



JOB PROFILE

JOB DETAILS

Job Holder:

Job Title: Executive Director of Corporate Services

Department: Corporate Services

Reports to: Chief Executive

JOB PURPOSE

As a member of the Corporate Management Team take collective responsibility for contributing to corporate decision making and to the formulation and delivery of the Council's corporate strategy and change programme. Support Elected Members in determining the Council's overall strategic objectives and priorities.

Provide leadership for the Department of Corporate Services, leading the development of strategy, providing support and inspiration, and managing performance so that the Department is positioned to respond appropriately to changes required throughout the Council.

Responsible for safeguarding the Council's financial integrity.

DIMENSIONS and SCOPE OF JOB (including budgetary and staffing responsibilities)

Budgetary

Direct responsibility for a budget of £20m. However, the Department is responsible for the overall financial administration of the Council with a budget of £214m. Responsible for the establishment and review for all relevant financial budgets and establish monitoring arrangements so that resources are properly accounted for and meet all appropriate financial performance targets. Responsible for ensuring adequate resources are available for Corporate Services activities in line with the strategic plan. Planning and managing resources to ensure that activities can be delivered within allocated funding.

As part of the Corporate Management Team, to allocate resources to other services within the Council in the determination of the strategic aims. Ensuring, alongside the members of the Corporate Management Team, the most effective deployment of resources to meet the agreed objectives and priorities within the strategic plan.

Staffing Direct

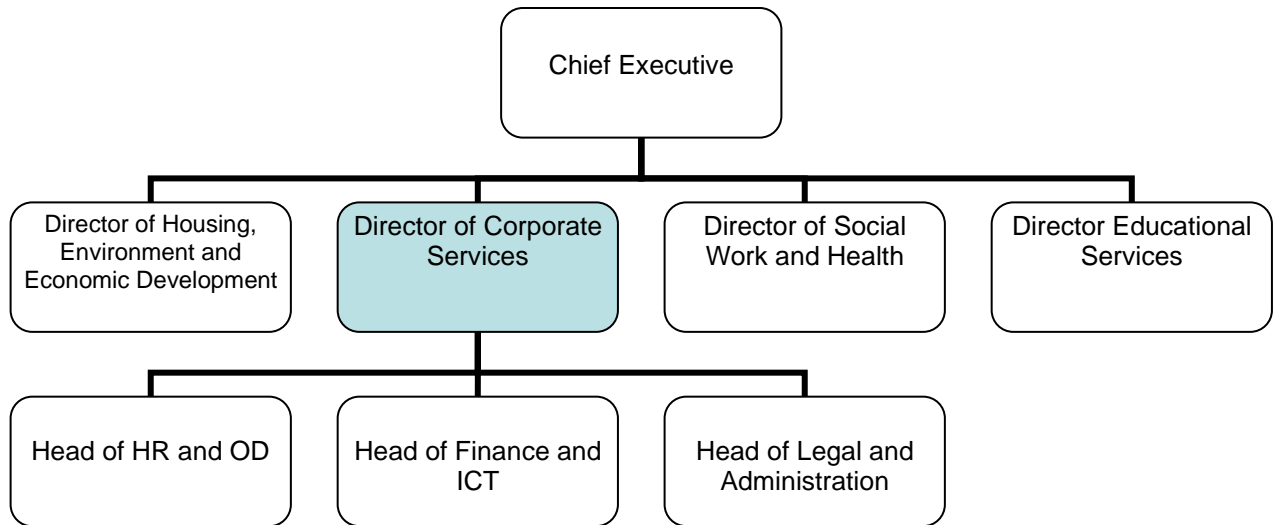
Providing direct support to 3 Heads of Service who lead on the following 3 key areas:

- Finance and ICT which includes Financial Services, Information Services, Corporate Procurement, Revenues and Benefits, Efficient Government
- HR and OD which includes Organisational Development, Human Resources, and Pay Modernisation
- Legal, Administration and Regulatory Services which includes Legal and Administration, Elections, Environmental Health and Trading Standards

Staffing Indirect

Working closely with other Departmental Directors, Elected Members, Heads of Service and Departmental Personnel Sections on critical projects that impact on Corporate Services and the strategic aims of the Council.

ORGANISATIONAL CHART



ROLE OF DEPARTMENT/SECTION

The Corporate Services section is responsible for 3 key areas:

Finance and ICT which are responsible for:

- Financial Services
- Information Services
- Corporate Procurement
- Revenues and Benefits
- Efficient Government

HR and OD which are responsible for

- Organisational Development
- Human Resources
- Pay Modernisation

Legal, Administrative and Regulatory Services which are responsible for

- Legal and Administration
- Environmental Health and Trading Standards

KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES

1. As part of the Corporate Management Team contribute to managing strategic change to ensure a consistent, corporate and innovative approach to service delivery and best value.
2. In consultation with other Directors develop Departmental strategies which support the Council's strategic aims, regulatory requirements and standards while meeting the requirements of best value. Produce proposals for the Department's strategic planning to inform the Councils overall strategic aims. Consider the Resources requirements of changes within other departments and work closely with Directors to support change, provide advice and guidance, and ensure that any impacts are properly and efficiently managed.
3. Manage services within an agreed service portfolio in accordance with Council standards and with particular reference to financial and human resources, best value, equalities and continuous improvement.
4. Communicate the Councils vision of the Departments' strategy and engender support for change in the department to improve the organisational climate and staff morale and to ensure that all employees understand the need to change and are enabled to contribute to this change.
5. Lead the Departmental Senior Management Team in setting and implementing the strategy for the Department of Corporate Services and hold the senior management team to account on the delivery of key service and business objectives.
6. Review and develop the leadership, organisation and structure of the Department to ensure that the Department is aligned with and focussed on, key performance and service targets.
7. Provide a high level of personal leadership to all employees within the Department by acting as a focus for others and creating a forward direction that is embraced by the whole team. Promote openness and a collaborative culture to ensure the very best delivery of high quality services.

ASSIGNMENT AND REVIEW OF WORK

Work is driven from the Chief Executive, Elected Members and committees.

The Director of Corporate Services participates in the Performance Management System for senior managers, setting and agreeing annual objectives and targets with the Chief Executive. Performance is subject to informal and formal appraisal through the performance cycle however, the job holder exercises considerable discretion in the planning and delivery of objectives and targets.

COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal

Chief Executive, Directors, Heads of Service, face to face contact to establish and drive forward the strategic aims of the Council.

Elected Members through formal structured Committees and semi formal contact with the Convenor and members of the Corporate Services Committee again to establish and drive forward the strategic aims of the Council.

Ongoing contact with Heads of Service to ensure delivery of corporate goals.

External

Establish effective external working relationships with key partners within the community, government and the private and voluntary sectors.

DECISION MAKING

Responsible for influencing the strategic direction of the Council as part of the Corporate Management Team. Advising the Corporate Management Team on current national and sector policy developments with regard to areas of remit, and recommending appropriate responses for the council.

On a departmental level, taking decisions on strategic and policy issues and providing a range of solutions on how to best deliver the Service Plan.

MOST CHALLENGING PART OF THE JOB

Responding to changing demands and external challenges and developing a modernised approach to delivering high quality services to customers within agreed budgets and resources.

Effecting a culture change in the Department which will modernise practice, support future developments and improve on service standards and quality outputs.

COMPETENCIES

West Dunbartonshire Council's recruitment, selection, performance management and personal development processes are underpinned and managed within a competency framework of knowledge, skills and behaviours.

The postholder will be expected to evidence knowledge, skills and behaviours as described within the Competency Framework.

GENERAL

The duties and responsibilities contained within this Job Profile should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character and nature of the post.

The Job Profile may be subject to revision, depending on the future needs of the post and the organisation, following appropriate consultation.

DISCLOSURE

In line with the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003, the Authority requires you to declare all convictions defined as 'unspent' in terms of the Act as the post is classified as an 'excepted post'.

Prior to any offer of appointment the Council will undertake either a Standard or Enhanced Disclosure check.

POLITICALLY RESTRICTED POSTS

This post is politically restricted in accordance with the Local Government and Housing Act 1989. Accordingly, in accepting this appointment, you will be disqualified from becoming or remaining a member of a local authority, the Scottish Parliament, the European Parliament or from undertaking certain political activities as defined in regulations introduced from time to time by the Secretary of State for Scotland. A copy of the Council's Policy on Politically Restricted Posts will be made available to the postholder.

Signature: Job Holder

SIGNATURE: Manager

Date prepared: August 2007

