

## Job Description and Person Specification

**Post Title:** Group Manager - Corporate Services and Monitoring Officer

**Reports to:** Executive Director - Communities

**Scale:** 12

**Politically Restricted:** Yes

### Overall Purpose

1. As a member of the Senior Leadership Team to model and promote a culture of ambition, leadership, excellence, high performance, and one team ethos.
2. The Council's lead manager and ambassador for Corporate Services having accountability for delivering corporate priorities, key projects and achieving results.
3. As Monitoring Officer ensure that the Council, its officers, and its Elected Councillors, maintain the highest standards of conduct.
4. To proactively identify opportunities to advance the Blaby District Council's Plan through change initiatives that will deliver measurable business improvement.
5. To work collaboratively with the Senior Leadership Team and stakeholders on the delivery of our major projects and assets programme that underpins the Blaby District Council's plan.

### Key Roles, Tasks and Responsibilities

1. To lead a group of services and Service Managers – setting direction, establishing priorities, building capacity, maintaining focus, and delivering value for money and continuous improvement.
2. As a member of the Senior Leadership Team to demonstrate and promote a culture of ambition, excellence, responsibility and high standards across the council.
3. To work in partnership with other agencies to develop, deliver and innovate service improvements, create opportunities and achieve ambitious targets.
4. To manage, lead and deliver key projects to ensure they meet strategic objectives.
5. To ensure that statutory or regulatory standards are met that apply to the services you lead.

6. To keep up to date on best practice and future trends in your service area and strategy with the aim of delivering a modern innovative service.
7. To lead on delivery of our corporate services including democratic services, elections, business intelligence, land charges, legal, building control and communications and digital.
8. To drive a system of performance management and improvement across your services.
9. To support and embed the Council's transformational priorities including commercial opportunities to make the Council more financially resilient.
10. To support and advise members of the Council, Cabinet, Scrutiny and other meetings on relevant matters.
11. Appraising and advising on commercial opportunities and financial targets, whilst safeguarding public money.
12. To work closely with the rest of the Senior Leadership Team to create and embed an empowering and positive culture.
13. To maintain and look at ways to improve effective business continuity arrangements for your services.
14. To ensure equality of opportunity and fairness in terms of access to services and employment and to support the delivery of the equality standards.
15. To identify customer needs and the most appropriate way of meeting them within current and future resource constraints.
16. To engage in and chair strategic partnerships, meetings and associated forums.
17. To hold such appointments on outside bodies as specified by the Council/Cabinet Executive/Chief Executive and carry out work for or on behalf of outside bodies as required.
18. Provide advice and analysis on service areas within your scope to facilitate informed decision making by ensuring officers and members are appraised of issues and received relevant, best practice professional advice.
19. Responsible for the development, delivery and monitoring of an annual service and business plan which aligns with both Councils' corporate strategies, objectives and priorities. Plans to be delivered within timeframes agreed by the senior management team and members, sufficient to inform the councils budgetary processes.
20. To drive a system of performance management and improvement across your services.
21. To hold Proper Officer appointments specified from time to time in the Council's Constitution

### **Monitoring Officer**

The Monitoring Officer has the specific duty to ensure that the Council, its officers, and its Elected Councillors, maintain the highest standards of conduct in all they do.

1. To report on matters he/she believes are, or are likely to be, illegal or amount to maladministration.
2. To be responsible for matters relating to the conduct of Councillors and officers.
3. To be responsible for the operation of our Constitution.

### **Post Characteristics**

**Allowances:** Essential Car User allowance, Mobile telephone, one professional subscription, Monitoring Officer allowance

**On call/emergency situations:** Yes

**Security/safeguarding checks:** None.

### **Health and Safety Responsibilities**

1. Health and safety responsibility is inherent in the managerial role and the responsibilities for health and safety are no different from the requirements of other management activities.
2. To be familiar with and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time.
3. To be responsible for the effective implementation of the Council's health and safety policies and procedures with their services. To ensure that robust and effective safe working arrangements are in place and adhered to by all staff at all times.
4. To ensure that all accidents, incidents and near misses are properly reported and investigated.
5. To report any corporate or significant H&S issues to the Corporate Health and Safety Adviser.

### **Emergency Planning/Response Responsibilities**

1. To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

## Person Specification

### Knowledge

#### Essential:

Relevant professional qualification or equivalent demonstrable vocational experience and evidence of continuing professional development (3, 4, 5\*).

A good understanding of political processes and of effectively managing politically sensitive issues and working with employees, elected members and external stakeholders (3, 4\*).

A clear understanding of the current context of political challenges facing the public sector (3, 4\*).

A good knowledge of the legislative framework relating to the provision of high-quality services in the public sector and up to date knowledge of recent changes (3, 4\*).

### Experience

#### Essential:

Management experience delivering significant service outcomes of at least one of the significant services specified in the job description in a demanding, complex and politically sensitive environment (3, 4\*).

Proven success in leading a large multi-disciplined team through major change which is customer-focused and that significantly contributes to the achievement of corporate priorities (3, 4\*).

A successful track record of operating in a complex political context and winning the respect, trust and confidence of Councillors, staff, residents and partners (3, 4\*).

A strong track record of achievement in developing, managing and implementing service strategies that underpin the delivery of progressively higher standards of service and cost reductions within challenging organisational circumstances (3, 4\*).

Experience of planning, monitoring and managing service budgets (3, 4\*).

Experience in the preparation and presentation of complex strategy and policy documents (3, 4\*).

Experience of managing significant and demanding projects (3, 4\*).

#### Desirable:

Experience of successful partnership working and being able to demonstrate the knowledge to ensure that the Council can benefit from partnerships (3, 4\*).

## **Skills/Abilities**

### **Essential:**

A corporate leader and excellent manager who is enthusiastic, determined and positive to develop the joint working arrangements of the Councils (3, 4\*).

The ability to provide professional advice confidently and tactfully, expressing a viewpoint and providing policy direction (3, 4\*).

The ability to handle competing priorities and a challenging workload in a complex political environment (3, 4\*).

Highly developed communication, networking and ambassadorial skills (3, 4\*).

An inclusive team player who can foster partnerships, work collaboratively across boundaries and achieve performance and results through others (3, 4\*).

The ability to motivate staff at all levels to perform at the highest level (3, 4\*).

Proven ability to deliver positive, customer focussed outcomes in a challenging environment (3, 4\*).

Ability to lead and deliver significant culture change (3, 4\*).

To possess excellent written and spoken communication skills for all occasions including Council and partnership meetings (3, 4\*).

Ability to manage across a range of disciplines (3, 4\*).

Demonstrates a commitment to self and staff development (3, 4\*).

### **Desirable:**

Must be confident and comfortable dealing with media interest on issues relating to your services (3, 4\*).

## **Qualifications/Training**

### **Essential:**

Evidence of Continuous Professional Development (3, 4, 5\*).

Relevant professional qualification or equivalent demonstrable vocational experience (3, 4, 5\*).

### **Desirable:**

Recognised management qualification (3, 4, 5\*).

### Method of assessment\*

1. Test prior to shortlist
2. Test after shortlist

3. Application form
4. Probing at interview
5. Documentary evidence

**Job Description and Person Specification details:**

Reviewed by: Chief Executive

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