

# Job Description

<b>For HRU use only</b>	Ref:
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<b>Service</b>	Regeneration and Economic Development
<b>Service Area and Team</b>	Regeneration and Economic Development
<b>Post Title</b>	Head of Service (Regeneration and Economic Development)
<b>Grade</b>	
<b>Reports to</b>	Chief Executive
<b>Responsible for (i.e. employees or equivalent)</b>	Senior Manager Regeneration, Senior Manager Business and Enterprise
<b>Job Purpose</b>	
<ul style="list-style-type: none"> <li>As a member of the Council's Senior Leadership Team, provide strategic, professional and managerial leadership and contribute to the development and delivery of the Council Plan</li> <li>As a member of the Council's Senior Leadership Team to provide leadership and management of specified delegated responsibilities and services in accordance with the Council's Constitution and appropriate legislation</li> <li>To work closely with, performance manage and monitor strategic partners to develop and deliver shared priorities</li> <li>Ensure high quality services which provide value for money and promote commitment to continuous service improvement</li> <li>To ensure appropriate strategies and service plans are in place to ensure delivery of high quality services.</li> </ul>	
<b>Job Content</b>	
<ul style="list-style-type: none"> <li>Provide advice and guidance to the Chief Executive, Elected Mayor, Cabinet and Council on strategic and operational issues related to service area responsibilities</li> <li>To be a principal business and economic ambassador for the Authority; nurturing business confidence and ensuring that the right environment makes North Tyneside a location of choice for investment and employment</li> <li>Drive and deliver major investment and regeneration projects across North Tyneside and provide a 'one stop' integrated service for developers</li> <li>Maintain positive working relationships with all housing and transport providers across the borough to ensure the housing and infrastructure needs of the borough are met</li> <li>Contribute to and lead the development and implementation of programmes and projects on behalf of the Council to ensure improvement and efficiency in all areas of responsibility</li> <li>Develop and implement strategies and policies within the service ensuring that corporate and cross-functional issues are fully taken into account</li> </ul>	



- Promote internal and external partnerships to maximise service delivery
- Ensure effective risk management systems for all departments are in place so as to enable the consistent and uninterrupted delivery of services at all times and ensure that all departments comply with all relevant statutory and legal provisions
- Lead, manage and develop staff through positive example within the service and maintain appropriate levels of expertise, skills and capability
- Ensure effective performance management and the delivery of agreed targets, service standards and budgets both internally and by partners
- Represent the Council on a local, regional, or national basis as appropriate
- Carry out such other duties as appropriate.

#### **Performance standards**

- To meet the performance standards outlined within the Council's Values, Behaviour and Skills Framework and Manager's Profile and measured through the individual Performance Review Process

#### **Working conditions**

- The post holder will be required to work with the Elected Mayor, Elected Members and officers in a variety of locations. This will include participating in public meetings and events within and outside the borough and a requirement to work outside normal office hours on a regular basis
- This post is politically restricted
- To ensure the Council complies with the requirements of the Council's Corporate Equality Scheme, Health & Safety Policy, Financial Regulations and Standing Orders.

# Person Specification

Section 1. Job Criteria			
Factor	Essential	Desirable	Assessment means
Skills and Knowledge	<p>Knowledge of legislation, policies and guidance relevant to all services under control</p> <p>Able to demonstrate effective leadership and motivation of staff, including management of performance and resources and capacity to empower and develop employees and services</p> <p>Ability to operate effectively within an integrated corporate structure and provide leadership on cross boundary multi disciplinary issues</p> <p>Understanding of and ability to contribute to the key strategic issues facing local authorities and the service responsibilities assigned to the post</p> <p>Able to think strategically and analyse financial and other complex issues</p> <p>Commercial skills and knowledge and application of partnership working</p>		



	<p>Ability to establish and sustain positive relationships, that generate confidence and collaborative working, with Elected Mayor, Members, senior management colleagues and other partners and stakeholders</p> <p>Capacity to manage in a pressured environment and manage changing and competing priorities</p> <p>Management of risk and quality assurance</p> <p>Able to think strategically and analyse financial and other complex issues facing the service responsibilities assigned to the post</p> <p>Ability to lead on the management of organisational change in a complex, large scale organisation</p> <p>Excellent written, oral and presentation skills with the ability to persuade, influence and form sustainable partnerships</p> <p>Political sensitivity</p>		
Qualifications and Training	<p>Degree or equivalent in a relevant profession</p> <p>Commitment to continuing professional/management development</p>		

Experience	<p>Consistent achievement and successful management in a large, complex organisation</p> <p>Direct, successful management and leadership experience in at least some of the principal areas of responsibility coupled with knowledge of the purpose and operation of all relevant areas</p> <p>Experience of working in a complex political environment, providing clear, balanced advice and guidance</p> <p>Able to demonstrate a track record of successful development of effective and productive partnerships both internal and external</p> <p>Able to demonstrate a successful track record of establishing and sustaining a performance management culture supported by effective and efficient management information systems</p> <p>Track record of developing projects from conception to delivery assembling appropriate teams, partnerships and funding aligned to a strategic direction</p> <p>Leadership skills and ability to empower, motivate and develop employees, create a positive inclusive organisational culture and value diversity</p> <p>Evidence of successful</p>	<p>A proven track record of successful change management, delivering new working practices, cultural and structural change and an understanding of the modernising local government agenda and changes in public sector policy development</p>	
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	<p>budget management, including financial planning, monitoring and control in a large complex environment</p> <p>Track record of giving advice to and building relationships at a senior level with elected members and/or board members</p> <p>Evidence of a clear understanding of the legal, financial and political working of local government and the current issues facing the borough.</p>		
Special Requirements	<p>Committed to high quality public services and local democracy</p> <p>Committed to probity, honesty and transparency</p> <p>Commands respect, has presence and is personally credible to diverse groups</p> <p>Energetic and personally resilient, works well under pressure</p> <p>Committed to equality and fairness, best value and service excellence.</p>		

**Date:** October 2018 **Version:** 1 **Author:** HR Business Partner