

Cheshire East Council
Senior Management Roles
Director of Growth and Enterprise

Responsible to: Executive Director of Place

Role Outline

- Develop, lead and manage the growth agenda for Cheshire East Council to meet the needs of residents and businesses. To take the lead in delivering the Council's strategic priorities in relation to regeneration, development and place shaping alongside its key role in supporting economic growth. The role will also be an integral link in establishing strategic partnerships with the public and private sector including the Local Enterprise Partnership (LEP), authorities across the sub region and surrounding areas including the North West and the Midlands.

- To provide strategic leadership and accountability to drive forward an ambitious transformation programme, leading, managing and developing high performing teams with the required capabilities and skills for the future. Service areas include:
 - Housing
 - Economic Development
 - Culture and Tourism
 - Estates

- To lead the development and implementation of strategic initiatives that underpin and support the Council's whole organisation transformation programme and its defined work streams (Brighter Future Together):
 - Culture
 - Estates and IT
 - Customer Experience
 - Commercial Strategy
 - Governance and Engagement

- To ensure that the Council stays abreast of key policy changes and relevant external issues that could impact on strategic relationships and operational service delivery, developing and directing a high performing team to deliver evidence based policies, identifying priorities for action and influencing strategic decision makers.
- To oversee the development and implementation of the Council's Equality, Diversity and Inclusion Strategy, ensuring the Council is meeting its statutory obligations under the Equality Act 2010 and the public sector equality duty.

Principal Responsibilities

As a member of the Council's Wider Leadership Team:

- Lead the management, development and continuous improvement of the division to shape the future growth and development of the borough of Cheshire East.
- Ensure that the Council has effective arrangements in place for all land and property matters to ensure the Council meets its statutory requirements.
- Develop robust strategic alliances and sustain effective working arrangements with partners, Government departments, other relevant organisations, businesses, voluntary sector groups and user groups to deliver positive outcomes for Cheshire East.
- Ensure effective commissioning and contract management arrangements are in place for all contracts and ASDVs allocated to the division and ensure that they comply with the Council's rules and procedures.
- Lead and manage the delivery of the Economic Strategy and Strategic Asset Management Plan to ensure that the Council's assets deliver the full potential of the Borough's capacity for growth.

- Be accountable for the effective planning, organising, delivery and continuous improvement and efficiency of the division, its resources and allocated budgets, through divisional service delivery, efficiency and improvement plans as required.
- Set out clear performance management and service standards for the division and to deliver continuous improvement of service.
- Drive and manage culture change; energise staff and build aspirations and morale; ensure roles and responsibilities are defined with a clear focus on outcomes; recognise individual and team contributions; and embed a managed risk approach with timely decision making and administration.
- Be the principal advisor on all development and property related matters for the Council's elected members and to establish and maintain the trust and confidence of elected members across the political spectrum.
- Ensure projects allocated to the division are delivered effectively and in a timely manner.
- Ensure the division meets its budget targets (Capital and Revenue).

Main Accountabilities

As a responsible manager within the Authority:

- To ensure that services are delivered efficiently, effectively and within budget
- To provide strong, creative and resourceful team management.
- To ensure consistently high levels of customer satisfaction, including designing and putting in place an effective framework to capture measure and report on this on a regular basis.

- To support, encourage and enable collaborative multiple accountability and multi-agency working, in partnership with a wide range of other service providers, to deliver outcomes for local people efficiently and effectively.
- To create , foster and maintain a safe and healthy working environment, which encourages commerciality, creative thinking, innovative practice and acceptable well managed risk taking by all staff, and which seeks actively to provide added 'public value' from limited resources.
- To manage all aspects of the team and individual staff performances including use of resources against agreed shared and personal targets.
- To work closely with elected Members at local level, to support them in undertaking their Community Leadership role effectively and confidently.
- To take responsibility for, and be directly accountable for the performance and use of resources, of a range of defined related functions and activities, as the main (but not exclusive) area of focus of the role
- To contribute actively to the effective functioning of a network with peers, for mutual development and support, to derive shared solutions to service delivery.
- To articulate and champion the Council's operating model and principles, driving efficiency and continuous improvement.

NOTE: Notwithstanding the detail in this job description, in accordance with the council's flexibility policy the job holder will undertake such work as may be determined by the Executive Director of Place from time to time, up to or at a level consistent with the principal responsibilities of the job and in any location within the area of Cheshire East Council.

Dimensions / Budgetary responsibility / Other key statistics

- Direct Line Management of 4 people.
- Total Budget responsibility £20.2m

Qualifications / Experience / Knowledge Required

- Degree level qualification in a relevant discipline
- Senior membership of a relevant professional body
- Post graduate management qualification (e.g. MBA) or relevant management experience.
- Evidence of continued professional development

Knowledge and Experience

- Experience and consistent achievement at a senior management level in an organisation of comparable scope and complexity pursuing a transformational agenda.
- Significant relevant experience in leading and transforming the majority of services covered by this Economic Growth & Enterprise.
- A proven track record of managing budgets to high standards of probity.
- Experience of leading the delivery of strategic objectives and policies through effective service planning.
- Experience of leading, motivating and managing services with multi disciplinary teams to achieve significant, sustainable improvements and positive outcomes through internal and external partnerships.
- Significant experience and demonstrable success in leading major organisational and cultural change, with evidence of innovative and transformational thinking.

Skills & Abilities

- Proven ability to lead teams, focused on delivering change and improvement across partnerships and organisational boundaries.
- Financial and commercial awareness, with strong analytical skills and an excellent aptitude for developing innovative solutions to complex problems.

- Planning, prioritising, persevering and delivering improvements to achieve objectives within timescales.
- Ability to explore innovative and creative means of delivering improved service outcomes through effective resource utilisation, whilst minimising risk and maintaining a focus on delivering business as usual.
- Ability to operate effectively within the democratic processes, with the political acumen and skills to develop productive working relationships with council members that command respect, trust and confidence. An excellent understanding of local democracy and the processes, practices and culture required delivering strong, healthy local governance.
- Ability to provide visible and supportive leadership, empowering, motivating and developing staff and fostering a positive organisational culture focusing on delivering improved outcomes for service users.
- Ability to initiate, develop and implement effective strategies with clear goals and to make clear, informed, appropriate and timely decisions together with an ability to challenge poor service delivery.
- Effective negotiating and presentational skills.
- Excellent communication skills to relate effectively to employees, council members, the general public and other stakeholders and command their respect, trust and confidence.