

Jobs and Careers



Director Job Description

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| Post Title: Director – Delivery, Communications and Political Governance | Post Number: |
| Reports to: Head of Paid Service | Date: |

SERVICE SPECIFIC RESPONSIBILITIES

1. To lead the management, development and continuous improvement of all services and activities within the division which include responsibility for delivery support for the City Mayoral Programme, performance management, partnership working, research and intelligence, strategic planning and commissioning, programme and project management, change and improvement, policy development, equalities, community languages, electoral and members support related services including committee support and political decision making, and communications.
2. To provide accurate, timely and relevant advice to the City Mayor, Mayoral Team, the Head of Paid Service and Senior Management Team as appropriate on those aspects of the agenda for which the post holder has lead responsibility, including legislative changes and best practice/innovative approaches to improved service delivery.
3. To lead and advise on the development of key Council and partnership delivery and improvement plans which support the Council's vision and strategic priorities, and support the City Mayor, Mayoral Team, Head of Paid Service and Senior Management Team to monitor and review these plans.
4. To support the City Mayor, Mayoral Team, Head of Paid Service and Senior Management Team to develop an agreed portfolio of projects and programmes which appropriately aligns to the strategic priorities, and to effectively monitor and evaluate the performance of this portfolio. In support of this, will ensure that the right skills, capabilities, tools and approaches are established which will enable a consistent and rigorous approach to project and programme management and ensure the realisation of planned benefits.
5. To lead the management and delivery of high quality, consistent and effective research and intelligence, policy development, communication, community consultation and engagement services to inform strategic planning, commissioning and service delivery across the Council.
6. To lead the management and development of the City Mayor's, Deputy City Mayor's and Assistant City Mayors support to enable them to carry out their roles as defined in the agreed job descriptions and to link effectively to wider support and administrative roles across the Council.
7. To establish, lead and manage functions which support consistent and effective strategic planning and commissioning, research and intelligence, programme and project

management, partnership working and organisational development, improvement work, including a Corporate Portfolio Management Office for the City Mayor, Deputy City Mayor and the Head of Paid Service.

8. To strategically lead the organisation in analysing equality and diversity implications across the Council and in the effective translation into policy, strategic plans and service delivery.
9. To lead the monitoring and evaluation of the delivery of the Mayoral programme, the organisations effectiveness and the contribution to citywide objectives through the development, management and maintenance of a corporate performance management framework and system for the Council, and lead on ensuring robust data quality in relation to the performance monitoring information.
10. To act as the Electoral Appointee to the council in relation to Electoral duties and in doing so act as the Council's Electoral Registration Officer, Returning Officer and Acting Returning Officer for elections.
11. To lead the management and development of electoral registration and election process to ensure that local people are fully able to exercise their right to vote.
12. To lead the management and development of administration across the Council including administration of Council decision making arrangements and services to ensure that Council Members and Officers are able to carry out their roles effectively and efficiently.
13. To lead the management and development of the civic and ceremonial service, to ensure Leicester is promoted with appropriate dignity and style.
14. To act as the Council's lead on Emergency Management so ensuring that the Council is able to fulfil its role in major emergencies planning and that proportionate and appropriate responses to risk management are in place.
15. To carry out additional responsibilities and projects as assigned by the City Mayor, the Head of Paid Service and Strategic Director.

KEY CORPORATE RESPONSIBILITIES

1. To support the City Mayor, Mayoral Team, and the Head of Paid Service to deliver the vision and preferred direction of travel for the City and the Council, and to provide clear and visible leadership to the division when doing so.
2. To be accountable for the effective planning, organising, delivery and continuous improvement and efficiency of the division, its resources and allocated budgets, through divisional service delivery, efficiency and improvement plans as required. Services must be driven by quality and customer focus and be determined by the needs of the people and different communities of the City.
3. To work with the City Mayor, Mayoral Team, the Head of Paid Service and Senior Management Team as required to develop and implement strategic programmes of activity, ensuring where necessary the operational alignment of services, to increase outcomes in the priority areas for the Council and the Leicester Partnership and ensure operational alignment of services.
4. To develop and promote strong partnerships with local residents, local businesses and voluntary and community sectors for the benefit of the City, to improve the quality of life of local people and to support the regeneration of the City, the Council and the effective

delivery of services.

5. To support the City Mayor, Mayoral Team, the Head of Paid Service and Senior Management Team to ensure effective partnership working across all Council services and external partnerships in order to meet customers' needs, deliver corporate strategies and achieve local objectives.
6. To be responsible for the implementation of the individual performance management process within the division, and as Line Manager to be responsible for performance management and developing the capability of Heads of Service and other direct reports.
7. To ensure positive internal and external communications on divisional services, performance and initiatives, seeking and giving feedback to customers, partners and other stakeholders where necessary. This should be done in collaboration with relevant other Directors.
8. To ensure, with the City Solicitor & Head of Standards, that the Council fulfils its legal and audit related obligations in the delivery of services and is statutorily compliant. This responsibility extends to cross divisional working.
9. Harness the benefits and respond to the challenges of Leicester's diverse population and workforce, developing and implementing strategies aimed at removing barriers to access and participation facing all the City's communities.
10. To promote equality and inclusion across all service provision and employment through policy initiatives, personal example, open commitment, clear action and direction.
11. Support and develop effective partnership working with relevant City, sub-regional, regional and national bodies.
12. To contribute as appropriate to the Council's Emergency Planning and Business Continuity arrangements.
13. To comply with responsibilities placed on directors by contract procedure rules, financial procedure rules, and the Council constitution.

Is this post classified as politically restricted, as in the Local Government and Housing Act 1989, either

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| a) because of its salary level (or) | Yes |
| b) because the postholder is required regularly to advise the Council and its Committees, or communicates with the media on behalf of the Council? | Yes |

Is this post subject to exemption from The Rehabilitation of Offenders Act 1974? **No**