

Cherwell District Council and South Northamptonshire Council

APPENDIX 5

Job Descriptions - Three further posts

Job Title

Communications Officer/Performance Management Officer/ Programme Manager Core

Responsible to

Chief Executive during the Joint Management transition period as part of the Executive Support Team.

Job Purpose

To play a proactive support role in the corporate team
To provide effective support to the Chief Executive and the joint management teams
To act as principal lead and advisor in relation to the relevant function
To act as a joint team with the flexibility to cover all areas of the work

Principal Duties and Responsibilities

1. Support the Joint 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. Support the Joint management team and members by providing any necessary assistance and professional advice
4. Ensure that relevant reports are available to monitor all performance targets and support the communication of the councils vision and objectives
5. Support the joint management team in their role to actively challenge the way services are delivered to ensure continuous improvement
6. Provide timely and pertinent reports on the Councils' performance, projects and proactively communicate progress to all internal and external stakeholders
7. Contribute to the business planning process through provision of up to date information
8. Be prepared to quickly and flexibly support the Joint Management Team and members in their aim to deliver flexible and efficient services to customers and partners

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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

Communications Officer

1. Actively promote the Councils and their activities
2. Develop an excellent relationship with the media
3. Proactively seek and develop new and cost effective ways to communicate internally and externally
4. Develop the Joint Councils brand
5. Develop and deliver a proactive communications strategy and action plan
6. Proactively develop communication campaigns and activities to enhance the reputation of the Councils locally, regionally and nationally

Programme Management Officer

1. Raise awareness of the importance of effective programme management within the Councils
2. Develop effective tools and training to support the development of a programme management culture within the Councils
3. Help identify and manage programmes which support the councils overall objectives
4. Provide regular reports regarding ongoing projects identifying risks at an early stage
5. Proactively research potential projects which will enhance delivery and provide new income streams

Performance Management Officer

1. Develop pertinent research and data to support the Members and joint management team
2. Produce all information relating to performance to meet the Councils statutory obligations
3. Maximise data to enhance the performance of the Councils
4. Monitor the Councils overall performance, identify trends and proactively support the Joint management in delivering excellence
5. Develop effective tools and training to enhance understanding and promote a performance management culture

Person specification

1. Key Competencies

- as per Head of Service and Director

2. Experience, Knowledge, skills and qualifications

- Qualified to degree level or equivalent in a relevant field
- Track record in one or more of the Executive team functions
- Knowledge of local government

3. Other Requirements

- In view of the geography of the Joint Council arrangements a valid driving licence is essential
- Own transport