

LONDON BOROUGH OF HARROW

Corporate Director, XXXX

Responsible to:- Chief Executive

JOB PURPOSE

The post is a Corporate Director and member of the council's Management Board responsible, with the Chief Executive, for the strategic and general management of the council and specifically the XXXX Directorate.

For posts with statutory Director duties:

To be the Council's Director of XXXX and responsible for duties as set out in the statutory guidance on role and responsibilities.

For posts managing statutory Directors:

The post is responsible for managing the Director of XXXX and ensuring that they are able to undertake their duties as set out in the statutory guidance on role and responsibilities.

MAIN ACCOUNTABILITIES

Leadership

1. Together with the Chief Executive and members of the council's Management Board, and in collaboration with elected members, establish and implement a vision for Harrow in the development of its services, organisation and workforce.
2. Demonstrate effective strategic leadership and good governance through high standards of personal behaviour
3. Ensure that structures and processes inform sound decision-making and service delivery
4. Deliver efficiency and value for money and sound financial management
5. Develop and maintain systems and processes to develop capability, skills and knowledge at all levels within the organisation
6. Develop and maintain a culture that encourages innovation and improvement
7. Develop and maintain a healthy and effective interface between the Council Members and Officers
8. Provide well-evidenced and sound advice directly to the Chief Executive, cabinet, portfolio holders and other members of council and attend council, cabinet and other committees and events as required

9. Promote a positive image of Harrow externally and represent the council at local and national level attending and presenting at such conferences, seminars, meetings and working parties as may be required.
10. Represent the council and/or the Chief Executive in discussions with partner organisations and other stakeholders.
11. Lead and direct corporate and cross council activities as specified by the Chief Executive.
12. Deputise for the Chief Executive within functional areas and other areas as specified by the Chief Executive.

Commissioning

13. Maintain and develop effective systems and processes for identifying the needs of the local community and the resources available to deliver agreed outcomes.
14. Maintain and develop an effective framework for consultation and engagement with service users, staff, trade unions, voluntary and community organisations, partners and other stakeholders.
15. Ensure services are commissioned to enable achievement of agreed outcomes through effective, efficient, equitable and sustainable service delivery.
16. Lead innovation in the development of new approaches to service delivery to ensure continuous improvement in value for money, performance and quality of services for Council Tax payers
17. Oversee and ensure implementation of service development and delivery plans
18. Ensure service agreements and contract arrangements enable service delivery against agreed outcomes
19. Ensure monitoring and review arrangements are in place to enable evaluation of service delivery and impact on achieving agreed outcomes.
20. Ensure in conjunction with strategic partners, government and other agencies the achievement of council objectives and the fulfilment of statutory obligations and national requirements.

Partnership

21. Maintain and develop effective relationships with key partners, service providers and stakeholders and the wider community to facilitate high quality commissioning of services.
22. Maintain and develop effective relationships with relevant government departments and other national or regional bodies.
23. Ensure the council is equipped to meet government requirements and inspection requirements.

Performance and Resource Management

24. Provide effective management arrangements to ensure delegated resources are used to best effect to deliver agreed outcomes
25. Sustain a culture to encourage meaningful contribution by employees through their continuing development and commitment
26. Develop and maintain effective governance and performance frameworks to clarify accountabilities, expectations and ensure that effective monitoring, reporting and challenge mechanisms are in place
27. Provide effective management arrangements to ensure implementation of the Council's Safety Policy and Safety Management Systems, including any service specific Safety Policy, Codes of Practice and Safe Systems of Work
28. Participate in effective civil emergency planning, leadership and management.

Equality and Diversity

29. Provide leadership, communication and action, which will exemplify the Council's values, sense of purpose and commitment to ensure equality of opportunity and strengthen cohesion in the local community.

ROLE SPECIFIC ACCOUNTABILITIES

For posts with statutory Director duties:

30. Fulfil the statutory role of the Director of XXXX and ensure that the associated statutory duties are discharged (See Statutory Guidance for further details)

For posts managing statutory Directors:

31. Support the Director of XXXX to ensure that the associated statutory duties are discharged (See Statutory Guidance for further details).
32. Lead and direct the strategic and general management of the following services / functions on behalf of the council:
 - *List relevant services / function*
33. Lead and direct the effective development and implementation of the following key strategies on behalf of the council: -
 - *List relevant strategies*
34. To act as lead officer and directly advise the Chief Executive, relevant council committees and panels including Cabinet and Scrutiny sub committees and council members on all strategic policies and practices relating to the XXXX Directorate.