

## **Head of Paid Service**

### **Job Description as per current Corporate Director role plus the following additional responsibilities:**

#### Job Purpose –

To discharge the responsibilities of the head of paid service in accordance with the provisions of the Local Government and Housing Act 1989 and the council's constitution.

As chair of the Corporate Management Team, to develop a collaborative relationship within the team and between Cabinet & Chief Officers as the leadership team.

Promote and maintain effective and productive relationships between officers and members in accordance with the council's protocol for employee and councillor relationships.

Lead CMT in the development and implementation of corporate policy, strategies and plans to deliver the council's objectives.

Direct the management process and officers of the council to deliver its strategic aims & objectives.

Provide leadership and direction to officers of the council so that staff clearly understand the core values, objectives and priorities of the council

Position the council to meet current and future challenges by promoting a performance driven, customer focussed culture which enables the council to deliver its strategic objectives and respond to the priority needs of the community whilst balancing these requirements against available resources.

Provide services either through direct delivery, collaborative partnership frameworks or other sourcing solutions as may be appropriate so that the council's required outcomes are delivered whilst identifying and resolving financial and other risks.

Work with the Leader of the Council and elected members to lead the development of corporate and service delivery and the development of plans and policies ensuring that these are communicated and implemented effectively.

Act as principal policy advisor to members in order to enable them to make informed choices and decisions concerning the development of policies, options for delivery, resource implications and allocation or reprioritisation of resources.

Ensure that strategies, policies and systems are in place to communicate with and consult about the activities and priorities of the council externally with the public and key partners.

Ensure the effective governance of the council and the legality, probity, integrity, proper public accountability and scrutiny of its decision making processes.