

JOB DESCRIPTION

Post Title	Executive Director Place
Service Area	Council Executive Management Team
Job Family	Executive Director
Grade	CO1.2
Accountable to	Chief Executive
Accountable for	Transport & Planning Economic Development & Regeneration Corporate Estates & Assets Culture & Tourism Environment
Date Evaluated	June 2022

Purpose of Job
<ul style="list-style-type: none"> To lead, direct and engage with teams, partners and other resources to secure a culture and environment that promotes and supports the effective delivery of high quality, accessible services across the City and the wider region. To ensure Southampton is a Great Place to Live, and a Great Place to Invest and Grow To design and deliver strategies that significantly improve economic growth, support regeneration and tourism and reduce access inequalities To improve the quality of the environment for residents, businesses and visitors to Southampton To lead and develop innovative and transformational ways of delivering services and enabling cultural change across services, the city and the region

Key Accountabilities & Duties
<ul style="list-style-type: none"> Devise and deliver on key strategies that will ensure the prosperity of the City, its residents and businesses. Establish and maintain Southampton's position as a clean, green and sustainable City Represent the Council externally as a key leader and ambassador for the organisation promoting and enhancing the authority's image, forming strategic alliances and developing effective working relationship on a local, regional and national basis. Develop and maintain the City of Southampton as a great, accessible place to live, work and visit, through the leadership of major development and regeneration programmes and associated key initiatives bringing quality jobs to local people. Drive the effective leadership of Southampton City Council, maintaining focus on purpose, vision and outcomes through rigorous analysis and enquiry. Support the fostering of a cross council and cross city/region culture through the overall vision, ethos, mind set and values. To ensure the Council is a fit for purpose, forward looking organisation, with a highly performing workforce and services, directed by ambitious plans.

- Lead, build and inspire teams, identify, drive and secure opportunities to improve services through business, systems and cultural change.
- To represent the Council externally as a key leader and ambassador for the organisation promoting and enhancing the authority's image, forming strategic alliances and developing effective working relationship on a local, regional and national basis.
- To serve as a systems leader, leading and influencing engagement across a complexity of partnerships, nurturing and developing greater collaboration, alignment and integration with key partners to achieve improved outcomes for the lives of residents and for business in and visitors to the area.
- Execution of legislative and statutory responsibilities in respect of the designated roles for the Council.
- Ensure effective oversight of the Council's service offer
- Make a significant contribution towards a financially sustainable City Council
- Develop, manage and monitor performance to ensure that values, standards and commitments are met
- Provide robust service-based analysis and lead the development and implementation of high quality, efficient and cost effective services

ADDITIONAL REQUIREMENTS

The duties and responsibilities highlighted in this job description may vary over time. The post holder is expected to undertake other duties and responsibilities relevant to the nature, scope and grading of the post including Emergency Planning cover at Gold level.

The post holder must have the ability to understand the needs of a diverse society and be prepared to implement the Council's Equal Opportunities Policy at a level appropriate to the job and must at all times carry out their responsibilities with due regard to the Council's Equal Opportunities Policy.

The post holder is required to be familiar with the Council's Health and Safety Policies and be aware of and observe any part of the policy related specifically to the duties and responsibilities of the post.

PERSON SPECIFICATION

Essential Criteria

- Evidence of significant experience of role(s) in a large, complex organisation at Director level and technical capability to understand and effectively manage the direct report services.

Essential Knowledge Experience & Skills

- Successful and evidenced track record of leading public-sector, high-profile services in a business effective way (Transport, Planning, Economic Development, Culture, Regeneration, Waste).
- Experience of working effectively with councillors, senior managers and external stakeholders.
- Awareness of operational influences and trends impacting local government and support service provision.
- Evidenced experience of public sector service design so that it has the resources, systems and expertise to meet social care business and public funding requirements
- Experience across a range of public sector service areas and the service and financial models used.
- Experience of building and running high performing teams and a service culture

- Experience of developing performance and capability beyond the scope of direct reports.
- Experience of handling public, media and customer relations to build and protect city wide status and reputation.
- Successful and evidenced strategic leadership and consistent achievement as a senior leader.
- Experience of supporting culture change programmes to meet organisational development.
- Experience of working effectively with a diverse range of stakeholders including councillors, senior managers and external stakeholders (developers/investors)
- Awareness of operational influences and trends impacting local government
- Evidenced experience of finance service design so that it has the resources, systems and expertise to meet business and public funding requirements
- Strong and effective communication and problem solving capabilities
- Highly skilled in digital solutions and applications
- Analytical skills and the ability to see things at a broad and strategic level

BEHAVIOURS

- Models leadership standards (internally and externally)
- Sets and upholds the values of the council and council senior leadership team
- Takes personal accountability and holds others to account
- Takes responsibility for own development.
- Listens to and respects the opinions of others.
- Asks for, reflects upon and acts on feedback.
- Engage with customers effectively
- Using evidence and data to make informed decisions
- Work with the whole system and collaborate with partners effectively
- Enable working at pace – anticipate, expect and support change
- Embed the value of Equality and Diversity
- Embrace use of technology for better outcomes