

Job Description

POST IDENTIFICATION

Post Title	Strategic Director – Transformation & Corporate				
Grade	Chief Officer	Job Evaluation ID:	SD1	Date Evaluated/Reviewed	July 2021
Service Area	Transformation & Corporate				
Service Team	Corporate Management Team				
Responsible to	The Chief Executive and the Council				
Areas of Responsibility	Transformation & Corporate – Head of People, Policy & Transformation, Head of Finance, Head of Law & Standards				
Number of staff responsible for	50+	Political Restricted Role <i>(refer to special conditions section)</i>	Yes	DBS Required	No
Job Evaluation Proforma (to be completed by a manager only when creating a new job or amending an existing role)					

JOB PURPOSE

Primary Responsibilities:

1. To work with the Chief Executive and corporate team dedicated to the delivery of high quality public services to the people of Newport and to the realisation of the Councils Corporate Plans.
2. To work with and support Elected Members and their political management structures in shaping their strategic vision, policies and priorities for the governance of the city.
3. To promote and develop a strong corporate focus and a coherent corporate culture across the authority.
4. To provide inspirational and professional leadership to the workforce, strengthening skills and competence and fostering a strong culture of standards, performance and accountability.
5. To take a lead role in maintaining and developing regional, national and local partnerships.
6. To lead on a cross cutting Corporate Plan theme for the authority and working with Heads of Service and designated lead officers on a range of strategic roles.
7. Ensure the delivery of a high quality service and work in partnership with officers and agencies to deliver the Councils agenda.
8. To provide strategic direction and oversight to a service grouping as allocated. (Please note that the strategic oversight role of the Chief Executive and Strategic Directors may be amended from time to time).

KEY RESULT AREAS

1. To ensure that the council's vision, goals and core values are delivered.
2. Working with other colleagues and lead Members to develop a clear vision and effective action and outcomes to achieve the council's key corporate aims with particular reference to its performance management culture, customer services, community cohesion and diversity, equal opportunities and inclusion, positive and equitable human resources policies and public relations.
3. To work effectively as part of an integrated Strategic Leadership Team to ensure that it is a co-ordinated and effective team which operates strategically and encourages effective working across service areas.
4. To oversee the work of and provide leadership and guidance to specified Heads of Service in meeting their priorities for improvement and service plan targets and outcomes, including statutory performance indicators and budget requirements.

5. To work with Heads of Service to set the strategic direction for budget management and work collectively with colleagues to develop and oversee the council's budget.
6. To create and maintain service delivery excellence for the council by initiating opportunities for process and service improvements.
7. To network and take an active lead, effectively collaborating with partners/stakeholders to achieve specified existing partnership outcomes particularly fostering effective integrated working with health and to develop future partnerships to better service our communities.
8. To champion the needs of customers at organisational and community wide level and ensure tangible outcomes.
9. To formulate with the Chief Executive/Cabinet Members on an annual individual work programme for the relevant Strategic Director responsibilities that reflect the priorities of the Corporate Plan and Service Group plan.
10. To undertake a public relations role and represent the council as required.

This job description sets out the main result areas of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION		
ESSENTIAL		DESIRABLE
Qualifications	<ul style="list-style-type: none"> • A degree or equivalent professional qualification in a discipline relevant to the role. 	<ul style="list-style-type: none"> • Management qualification.
Knowledge	<ul style="list-style-type: none"> • Significant working knowledge of Corporate Service or Transformation at a Strategic level 	<ul style="list-style-type: none"> • Click here to enter text.
Experience	<ul style="list-style-type: none"> • Substantial experience at senior management level within a large multi-disciplined organisation with a proven track record of consistent achievement. • Experience of strategic policy making with a proven track record of implementing strategies which cross service or professional boundaries. • Experience and achievement within at least one field of People, Policy, Transformation, Finance or Legal. • Demonstrable experience of establishing and building partnership and joint working opportunities within a complex policy and service environment with a wide range of partner organisations. • Experience of developing and delivering cost effective customer focussed services. 	<ul style="list-style-type: none"> • Click here to enter text.
Aptitude & Skills	<ul style="list-style-type: none"> • A track record of working in a political environment and an ability to develop effective working links with elected members. • An understanding of the legislative frameworks and issues relevant to local government and health. • Demonstrate the ability to lead, deliver and promote programmes / projects in partnership with communities and other organisations. 	<ul style="list-style-type: none"> • An understanding of the implications for local government of national trends in government policy.

- Creative with highly developed problem solving, negotiation and decision making skills and be able to produce practical and innovative solutions.
- Ability to communicate ideas and issues effectively to a wide range of individuals and groups.
- Highly motivated, dynamic and enthusiastic individual who is able to use their own initiative and is not easily discouraged.
- Ability to work to tight time-scales.
- Able to lead, inspire and motivate employees, building effective teams which cross service or professional boundaries.
- A commitment to continuous learning.
- Evidence of progressing equality of opportunity policies in employment and service delivery.

Equal Opportunities

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Understand and demonstrate a willingness to promote positively the [Strategic Equality Plan](#) of Newport City Council

Welsh Language Requirements

The Authority is committed to delivering an equally high quality service in Welsh and English and will support staff in providing this. All posts have to be assessed in respect of the Welsh Language requirements.

Welsh requirements for this post (see [Welsh Language Skills Assessment](#) for skill levels)

Listening / Speaking Skills	1	Writing Skills	1	Reading / Understanding Skills	1
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Applicants will be supported by internal welsh language training to achieve level 1 understanding where they do not already meet this level

Special Conditions

Disclosure & Barring Service Disclosures

Not applicable.

Politically Restricted

The post you are applying for is politically restricted under the provisions of the Local Government and Housing act 1989. If you wish to receive further information about politically restricted posts e-mail human.resources@newport.gov.uk

Other (including physical demands and working conditions)

Requirement to work outside of normal office hours as appropriate.

Training

Undertake all mandatory training relevant to the role and be responsible for your own Continuing Professional Development.

To find out more about working for Newport City Council, visit www.newport.gov.uk or click [here](#)