

Title Service Director - Investment & Growth	Department Place	Post Ref.
<p>Job Purpose</p> <p>To ensure the County Council has an effective suite of services that drive the growth and development of Nottinghamshire's economy. To ensure that these services fulfil the objectives of the Council as set out in the Council's Strategic Plan (Your Nottinghamshire, Your Future) and the Place Department Strategy.</p>		
<p>Key Responsibilities</p> <ol style="list-style-type: none"> 1. To take day to day leadership of the Council's economic development, growth and wider strategic planning related functions including: Economic Growth and Development Strategic Planning Catering, FM and County Supplies 2. To ensure that there is an effective forward plan for the Council's economic and growth related services, which drives the achievement of outcomes as set out in Your Nottinghamshire, Your Future and the Place Department Strategy 3. To ensure effective engagement with Elected Members, in respect of this area of responsibility. In particular, to ensure close liaison in respect of economic development and growth with the Leader of the Council, the Chief Executive and the Corporate Director of Place. This reflects the corporate priority of growth and economic development 4. To ensure effective commissioning and client management arrangements for those economic and growth related services which are not directly provided by the County Council. 5. Responsibility for efficient management of the Council's property 	<p>Key Accountabilities</p> <ol style="list-style-type: none"> 1. Effective planning and performance of the services within the post holder's area of responsibility, within a clear, outcomes, based framework. 2. Effective and efficient mechanisms for the contract management of commissioned services, which are transparent and accountable. 3. To build and maintain relationships which derive from the Council's aims and objectives and are in pursuit of improved outcomes. 	

<p>estate.</p> <ol style="list-style-type: none"> 6. To ensure effective day-to-day leadership and management of any of these services which are provided directly by the Council. 7. To ensure effective partnership and stakeholder relationships across all services and functions within this area of responsibility 8. To ensure that the Council meets all statutory responsibilities within this area of responsibility. 9. To ensure effective financial management of all services and functions within this area of responsibility. 10. To ensure that all the Council's Health and Safety obligations within this area of responsibility are met. 11. To contribute to the wider, corporate agenda of the Council. 	
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

Person Specification

Education and Knowledge

1. Professional qualification or equivalent experience
2. Evidence of continuous professional development.
3. Extensive knowledge of the issues facing local government and those relevant to service/functional responsibilities
4. Legal, Financial and political knowledge of public sector management and statutory responsibilities
5. Detailed knowledge of main issues and influences affecting the growth and regeneration agendas primarily.
6. Knowledge of new and existing infrastructure, regeneration and property markets and opportunities
7. Comprehensive knowledge of the principles and practice of:
 - effective people management;
 - excellent customer service;
 - continual improvement using an evidence – based approach; and,
 - Appropriate risk management.
 - As the role has significant elements of being externally facing, the ability to identify, build and maintain highly effective and productive professional relationships with external public and private sector organisations is essential

Experience

17. You will have extensive experience in a senior management role in either public or commercial sector, leading complex and strategically significant development/infrastructure programmes.
18. Substantial experience at service director level, evidenced by a track record of success, leading and developing significant organisation functions or services in a large multi-disciplined organisation with comparable scope and budget.
19. Clearly evidenced experience of driving long-term and

Personal skills and general competencies

8. Able to provide leadership and delivery of change with the passion and drive to take services to the next level.
9. Ability to balance strategic leadership with effective operational management
10. Excellent inter-personal skills with highly developed networking, partnership, and advocacy negotiating and presentation skills that are persuasive and influential with others.
11. Advanced commercial skills with extensive experience of identifying new commercial opportunities and driving growth as well as delivering savings and value for money
12. Strong leadership with skills for collaboration and effective systems leadership.
13. Able to think differently, solution focused and driving the achievement of outcomes and results for residents and businesses.
14. Acting with integrity and proud to serve our community.
15. Ability to quickly interpret diverse information to make decisions and make appropriate short and long term plans to solve problems often in a complex and ambiguous environment.
16. Ability to meet agreed delivery targets through the mobilisation of human, physical and financial resources. This will include anticipating and taking account of drivers for change and motivating senior managers and other key stakeholders to plan for, drive through and evaluate the impact of change processes.

<p>sustainable programmes delivering economic prosperity, promoting investment by working with developers and the local community</p> <p>20. Demonstrable experience of establishing and building partnerships and productive working relationships with stakeholders. To include senior managers, elected members including county, district and parish councillors, partner organisations, communities, lobby groups, public agencies and statutory bodies.</p>	
<p><i>Role Dimensions</i></p> <ol style="list-style-type: none"> 1. Strategic management and performance of the authority's economic development, regeneration, land and assets, planning and development management functions. 2. Lead responsibility for the Council's property development programmes, commercial investments and named traded services. 3. Holds key relationship with the Midlands Engine, D2N2 LEP, HS2 and other growth and investment partnerships including with Government and the HCA. 4. Effective and efficient management of County Supplies and the Authority's catering, cleaning and landscape functions, gross budget £72M employing around 1200 staff. 5. Direct the development, implementation and review of property strategies and manage the property portfolio providing leadership and acting as the principal advisor to the Council on all property issues on an estate valued at £1.5Bn+. Gross budget £38M, staffing reducing 120 FTE 6. To ensure the Authority's Landlord function is effectively discharged, to safeguard the corporate property asset base on over 1000 sites through effective planning and maintenance programmes, including, critically, health and safety compliance. 7. To commission the design and construction of property programmes and the disposal of surplus assets. 8. Direct financial responsibility for circa £170M of gross budget and assets - property and transport - of £1.5Bn + 9. Financial responsibility Gross approx. £42m Income approx. £40 m 10. Number of direct reports and total service FTE to be confirmed 	

Date August 2017

Tier 3 – Service Director