

Cherwell District Council and South Northamptonshire Council

APPENDIX 2

Job Description Director-Core Responsibilities

Job Title

Director Cherwell and South Northamptonshire Joint Management Team

Responsible to

Chief Executive

Job Purpose

To play a proactive role in the joint management team
To provide effective strategic leadership in all corporate initiatives
To drive organisation change to achieve excellent member, customer and partner relationships
To Deputise for the Chief executive as and when required

Principal Duties and Responsibilities

1. To lead with the Chief Executive and senior management team to deliver the key objectives of the Councils
2. To actively participate in cross cutting initiatives to ensure modern, efficient, and effective service delivery to the community
3. To provide leadership and support to the Joint Head of Service team
4. To build and maintain effective working relationships with members, external partners and support Heads of Service in this capacity
5. To support the Heads of Service to ensure the motivation and well being of the workforce
6. To drive both Council's shared values and vision internally and externally and to act as an Ambassador of the Councils at all times
7. To keep abreast of the changing landscape for public services and ensure that the Councils are positioned to implement initiatives and meet new challenges
8. To develop new corporate tools and mechanisms to deliver priorities cost effectively
9. To be prepared to quickly and flexibly react to the needs of the Councils , their customers and partners

Other general duties

You are required to adhere to both Councils health and safety and equalities policies

The list of duties is not to be regarded as an exhaustive list and you should be aware of the need for absolute flexibility in the interest of the organisation and its customers

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Specific Duties and responsibilities

This section will vary for each Director to recognise the direct service reports.

Each will have a generic introduction-

You will lead the Joint Head of Service teams responsible for:

Director 1

- Community services
- Leisure
- Community safety
- 3rd Sector
- Communications
- Customer Services
- Partnership
- Environmental Services
- Waste
- Street Scene
- Grounds Maintenance

Director 2

- Finance
- Revenues
- Benefits
- Democratic services
- Legal
- Organisational development
- HR
- IT
- Performance
- Transformation

Director 3

- Regulatory services
- Environmental Health
- Development Control
- Building Control
- Plan Policy
- Transport
- Economic Development
- Business Support
- Regeneration and Housing
- Major projects
- Assets

In addition to the list of services above, each Director will also have responsibility for a defined geographic area on a rotational basis and will act as the primary point of contact, ensuring that all services are delivered in the most effective manner.