

## **Job Description and Person Specification Profile**

<b>Job Title</b>	Strategic Director of Corporate Services
<b>Job ID</b>	N/A
<b>Service</b>	Corporate Services
<b>Grade</b>	Director Level 2
<b>Reporting to</b>	Chief Executive

### **The Role**

The Strategic Corporate Director is a member of the strategic leadership team responsible for shaping and delivering the organisations vision, strategies and plans operating at a national and regional level to deliver the best corporate and commercial outcomes for Tameside.

This role integrates multiple critical services including, IT, Human Resources and Organisation Development, Communications, Executive Support, Policy, Strategy and Transformation and Improvement.

Leading on organisational strategies and plans to drive improvement and transformation, such strategies include the transformation programme, digital strategy, corporate performance, people plan and communication and engagement strategy.

### **Main Duties and Responsibilities include:**

- Lead across key professional and support services ensuring all services work together to effectively deliver the Corporate Plan.
- Will be constructive and inspirational and provide strategic leadership, direction and impact across
  - Technology & Digital Transformation
  - Human Resources & Organisation Development
  - Performance, Policy and Scrutiny
  - Communications
  - Transformation
- Provide strong strategic leadership and support to the Council's Cabinet and Corporate Management Team ensuring they receive high quality professional advice on strategy and policy issues determined by Cabinet and Council.
- Lead the development of a performance framework and culture across the Council that constructively builds achievement, confidence and skills in others through smart working helping to drive high levels of satisfaction and the right balance of social, economic, environmental and financial value.
- To champion the Council's responsibilities for proactively managing improvement and represent the Council on key partnerships, ensuring effective arrangements across partners to support shared goals.
- To provide leadership for both Corporate and Service specific transformational change programmes with the aim of maximising efficiency, modernising services and achieving better outcomes and opportunities for service users and customers
- To develop and maintain effective relationships and partnerships between the Council, its employees and trade unions, Government departments, statutory authorities, agency bodies, the voluntary sector, the business community and others in delivering the Council's plans
- To support the overall management of risk within the Council, ensuring that lines of accountability are clear and well understood, and systems are in place for monitoring, evaluating and managing risk.
- Provide strategic leadership on People Management and Organisational Development to deliver organisational transformation and cultural change across the Council in order to maximise efficiency and operating models

- Promote Tameside as an employer of choice offering valued work where the workforce feel they belong, are supported, have access to learning and development opportunities and provide high quality services
- Promote community cohesion and Tameside's commitment to valuing equality and diversity, ensuring the development and implementation of effective social inclusion.
- Ensure all staff are aware of and observe both statutory and authority requirements as ways of achieving a safe working environment meeting legal obligations and demonstrating effective governance.
- Take on corporate duties in connection with emergency resilience and response and other cross cutting responsibilities

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

## About You

### Your essential qualifications

- Educated to Degree Level

### Your essential skills, knowledge and experience

- Create a vision and direction that challenges and looks beyond the obvious. Inspiring and motivating others to achieve successful outcomes.
- Driving change and leading by example and evidence of continued professional development
- Develop strategies and solutions through forward planning to enable the Council's long-term vision.
- Highest level of interpersonal skills and communication skills to establish positive relationships and engage with a wide range of stakeholders
- The ability to influence and negotiate to establish credibility and enhance relationships for positive outcomes
- Exceptional leadership skills, modelling a strong performance culture and constructively building achievement, confidence, and skills in others
- A successful track record of consistent achievement as a leader and senior manager in a large complex organisation with a customer focus.
- A successful track record of corporate working and relevant strategy development and implementation.
- Evidence of successful strategic and operational resource management on a comparable scale, including evaluating competing priorities within tight financial limits.
- Successful experience of delivering performance improvement against quality assurance frameworks. Evidence of success in establishing a performance culture, including service planning, target setting, performance appraisal and the management and motivation of diverse staff groups
- Experience of developing and leading innovative approaches around organisational development and transformation, corporate services and strategy that have brought about improvements in efficiency, value for money and income generation
- A proven track record of successful leadership in a politically sensitive environment.
- Significant experience of successful management of senior teams comprising of diverse professionals to achieve high performance targets and corporate objectives in a complex environment.
- Strategy development planning and policy formulation.
- Work successfully with elected members, partners and key stakeholders including residents, communities, and other business sectors to deliver organisational objectives. Represent Tameside corporately within such partnerships.

**If you have the following experience or qualifications – then that's great!**

- Management Qualification

**Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.**

**What can you expect from us?**

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

**Working together, we are proud to work for Tameside**

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

