

Appendix 2



JOB PROFILE

JOB DETAILS

Job Holder:

Job Title: Executive Director of Educational Services

Department: Educational Services

Reports to: Chief Executive

JOB PURPOSE

As a member of the Corporate Management Team take collective responsibility for the corporate decision making and support Elected Members in determining the Council's overall strategic objectives and priorities.

Responsible for the provision of leadership, professional direction, and effective management in the provision of all services within the Educational Services Department.

To provide professional advice to the Council and Chief Executive and to ensure the Council fulfils all statutory requirements in respect of Educational Services.

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

Budgetary

Direct responsibility for a revenue budget of £85m. Responsible for the establishment and review of 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 specific services attached to the post in line with strategic plans. Planning and managing resources to ensure that activities can be delivered within funding allocated.

Responsibility for the allocation of resources to other services within the Council as part of the Corporate Management team in the determination of strategic aims.

Ensure, alongside other members of the Corporate Management Team, the most effective deployment of resources to meet the agreed objectives and priorities in the strategic plan.

Staffing Direct

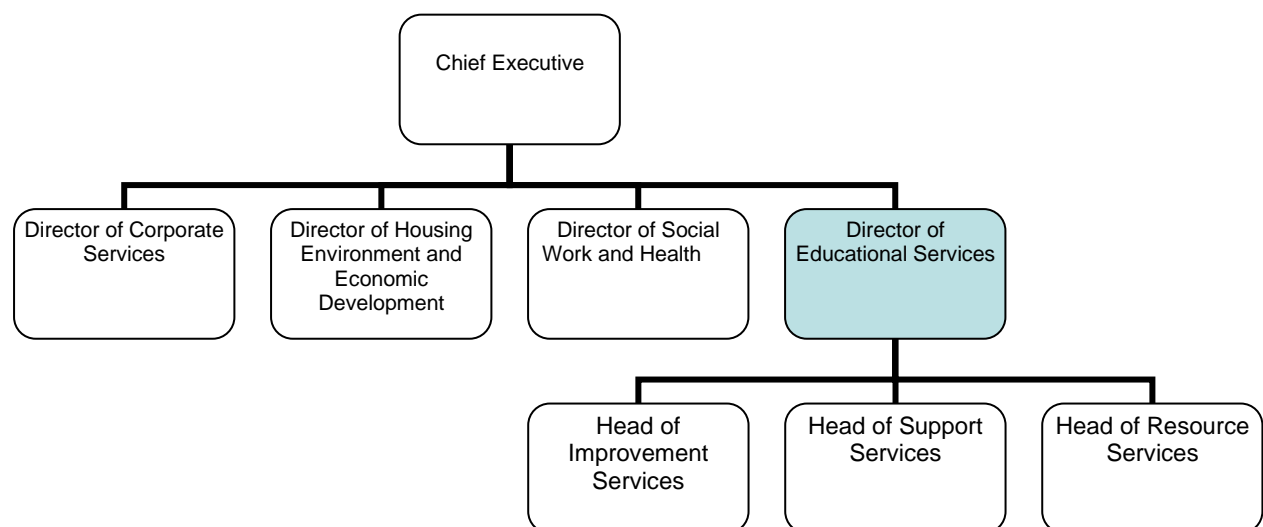
Providing direct support to 3 Heads of Service who lead on the following 3 key areas:

- Head of Support Services, which includes Early Education and Childcare Services.
- Improvement Services, which includes Attainment, Achievement, Quality Improvement, Libraries, Community Learning and Development, Arts in Education and Sports Development.
- Resource Services, which includes Human & Financial Resources, Facilities and Estates.

Staffing Indirect

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

ORGANISATIONAL CHART



ROLE OF DEPARTMENT/SECTION

The Educational Services Department is responsible for 3 key areas:

Schools

- All Primary schools and related activities
- All secondary schools and related activities
- Quality improvement Services
- Curriculum and professional development
- Schools Estate
- Specialist provision for children with additional support needs
- Psychological Services

Early Childhood Services

- All Early Years centres and related activities including partnership nurseries
- Provision of and support for Out of School Care provision

Lifelong learning

- All libraries
- Community Learning and Development
- Arts in Education
- Museum
- Sports development and Outdoor Education

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. Work closely with the Chief Executive to agree implementation plans and with other Directors to manage any impacts on their Departments.
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 Department's 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 Educational 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 of Educational Services to ensure that this 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 of Educational Services 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 Chief Executive, Elected Members and Committees.

The Director of Educational Services is the Council's senior adviser in all areas relating to housing, regeneration and environment; this includes policy and strategy determination, and reports directly to the Chief Executive. The job holder is responsible for identifying areas for improvement and review through the development of the Department's strategy and in response to legislative and regulatory developments.

The Director of Educational 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, 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 Education and Lifelong Learning 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 and recommending appropriate responses for the council.

On a departmental level, providing a range of solutions on how to best deliver the Service Plan while working within statutory requirements.

MOST CHALLENGING PART OF THE JOB

Responding to changing demands and external challenges and driving a culture of continuous improvement in the Department which will support its future development and improve on service standards within agreed budgets and resources.

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.

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 job holder 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 job holder 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.

Signature: Job Holder

Signature: Manager

Date prepared: August 2007

