

## LONDON BOROUGH OF REDBRIDGE ROLE DESCRIPTION AND PERSON SPECIFICATION

<b>Role Title:</b>	Corporate Director of Communities		
<b>Directorate:</b>	Communities	<b>Grade:</b>	Director
<b>Department:</b>	Executive	<b>Hours/weeks:</b>	36* hours / 52.14 weeks
<b>Function:</b>	Executive	<b>Post number:</b>	TBC
<b>Team:</b>	N/A	<b>Base/location:</b>	Ilford, London
<b>Reports to:</b>	Chief Executive		
<b>Responsible for:</b>	Operational Director, Civic Pride Operational Director, Housing		

### Role and Context

<b>Overall Role Purpose:</b>	<p>As a member of the Corporate Management Team, work with the Chief Executive to lead a high performance, efficient and outward focussed culture across the whole organisation with an aspiration to position Redbridge as a leading Local Authority in London and the country.</p> <p>To support and advise elected Members in the formulation, development and review of corporate strategies to meet the Council's political and statutory requirements.</p> <p>To be visible to local residents, businesses and communities, actively listening to issues and concerns and taking responsibility for promoting fairness, equality and community cohesion. To champion the very highest standards of customer services.</p> <p>To take individual and collective responsibility for organisational and service performance / underperformance, striving to ensure Redbridge is a top quartile performer against relevant benchmarks.</p> <p>To take responsibility for supporting the Council's workforce to perform at their highest potential, ensuring there is a strong development culture and supporting clear talent management and succession planning across the organisation.</p> <p>To be the Council's lead advisor on civic pride, environment and housing issues.</p> <p>To support a shift in relationship between the Council and Redbridge communities, moving towards a model of doing things with (rather than to) local communities.</p> <p>To build strong partnerships with organisations that can help the Council deliver its communities, environment, civic pride and housing ambitions.</p> <p>To take responsibility for the leadership and management of the Council's regulatory and enforcement functions.</p>
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**Key Accountabilities and Result Areas**

<b>Corporate Strategic Leadership</b>	<p>As a member of the Corporate Management Team, work with the Chief Executive to lead a high performance, efficient and outward focussed culture across the whole organisation with an aspiration to position Redbridge as a leading Local Authority in London and the country.</p> <p>Deputise for the Chief Executive as required.</p> <p>To support and advise elected Members in the formulation, development and review of corporate strategies to meet the Council's political and statutory requirements.</p> <p>Sponsor and lead transformation and change programmes across the Council, always acting corporately to ensure that their impact is maximised, delivering both improvement and efficiency in a timely way.</p>
<b>Operational Leadership, Development and Improvement</b>	<p>Advise and support the political leadership (including relevant Lead Members) by providing clear options and recommendations in respect of decision making relevant to the services provided within the Directorate.</p> <p>Support the Operational Directors and Heads of Service in the delivery of high performing services, focussed on achieving the Council's core service outcomes.</p> <p>To be responsible for implementing the Council's corporate performance framework- including service planning, performance monitoring, budget management, performance appraisal, workforce planning and equalities regimes.</p> <p>Work together with operational management to develop a positive organisational culture in line with the Council's values, in which the workforce is empowered and motivated to deliver high levels of performance and drive continuous improvement.</p>
<b>Communication, Partnership Working &amp; Representation</b>	<p>To build strong partnerships across the public, private and voluntary sectors, supporting such partnerships in their leadership role across Redbridge, and to represent the Council corporately within such partnerships as appropriate.</p> <p>Take personal responsibility for facilitating public and community involvement in service development, to be visible to local residents, businesses and communities, actively listening to issues and concerns and taking responsibility for promoting fairness, equality and community cohesion. To champion the very highest standards of customer service.</p> <p>Liaise with Government, the Mayor of London, other Local Authorities and other national and regional partners to help shape and influence national and regional policy in the best long-term interests of the residents, businesses and communities of Redbridge.</p> <p>Represent the Council with the media and appropriate networks to advocate the Council's perspective and ensure a positive image that raises the reputation of the Council.</p>
<b>Leading Business Performance</b>	<p>As part of the Corporate Management Team, take collective responsibility and accountability for organisational and service performance, challenging and supporting colleagues to address areas of underperformance and striving to ensure Redbridge is a top quartile performer against relevant benchmarks.</p>

<b>Resource Management</b>	<p>To be responsible for financial and budgetary controls within the Directorate, ensuring that all budgets are appropriately properly managed to ensure no overspends, and ensuring proper risk management arrangements are in place at all times. To ensure all savings targets are fully delivered.</p> <p>To be accountable for all commercial and contractual relationships within the Directorate, ensuring these perform to their maximum potential and represent the best possible value for money.</p> <p>Promote an entrepreneurial culture in order to maximise income and revenues wherever possible and access external funds and resources that support the Council's core priorities as outlined in the Corporate Plan.</p> <p>Lead, inspire and motivate staff across the Council and support the workforce to perform to their highest potential. Take personal responsibility for role modelling appropriate behaviours and challenging both poor performance and inappropriate behaviour. Champion personal development, ensuring that there is a strong development culture, putting in place clear talent management and succession planning strategies across the organisation.</p>
<b>Corporate Accountabilities</b>	<p>All employees of the Council should undertake and conduct their work with due regard to the corporate accountabilities (available on the Redbridge Council website). These include responsibilities for outcomes regarding Equality, Conduct &amp; Behaviour, Health &amp; Safety, Data Protection, Safeguarding and Customer Care.</p>
<b>Flexibility</b>	<p>The key responsibilities and duties of the role are neither exclusive nor exhaustive. All workers are expected to operate flexibly to support delivery of services and from time to time will be required to undertake responsibilities outside the normal remit of role description as required by the Chief Executive, which are broadly commensurate the job level and scope of competence.</p>

**Person Specification****Knowledge & Experience**

<b>Statutory or Mandatory qualifications:</b>	No mandatory qualifications required.
<b>Educational Ability</b>	Strong all round educational performance, with a good quality degree and evidence of strong numeracy and writing skills.
<b>Key Subject or Content Areas (inc: Desirable Qualifications)</b>	<p>High quality leadership skills and a successful track record of leading organisational change.</p> <p>A successful track record of achievement in the delivery of high quality outcomes across the housing, environment and civic pride agendas.</p> <p>Strong commitment to personal development, including evidence of up to date leadership development.</p>
<b>Strategic Direction</b>	<p>An in depth understanding of policy and legislation that directly impacts on the strategic leadership of a local authority.</p> <p>A strong track record of successfully formulating, developing and delivering corporate strategies to transform services and deliver objectives in a large, complex and multi-disciplinary organisation.</p> <p>Significant experience of successfully leading and managing a diverse portfolio of professional services, gained at a senior level in a local authority or multi-functional organisation of comparable size, scope and complexity.</p>
<b>Political Awareness</b>	Politically astute with demonstrable experience of having worked at a senior level in either a political environment or a comparable governance regime.
<b>Driving Change and Improvement</b>	<p>A strong change leader and manager, comfortable with operating in an uncertain environment where the end state is not always known.</p> <p>Demonstrable success at a senior level in the initiation and management of effective and complex changes to services. This will include extensive experience of leading large-scale transformational programmes and projects within a complex environment.</p>
<b>Performance Improvement</b>	<p>A successful track record of establishing a strong performance culture including effective performance measures, the evaluation of service quality and improving service delivery in a way which meets the needs and expectations of customers.</p> <p>Experience of developing and implementing, commissioning and performance frameworks in a multi-disciplinary and partnership environment.</p>
<b>Leading Partners</b>	Experience of working in partnership with and managing internal and external stakeholders, including local community groups, not-for-profit, public and private sector organisations, in complex and changing environments.

<b>Skills, Abilities and Competencies</b>	
<b>Leadership and Development</b>	<p>A visible, inspirational, supportive and approachable people manager - with a demonstrable ability to lead and motivate staff to perform to their maximum potential in pursuit of clear organisational priorities.</p> <p>A strong commitment to talent management and succession planning.</p>
<b>Communication Skills</b>	<p>Highly credible with local residents, businesses and communities. Skilled and confident at listening to and entering into a dialogue with a diverse range of residents, businesses and communities.</p> <p>High-level presentational skills and interpersonal skills with the ability to communicate effectively with a range of audiences.</p> <p>Well-honed networking skills.</p> <p>Ability to present highly complex information in a clear and concise manner.</p>
<b>Relational and Partnership Influence</b>	<p>Strong partnerships skills, with a successful track record of collaborative working in pursuit of clear corporate priorities.</p> <p>High quality negotiation skills, with a strong track record of negotiating favourable commercial and/or contractual positions and interests.</p> <p>Credibility to represent the Council at the highest level of regional and national government.</p>
<b>Strategic Analysis and Judgement</b>	<p>Strong analytical and problem solving skills - including the ability to be able to draw clear recommendations from complex information.</p> <p>Anticipates stakeholder needs before they are articulated, identifies potential alternative courses of action and makes use of information to map out implications to aid decision making.</p>

<b>Other Considerations</b>	
<b>Working Pattern and travel</b>	<p>Role will involve irregular working patterns and will require the post holder to be able and willing to work during these periods, including evenings and occasional weekends.</p> <p>*The salary scale is inclusive and recognises the volume of work in addition to and outside the Council's normal office hours required by the post over and above the hours quoted above.</p>
<b>Safeguarding Disclosure and</b>	<p>The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. If appropriate this employment may be subject to an enhanced Disclosure and Barring Service check/s (DBS).</p>
<b>Special Factors or Constraints</b>	<p>This post falls within the "politically restricted" category under the Local Government and Housing Act 1989 this post is politically restricted. The detail of the restrictions this places upon you are as outlined in the Statement of Main Terms and Conditions of Employment.</p> <p>Maintenance of the highest standard of conduct and public confidence in their integrity.</p>

**Version:** 0.01  
**Last Reviewed:** 10/06/2019