

## ELMBRIDGE BOROUGH COUNCIL



### JOB DESCRIPTION

1. **TITLE:** STRATEGIC DIRECTOR (AND DEPUTY CHIEF EXECUTIVE)

2. **POST NUMBER:** FCS1

3. **DIRECTORATE:** RESOURCES

4. **LOCATION:** CIVIC CENTRE, HIGH STREET, ESHER, SURREY

5. **TO WHOM THE POSTHOLDER IS RESPONSIBLE:** CHIEF EXECUTIVE

6. **BUDGETARY RESPONSIBILITIES:** All Budgets within Directorate

7. **THE MAIN PURPOSE OF THE JOB**

- Take individual and collective responsibility for the Council's corporate and strategic management.
- Provide leadership, vision and strategic direction in corporate policy development and delivering organisational change.
- Lead a portfolio of services.
- Communicate and promote the Council's vision, values and priorities.
- Act as Head of Paid Service in the absence of the Chief Executive.

*Depending on the qualifications of the successful candidate, you may be required to undertake the following:*

- To be the Council's Section 151 Officer and to organise, administer and supervise the function in accordance with statutory requirements.

8. **CORPORATE RESPONSIBILITIES**

- To support the Chief Executive, as part of the Corporate Management Board, in setting the vision and strategic direction of the Council.

- To work with the Corporate Management Board and relevant Cabinet Portfolio holders to define and develop corporate objectives and strategies to meet them.

*Depending on the qualifications of the successful candidate, you may be required to undertake the following:*

- Have full responsibility under Section 151 of the 1972 Local Government Act for the proper administration of the Council's financial affairs.
- To promote effective alliances with a wide range of partners and stakeholders in the public, private and voluntary sectors.
- To develop, promote and communicate the corporate vision and key developments to partners and stakeholders.
- To deputise for the Chief Executive as requested.

## **9. ORGANISATIONAL RESPONSIBILITIES**

- To lead and encourage cross boundary working so as to provide the most effective services possible for the Council's residents and partners, and ensure it plays a full part in national, regional and sub regional activities.
- To ensure the effective management of the following Services (these may be subject to change):
  - Asset Management and Property Services
  - Finance
  - Legal and Procurement
  - Information Systems
  - Local Taxation and Cashiers
  - Internal Audit
  - Housing and Benefits
- Contribute proactively to the production, maintenance and monitoring of key corporate documents, viz Community Plan, Corporate Plan.
- Provide leadership to oversee, monitor, review and develop the performance of Heads of Services within the Directorate so as to ensure that there is a positive contribution to the organisation corporately consistent with its vision and key developments. Motivate teams by providing a personal example.
- Ensure the Directorate's resources are managed and deployed effectively.
- To seek to encourage staff development within the Directorate in order to maximise staff potential.
- To plan for and undertake particular duties as required in the event of any emergency under the direction of the Chief Executive as Emergency Controller.

**No job description can cover every issue which may arise within the post at various times and the postholder is expected to carry out other duties from time to time that are broadly consistent with those in this job description.**

### **Standards of conduct**

The Council expects the highest standards of conduct from its employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

### **Equal Opportunities**

The Council has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work.

### **Health and Safety**

The Council is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

### **Appraisal and Staff Development**

The Council expects all staff to participate in its processes for appraisal and staff development. Those with a managerial responsibility must ensure that all staff within the section are appraised at least once a year, with a six monthly review.

### **Confidentiality**

The Council is committed to maintaining privacy of all its staff and customers. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.