

# Cherwell District Council and South Northamptonshire Council

## APPENDIX 3

### Job Description Head of Service-Core Responsibilities

#### Job Title

Head of Service Cherwell and South Northamptonshire Joint Management Team

#### Responsible to

Director

#### Job Purpose

To play a proactive role in the Head of Service and corporate team  
To provide effective management of one of the joint groups of services  
To act as principal advisor to the Council for the functions of the group

#### Principal Duties and Responsibilities

1. Actively contribute and support the senior management team in the delivery of the key objectives of the Councils
2. Actively participate in cross cutting initiatives to ensure modern, efficient, and effective service delivery to the community
3. In conjunction with the Chief Executive and Directors build and maintain effective working relationships with members and external partners.
4. Support the Joint Management Team and members by providing any necessary assistance and professional advice
5. Ensure the motivation and well being of the workforce
6. Ensure that all performance targets are met and help to drive both Council's shared values and vision
7. Keep abreast of the changing landscape for public services and actively challenge the way services are delivered to ensure continuous improvement
8. Implement new corporate tools and mechanisms to deliver priorities cost effectively
9. Actively support internal and external communications
10. Prepare timely budgets in accordance with the corporate framework to deliver priorities and contribute to the business planning process
11. Monitor performance and ensure compliance with financial regulations.
12. Be prepared to quickly and flexibly react to the needs of the Councils , their customers and partners
13. Develop, implement and maintain policies within the remit of the group to ensure compliance with regulations and national standards

# **Cherwell District Council and South Northamptonshire Council**

## **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

## **Specific Duties and responsibilities**

This section will vary for each Head of Service to recognise the direct service reports.

You will lead the team responsible for:

### **Head of Service 1**

- Community services
- Leisure
- Community safety
- 3rd Sector
- Communications
- Customer Services
- Partnership

### **Head of Service 2**

- Environmental Services
- Waste
- Street Scene
- Grounds Maintenance

### **Head of Service 3**

- Finance
- Revenues
- Benefits

### **Head of Service 4**

- Democratic services
- Legal

### **Head of Service 5**

- Organisational development
- HR
- IT
- Performance
- Transformation

## **Cherwell District Council and South Northamptonshire Council**

### **Head of Service 6**

- Regulatory services
- Environmental Health
- Development Control
- Building Control

### **Head of Service 7**

- Plan Policy
- Transport
- Economic Development
- Business Support

### **Head of Service 8**

- Regeneration and Housing
- Major projects
- Assets

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