

Oxford City Council

Building a world class city for everyone

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Role Profiles

Role information

Job Title	Executive Director – Communities and People	Post Number	HR use only
Position type	Permanent	Hours	37 per week
Grade and Salary Range	circa £120k		
Location	Oxford		
Service Area / Directorate	Communities, Housing Needs and Customer Services		
Responsible To	Chief Executive	No. of employees	
Budget (£)		Assets	
Rehabilitation of Offenders Act 1974	Not Exempt	Additional Screening	N/A
Candidate Screening	Not required		
Political Restriction	This post is politically sensitive		

Role responsibilities and main duties

- To provide leadership, direction and management to the Directorate ensuring the delivery of efficient and effective services to customers aligned to members' priorities and budgets as set out in the Corporate Plan.
- Lead systems and cultural change in frontline services to deliver better outcomes for customers, communities and residents.
- Work with partners and communities to promote a whole systems approach and drive effective action on social and economic inclusion, wellbeing, and tackling inequalities. Enable and encourage independent and healthy lifestyles, facilitating social interaction and creating locally resilient, inclusive and safe communities;
- Drive innovation in housing needs and homelessness services focused on improving access to sustainable housing options and reducing homelessness, whilst ensuring statutory housing duties are met
- To be the Council's strategic advisor for the Communities and People Directorate, including Communities Services, Customer Services, Regulation & Community Safety and Housing needs and homelessness services, tenants services and welfare reform team, and to develop and implement strategies and policies for the Directorate which contribute to the Corporate Plan.
- To be responsible for the programme management of the delivery of a range of strategic projects as required, such as the customer and digital strategy, equalities and diversity strategy, county-wide approach to homelessness and rough sleeping.

- To provide strategic advice and guidance to the organisation and Members for the allocated areas of responsibility
- Ensure all projects are fully financially assessed in terms of viability, funding requirements and to manage and mitigate risk effectively and keep programmes within budget.
- Represent the organisation at high level with company chairs, CEOs and directors, and on external boards
- Build and manage collaborative partnerships to deliver against the council's priorities
- To build the new Directorate and lead a programme of change to balance activity towards more preventative activity and less reactive, single response, activity
- To attend and present as required at Board meetings and stakeholder groups and represent the Council at public meetings
- Act as Board Member for the Council's owned companies, as required.
- Deputise for the Chief Executive if required, largely on matters related to the Directorate.

Corporate Responsibilities

- To be a member of the Corporate Management Team, collectively setting and driving strategic direction, creating the conditions for everyone to perform at their best and contributing to the development and implementation of policies and strategies that will optimise service delivery to customers.
- To develop and implement performance and service planning frameworks that challenge and seek continuous improvement of services and which are sufficiently flexible to respond to changing needs and priorities.
- To formulate, implement and evaluate innovative areas of partnership working to maximise service delivery for the benefit of the wider community.
- To ensure that services are planned and developed to meet the Council's statutory obligations and required changes are incorporated into council plans and meet the expectations of members, partners and the wider community.
- To act in accordance with all appropriate legislation, council's standing orders and regulations and code of conduct and to advise the Chief Executive and members as necessary.
- To promote positively the achievements of the Council and its partners at every opportunity and in appropriate arenas at national, regional and local levels.
- To demonstrate and model the Council's vision, values, objectives and performance to staff and ensure that they are given an opportunity to contribute to improvement of services and customer improvement.
- To be a champion for equalities and diversity principles, ensuring that they are integrated into all aspects of service delivery so that the needs of the whole community are met.
- To ensure effective corporate governance, including the identification, reporting and monitoring corporate and directorate risks and health and safety.
- To work positively with external regulation and inspection agencies to encourage improvement in council services.
- To lead corporate projects in accordance with the Council's agreed methodology.

- To contribute to managing and planning for emergencies ensuring that services have a sound approach to business continuity.
- To carry out such duties commensurate with the role as may be required by the Council.

Note: The range of service responsibilities may vary over time, but it is envisaged that at the commencement of this role the direct management responsibility will include: community, leisure and cultural services; regulatory and community response service, customer services, housing needs and homelessness services and welfare reform.

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

Our commitment to Safeguarding

Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. Each of the criteria below will be measured through, the application form (A), interview (I), test/exercise (T) or documentation (D).

Essential Criteria	A	I	T	D
Educated to degree level or equivalent	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Significant experience in a senior leadership and management position in a relevant field / sector	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of developing and implementing city/council area wide policies through partnership working which impact on the long term, economic, environmental and social future of the area.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Expert knowledge in some of the key areas of allocated responsibility	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of managing and leading organisational and cultural change	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Highly developed leadership, stakeholder management and critical thinking skills. Financially and commercially astute	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
An appreciation of innovation in service delivery and technology how it can be used to improve outcomes, efficiency and promote inclusion				
Exceptional communication and negotiation skills. Able to represent the organisation at high level with company chairs, CEOs and directors, and on external boards	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of working in and managing collaborative partnerships to deliver large scale, complex projects	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work within the governance model of a council and experience of working with elected members on strategic and major service issues.	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of putting together, developing and managing high performing teams to deliver successful outcomes	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

Highly developed project and programme management skills, including the ability to write business cases and project briefs	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Strong budget and risk management skills	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of continuing professional development	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓

Desirable Criteria

A I T D

Management qualification	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
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Notes to candidates

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview you will be asked questions based on them.