

SOUTHEND-ON_SEA CITY COUNCIL

JOB PROFILE

JOB TITLE: DIRECTOR OF PLANNING & ECONOMY

REPORTS TO: EXECUTIVE DIRECTOR – ENVIRONMENT & PLACE

LEVEL: SMG 3

Purpose of the Job

To provide direction and leadership to a specified group of services within the council and to ensure that these services are designed/delivered/commissioned in line with the council's delivery plans and agreed budgets.

To support the Corporate Leadership Team (CLT) in developing strategy and delivering the best possible outcomes for the people of Southend in line with the Corporate Plan and the vision for the organisation and City; working with local communities and developing and maintaining relationships with key stakeholders, partners and Members

To promote visible and inclusive leadership that demonstrates the behaviours and values of the council and sets out a clear direction and expectation of performance standards.

To undertake cross-functional work and work collaboratively with councillors and the Extended Corporate Leadership Team (ECLT).

Key Relationships

Chief Executive, CLT, ECLT, Elected Members, Strategic partners.

Key Responsibilities

To lead and take responsibility for specific strategic and corporate matters as agreed with the Executive Director.

To lead and manage a team of heads of services and service managers. To empower and engage these individuals to continually improve and deliver the best possible outcomes in the context of the Corporate Plan and the vision for the organisation and the City.

To develop and maintain effective relationships with partners and other external bodies (locally, regionally and nationally) and to use these relationships to negotiate and resolve issues that impact the Council's services and to continually improve outcomes and service delivery and to promote the community of Southend.

Ensure effective financial management and sustainability with maximum income generation.

To maintain and protect the environment, by limiting the impact of the services on the environment and driving towards a position of net zero carbon by 2030.

Develop and maintain positive relationships with elected members.

Promote and role-model the principles of inclusivity, equality and diversity and ensure that these are upheld and embedded across the organisation.

Represent the council with external bodies (including the media).

Represent and deputise for the Executive Director as required.

Functional Responsibilities

Responsibility for a number of service areas with full line management of the Departmental Leadership Team (DLT), to include the Heads of Service and directly reporting Service Managers.

Lead responsibility for the total budget of services accountable for.

- Strategic planning
- Development management
- Building Control
- Economic Development

In total currently 48 staff.

Knowledge and Experience

Relevant degree and/or management qualification (or equivalent through work related experience)

Proven senior management experience including leading planning teams to a high-level of achievement

Experience of working in a complex and diverse organisation at a medium or senior management level to include development of strategy and change management

Understanding of Local Government and experience of working in a political environment with the ability to support corporate planning and strategy development

Budget management experience with the ability to develop and drive efficiencies to include cost reduction activities, income generation and supporting with the design of innovative funding models to deliver value to the Council and its Transformation

Experience of developing and maintaining significant partnership arrangements that contribute to strategic change

Ability to build strong influential relationships with senior colleagues and Members

Ability to work independently on and apply innovative solutions in relation to a diverse range of matters with minimal direction from the Executive Director

Corporate responsibilities

Work closely with the senior leadership team and elected members to deliver the Council's vision, aims and objectives.

Promote the principles of equality, diversity and inclusivity and ensure that these are upheld and embedded across the organisation

Promote and work in line with the principles of the Data Protection Act 2018

Ensure compliance with Health & Safety and other relevant legislation across the organisation.

Maintain and protect the environment, by limiting the impact of the services on the environment and driving towards a position of net zero carbon by 2030

Role model the Council's Values:

Behaviours and Values

Values

- Collaborative
- Honest
- Inclusive
- Proud

Behaviours

- Driving positive change
- Demonstrating strong leadership
- Trust & respect
- Acting with integrity & behaving responsibly
- Building relationships to work well together

This is a politically restricted post