

ROLE SPECIFICATION



Job Title	Director, Place & Growth			
Service	Place & Growth			
Team	Place & Growth	Location	Shute End/Smart Working	
Reports to	Chief Executive		Grade	N/A
This job description sets out the duties of the post at the time it was drawn up. Such details may vary from time to time without changing the general character of the duties or the level of responsibility involved.				
Summary of Role taken from 'Purpose' in consultation document				
<ul style="list-style-type: none">• Holds and drives the strategic place shaping vision for the borough• Proactively shaping the market (commercial, business) in different parts of the borough• The vision for the town centres, green areas, community facilities how they interplay and how they are supported through infrastructure• Ensures homes are in the right places; and that the infrastructure supports that. Ensuring that people can move around the borough easily.• Delivers the fundamentals that are key to how residents experience a place: waste collection, street cleansing, planning• Strengthening the economy and inclusive growth• Driving vibrant cultural offer as part of place shaping• Pivotal role with businesses across the borough as part of driving economic growth and place shaping• Oversees strategic site assembly and drive investments that generate longer term growth and social value.• Driving development of businesses and housing in the borough				
Key Accountabilities				
Service Delivery Accountabilities				
<ul style="list-style-type: none">• Provide leadership to the Directorate• Provide judgement and tactical direction in developing services which meet the needs of the residents and customers, ensuring as much activity as possible is dealt with through case management.• Support the development of the Council's strategic planning framework and the delivery of the required outcomes• Ensure the Council's statutory responsibilities as Highways Authority are effectively discharged				

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Management Accountabilities

- Participate and collaborate as a member of CLT to ensure Council plans and targets are achieved
- Functionally manage team of direct reports who have responsibilities for achieving agreed services and outcomes; support and coach the team
- Agree and achieve appropriate performance targets for the service area, supporting Council priorities
- Provide leadership and direction to ensure the council is able to operate optimally.
- Develop and implement effective monitoring, performance management and review mechanisms to ensure continuous improvement in delivery of services, and to enable personal professional and team development.
- Provide strategic direction on development of good practice policies and procedures.
- Develop relationships with key peers and stakeholders outside the organisation to promote efficiency, share ideas & good practice
- Act as the lead who brokers effective relationships between Place & Growth and the wider Council, at a senior level.
- Lead and manage effective stakeholder relationships: with elected members, partners and customers/residents

Additional Corporate Responsibilities

1	Health and Safety: Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.
2	Equal Opportunities: To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.
3	Safeguarding responsibilities: At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.
4	Special Factors: <input type="checkbox"/> Has own transport to travel across the borough, <input checked="" type="checkbox"/> work some evenings/weekends, <input type="checkbox"/> hazardous conditions, <input checked="" type="checkbox"/> silver/gold* emergency response <input checked="" type="checkbox"/> politically restricted post, <input type="checkbox"/> DBS check required
5	Behaviour: Works within the Council's "competency framework" and adheres to the Code of Conduct and the Council's Constitution.

Competencies Required in Role

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Core Competencies	Foundation	Proficient	High Achiever	Role Model
21 st Century Public Servant				✓
Personal Responsibility				✓
Professionalism & Know How				✓
Working together				✓
Leadership Competencies			High Achiever	Role Model
Setting Direction				✓
Leading People				✓
Delivering Results				✓
Person Specification				
Focus on describing the qualifications, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable. There is no need to repeat competency requirements or corporate responsibilities.				
Qualifications				
Essential	Desirable			
<ul style="list-style-type: none">Education to degree-level or equivalent relevant professional qualifications or expertise				
<ul style="list-style-type: none">Evidence of continuous personal and professional development				
<ul style="list-style-type: none">Membership of relevant professional body				
Technical Skills				
Essential	Desirable			
<ul style="list-style-type: none">Excellent IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel				
<ul style="list-style-type: none">Well-developed written and verbal communication skills with an ability to vary style to meet the needs of the audience				
<ul style="list-style-type: none">Ability to analyse management data and communicate to groups, including recommending appropriate action where necessary				

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<ul style="list-style-type: none"> An understanding of large, complex and political organisations 	
Knowledge & Experience	
Essential	Desirable
<ul style="list-style-type: none"> Significant experience of successfully managing an operational service, including; people, budgets and performance 	<ul style="list-style-type: none"> Experience of championing own ideas and obtaining commitment to allow them to be delivered
<ul style="list-style-type: none"> Experience of creating an environment of continuous improvement and innovation 	
<ul style="list-style-type: none"> Experience of successfully delivering change management, particularly in relation to process improvement 	
<ul style="list-style-type: none"> Experience of leading complex and major projects to successful outcomes 	
<ul style="list-style-type: none"> Significant experience of leading the development and delivery of policies and strategies 	
<ul style="list-style-type: none"> Experience of managing areas within the service portfolio 	
<ul style="list-style-type: none"> Significant understanding of the political landscape, legislative frameworks, and regional and national drivers surrounding the areas covered within the portfolio 	
<ul style="list-style-type: none"> Experience of effective partnership working and stakeholder management, to obtain desired outcomes for customers 	
<ul style="list-style-type: none"> Experience of working in a matrix management environment, where cross-team and cross-organisation working are essential 	
<ul style="list-style-type: none"> Experience of effectively leading a group of professional staff 	
<ul style="list-style-type: none"> Experience of working successfully with elected members 	