

Job Description

Title:	Strategic Director
Post Number:	S1
Directorate:	Services (Subject to Review)
Location:	Civic Centre, High Street, Esher, Surrey
To whom the Postholder is responsible:	Chief Executive
Budgetary Responsibilities (if applicable):	All within Directorate

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.
- Provide support to the political administration and all elected Members.

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.
- 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 required.
- To provide corporate leadership and support for the authority as a whole and for all elected Members.

Organisational Responsibilities

- To lead and encourage cross boundary working in order 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 leadership and management of the following teams (subject to change following review with successful candidate and the Corporate Management Board):
 - Planning Services
 - Leisure and Cultural Services
 - Community Support Services
 - Environmental Health & Licensing
 - Environmental Care
- To lead and manage the services within the Directorate to achieve the highest standards of performance as set out in the Corporate Plan, being fully accountable for all aspects of performance management and project management as they apply to the work of the Directorate.
- To be responsible for contributing positively to the formulation of the Council's capital and revenue budgets and ensuring delivery that avoids overspends and minimises underspends.
- 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 maintaining a strong presence and visibility across the Council.
- 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 in the context of the Council's commitment to liP.
- 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. To act as designated deputy to the Chief Executive in this capacity.

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

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.