be expected to travel within the Borough and nationally if required.  This is a senior position and will involve unsocial hours for example to attend committee meetings and civic functions as required as well as appropriate call out arrangements. |

**OLDHAM COUNCIL**

**PERSON SPECIFICATION**

**Job Title: Director of Economy**

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** | |
| **Essential** | **Desirable** |
| Education & Qualifications | Educated to degree level or  Professional qualification relevant to the post or  Extensive experience within postholders portfolio of responsibility | Post graduate level qualification  Appropriate management qualification | Qualification | Qualification |
| Experience | A demonstrable record of senior strategic leadership achievement and experience  Proven 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  A track record of significant achievement and service improvements that have improved organisation performance  Experience of leading a range of services  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 / service users to ensure the development, design and delivery of services that reflect their needs  Able to demonstrate examples of major efficiency programmes that have delivered service improvements |  | Interview/CV/ Supporting Statement/  Presentation | Interview/CV/ Supporting Statement/ Presentation |
| Skills & Abilities | Ability to develop strategies and translate them into effective operational plans  The ability to motivate, empower and direct staff to enable them to achieve the operational objectives.  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 outcomes  Business acumen from creating a commercial environment where the management of cost/budgets and customer satisfaction is paramount and productivity is high |  |  |  |
| Knowledge | Experience of service delivery within a commercially focused organisation | A broad knowledge of public sector service delivery; both directly and through commissioning |  |  |

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