

# Job Description



Post Title	Strategic Director
Post Number:	CE30101
Service Area / Department	
SDU	
Accountable To ( <i>Line Manager</i> ):	Chief Executive
Responsible For ( <i>Direct Reports Post Title</i> ):	Staff and resources allocated to the post

## 1. Job purpose

To take responsibility, in conjunction with the Chief Executive, the other Strategic Directors and the Strategic Leadership Team, for the overall direction and management of the Authority to achieve the Council's Making Stevenage Even Better Corporate Plan ambitions whilst also ensuring the organisation operates efficiently and effectively.

Strategic Directors provide sponsorship support to the Assistant Directors (AD) who are accountable for the performance of their Business Units (BU) and the achievement of BU and corporate performance objectives / targets.

The Chief Executive working in conjunction with the Strategic Directors will allocate Assistant Director sponsorship responsibilities. The AD sponsorship allocations are likely to change from time to time to reflect changing pressures, demands and circumstances.

## 2. Organisational Position

[Download a copy of the organisation chart from our Constitution](#)

## 3. Key tasks, duties and accountabilities of the post

- Support the Council's Executive in its strategic leadership role, providing clear, timely and effective advice and support as appropriate on strategic issues and policy initiatives.
- Provide support Council Members in defining and realising the Council's vision and ambitions for Stevenage, advising and assisting the Cabinet in development and delivery of the Council's business and financial plans.
- Work in conjunction with the Assistant Directors to ensure the Cabinet is properly advised both on Government initiatives, requirements and changes and major local matters.

- Act as sponsor to a number of the Assistant Directors and, when necessary, provide advice and support to aid them to resolve specific matters.
- Take a lead role in the ongoing visioning, development and implementation of the Council's Cooperative Corporate Plan and other key strategies including the sponsorship of specific projects / programmes, and the delivery of the Council's financial plans.
- Proactively develop and maintain effective relationships with local, regional and national organisations across the public, private and voluntary sectors with a view to ensuring that both Stevenage Borough Council objectives and place-based objectives are effectively managed and/or addressed.
- Support corporate activities and efforts through the Strategic Leadership Team (SLT) to ensure that the Council achieves its performance targets and that proactive action is identified and taken as and when issues arise. Promote a high performance / entrepreneurial culture and at the discretion of the Chief Executive support improvement of specific 'hot spot' matters when required.
- Champion, live and exhibit the values of the Council at all times whilst also striving to be a positive role model to colleagues both internal and external to SBC.
- Encourage a learning and development culture within the authority to help ensure that our most precious resource, our team, have the skills, abilities and motivation to be the best they can be in the roles that they perform.
- Take a lead role in ensuring delivery of key ambitions, major change initiatives and new developments.
- Promote effective communications within and outside of the organisation.

#### **4. The role's key contacts and level of relationships with individuals, groups of people, agencies and external organisations**

**Internal:** Leader of the Council, Cabinet Members, Scrutiny Committee Members and other Members of the Council, Chief Executive; Strategic Directors and Executive Management Team, Assistant Directors and management and staff across the Authority.

**External:** Representatives of partners' bodies and agencies, European, central, regional and local government bodies. Members of Parliament, government and other agencies, health authorities and trusts, other national organisations and local businesses; voluntary bodies and agencies, community groups, etc

#### **5. Governance and corporate responsibilities**

1. Undertake any additional responsibilities as directed by the line manager commensurate with the level and grading for the role

2. Adhere to the Council's policies, rules and procedures including Health and Safety, Equal Opportunities, Emergency Planning / Business Continuity, and other legislative responsibilities, governance, financial and procedural rules.
3. Ensure compliance to the organisation's Code of Conduct in the delivery and provision of services to staff and the community.
4. To act as the organisational lead for Safeguarding

The job description is not a definitive list of tasks: rather it is designed to give an overall view of the job. It is expected that Strategic Directors will use their vision and personal initiative to meet the overall purpose of the job and help ensure the Council's aims and ambitions are effectively delivered.

## Person Specification



<b>Post Title</b>	Strategic Director	<b>Post Number</b>	CE30101
-------------------	--------------------	--------------------	---------

	<b>Required Competencies</b>	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge, skills and abilities</b>	Knowledge of working in a political environment	X	
	Ability to work in complex partnership arrangements	X	
	Experience in local government finance and budget management	X	
	Knowledge of principles of managing change	X	
	Expert understanding of the Council's services and the current challenges to delivery	X	
<b>Qualifications</b>	Degree or equivalent	X	
	MBA/Masters or equivalent		X
<b>Experience</b>	Experience in providing direction and management	X	
	Experience in delivering corporate plans and leading on complex projects	X	
	Experience in advising Members and working in partnerships	X	
	Leading effective performance management and delivery of change and new approaches within services	X	

	<b>Required Competencies</b>	<b>Essential</b>	<b>Desirable</b>
	Experience in delivering strategic direction and management		X
<b>Any other attributes required for the role not mentioned above</b>	Personal drive and commitment	X	
<b>Personal Attributes</b>	Initiative	X	
	Objective management style	X	
	Personal judgement and integrity	X	
	Written and verbal communication	X	
	Influencing and negotiation skills	X	
	Ability to set out succinct arguments in complex areas	X	
	Ability to inspire and motivate others	X	
	Strategic thinking	X	
	Innovation and creativity	X	
	Entrepreneurial / Commercial acumen	X	
	Support for equality and diversity issues	X	
	Customer focus	X	
	Political awareness and sensitivity	X	
	Experience in delivering results in a demanding environment	X	
	Thrive on uncertainty and manage appropriate risks	X	