

Role Profiles for all Managers include the following Generic Duties

| Generic Duties/Accountabilities | |
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| 1. | Implement and champion, through service and staff development, the Council's Health and Safety, Equal Opportunity and Information Security Policies. |
| 2. | Promote and ensure participation in the Council's IIP, IPAD and training initiatives, information governance initiatives and information management best practice. |
| 3. | To ensure that the post holder complies with their responsibilities as laid out in the council's health and safety policy and takes an active role in promoting a positive health and safety culture. |
| 4. | To support the operation of local and general elections when requested by the Retuning Officer. |

Role Profiles for Managers with delegated budgetary authority also include the following Generic Duties – *items in italics are dependant on the role's strategic breadth.*

| Generic Duties/Accountabilities | |
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| 5. | To manage the <i>function or team</i> so that the services provided are responsive to customer requirements, accessible to all areas of the community and provide value for money. |
| 6. | To develop the structures, systems and policies necessary to support effective service delivery. |
| 7. | To motivate, train, develop and performance manage staff to maintain an effective workforce capable of meeting its objectives. |
| 8. | To formulate annual operational plans and budgets for the <i>function or team</i> so that there are clear priorities and appropriate resources are allocated to their achievement. |
| 9. | To resolve the most complex and high level operational issues so that they are resolved effectively and precedents are set for the resolution of similar issues. |
| 10. | To <i>develop or contribute to</i> longer term (2-3 years) plans for the services managed so that they are developed in line with Council and Government priorities and customer requirements. |
| 11. | To ensure services link effectively with related service provision, within or external to the Council, so that coherent and value for money services are provided. Where appropriate, and in conjunction with other service providers, to undertake joint planning of service delivery and/or for the closer integration of service provision. |
| 12. | Prepare monitor and control the service budget to ensure that expenditure is in line with the agreed business plan. |
| 13. | To manage the teams and service provided in a way that promotes the Council's approach to diversity. |