

|                        |                                                                 |             |         |
|------------------------|-----------------------------------------------------------------|-------------|---------|
| Department             | Transformation and Resources                                    | Division    |         |
| Designation of Post    | Strategic Director                                              | Grade<br>SD | Post No |
| Responsible to         | Chief Executive                                                 |             |         |
| Immediate Subordinates | Director of Law, HR and Asset Management<br>Director of Finance |             |         |

**Purpose of the Job:**

- To provide strategic leadership for the Council as part of the Corporate Management Team.
- To provide strategic leadership for the areas of Transformation and Resources, ensuring that the objectives of the Council are delivered through the service areas, working as one Council.

**The Role of Strategic Directors**
**1. Strategic and Corporate Leadership**

- To contribute to the development of the Council's strategic direction. This will be done in a manner which reflects the Council's vision and values, and which anticipates and responds to external and internal influences.
- To be a member of the Corporate Management Team. To work with the Chief Executive, Chief Officers, Members and external partners in delivering a range of services which are co-ordinated to meet the needs of the Borough.
- To assist Members, the Chief Executive and other Chief Officers in the provision of co-ordinated advice to the Council in relation to the forward planning of the Authority's objectives and services.
- To lead the continuing development of the Council organisation, management, vision and values, in the interests of efficiency, effectiveness, economy and equality.
- To lead and promote positive and constructive relationships.
- To promote the interests of the Council and the Borough externally, developing effective relationships and partnerships within the community and external organisations.
- To deputise for the Chief Executive as required.

## **2. Service Development**

- To identify key issues which are likely to impact upon the Council and provide analysis, research and intelligence in relation to matters which may have implications for the Council, its services and the communities within the Borough.
- To be responsible for the management, integration and maintenance of the services provided by the Transformation and Resources areas.
- To ensure that the outcomes and objectives of the Council are delivered for Transformation and Resources.
- To ensure the integration of service development to ensure that the best possible outcomes and quality is delivered, maximising the resources available.

## **3. Equality, Diversity and Fairness**

- To actively promote equality, diversity and fairness as part of service development and delivery, assessing the need and meeting priority requirements.

## **4. Decision Making and Performance Management**

- To assist in providing leadership, guidance and support, including setting and monitoring standards and targets for services, sections and individuals within the Transformation and Resources areas. This will also include personal appraisals and personal development designed to achieve the delivery of good quality services.
- To ensure the provision of adequate, appropriate and meaningful information to enable Members, Committees and Managers to monitor performance against agreed standards and targets, and progress towards achieving the Council's strategic objectives.
- Abide by the objectives and targets of both the section and the departments, and follow the procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records.
- Fulfil personal requirements, where appropriate, with regard to Council policies and procedures, particularly health and safety, equal opportunities, customer care, emergency evacuation and security work standards.

## **5. Management of Resources**

- To maximise the use of resources across the service areas, ensuring that the objectives are delivered, through value for money.
- To work across the Council to ensure that resources are utilised effectively, within agreed budgets, in accordance with the financial policies and regulations of the

Council to deliver Council priorities.

## **6. Corporate Governance**

- Ensure that all activities within the Service meet the standards of good corporate governance.
- Ensure that at all times there is the highest standard of probity and integrity and that the confidence of Wirral people is well placed.

## **7. Communications**

- To ensure communication is effective across the service areas and through partners.

## **8. Roles Specific to The Strategic Director: Transformation and Resources**

- To facilitate, co-ordinate and lead services to ensure that safe and efficient arrangements are on place across the Transformation and Resources area, maximising opportunities across the Borough to develop partnerships and effective outcome frameworks.
- To oversee and ensure the effective use of resources and the proper administration of the Council through the appropriate Statutory Officers, to meet the objectives of the Council.
- Responsible for the following service areas:
  - Legal and Democratic Services
  - Human Resources and organisational development
  - Asset Management
  - Regulation
  - Financial Services
  - Revenues, Benefits and Customer Services
  - Information Technology
  - Merseyside Pension Fund

## **9. Other**

- This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future.
- As a general term of employment, the Council may effect any necessary change in job content, or may require the post holder to undertake other duties, at any location in the Council's service, provided that such changes are appropriate to the employee's remuneration and status.
- As a term of your contract of employment, the Council reserves the right to vary

your hours of work and require you to work outside the range of your typical working arrangements, specified in your Statement of Particulars. This will also include weekend working. The Council reserves the right, at its discretion, to effect this condition of your employment, Should this be necessary, you will be given reasonable notice of any proposed changes.

Issued by

Chief Officer .....

Date .....