

NORTHUMBERLAND COUNTY COUNCIL

PART A: JOB DESCRIPTION

DIRECTORATE:	Northumberland County Council
JOB TITLE:	Executive Director Children, Young People and Education
GRADE:	Band 18 (£150,149)
JD REF:	H174
RESPONSIBLE TO:	Council Chief Executive
RESPONSIBLE FOR:	Council Services within the portfolio. These may change to reflect need and maximise resources across the Council.
Service/ Functions:	Strategy Direction, leadership and management of Council functions relating to all Children's Services including Social Care, Education and Skills.
Employees:	Service Directors, Heads of Service, and other post holders within the Directorate. Some programme and project resource which will vary depending on activities and priorities.
Budget:	Accountability for the effective management of Council finances within the Directorate and supporting the Chief Executive and other colleagues to make the best use of the total budget available.
Ot	As required to ensure that all normal and transformational activity is undertaken to deliver resident focused and value for money services in line with the Council Vision and Corporate plan.

JOB PURPOSE:

To lead, steer, develop and manage services relating to Children, Young People and Education in order to deliver the Council's key corporate and partnership priorities that fall within the remit of the portfolio and in line with the corporate plan - a council that works for everyone, to benefit the people of Northumberland.

Lead the commissioning, provision and delivery of services and initiatives that understand and address the needs of children, young people and their families and carers, including vulnerable children and young people. These activities will be on behalf of the Council and with partners across the Health, Care, regulatory and education sectors.

As the Council's Statutory Director of Children's Services to advise the Chief Executive Leader, relevant Cabinet Members, Senior Management Team and Council on Children's safeguarding and social care arrangements.

To lead work with key partners across the care, education and health sectors to ensure efforts are aligned and operating cohesively to maximise the opportunities and life chances of all children and young people across the County.

To play a full and positive role as a member of the Council's Senior Management Team ensuring the delivery of effective strategic direction, leadership and resource management (people, finance and other assets) to secure the delivery of public services across the locality. The postholder will be expected to deputise for the Chief Executive if requested and there will be a rota devised to provide cover if needed amongst the Executive Management Team.

Lead by example and foster a culture, both with the Directorate and across the Council, which engages all staff and partners in the development and delivery of services which meet residents' needs and expectations. This will involve leading cross Council initiatives to make best use of individuals' strengths and foster collaboration across the whole organisation.

Ensure, as a senior executive, that effective governance and assurance processes are applied in all activity as set down in the Constitution and Council policies and procedures to safeguard the Council's financial and statutory duties and demonstrate public accountability and scrutiny of its decision-making processes.

Discharge the functions within the remit of the portfolio having regard to the decision making framework and arrangements.

KEY FUNCTIONAL RESPONSIBILITIES:

In support of the Council's Chief Executive be the principal adviser on matters relating to Children's Services (including Social Care), Education and Skills (acting as the statutory DCS) and ensure timely advice to relevant Council bodies on all related matters of local and national policy and statutory requirements to enable the Council to make informed decisions.

Support Members of the Council and the Chief Executive in developing the vision and priorities for the County and ensure best advice is provided on the most appropriate response to internal and external pressures for change. This will involve providing specific advice relation to the functions within the Directorate and effecting the changes required from the regulatory frameworks affecting Children's Social Care, skills and Education. The lead responsibility for Early Help, Prevention and intervention also sits within this Directorate and needs to cover all services especially Public Health and Adults Social Care.

Manage well the interface between Elected Members and Officers within the Directorate, maintaining and developing essential Member / Officer partnerships and processes which support and promote a positive and respectful relationship between Members and Officers.

Champion a coherent multi agency approach to service delivery and provide leadership, direction, and management of the Senior team within the Directorate to ensure the delivery of the Council's priorities and provision of high-quality, cost-effective services based on community needs.

Participate and develop the Council's commitment to actively collaborate in major local and regional partnerships to achieve, within the overall strategy, maximum benefit for the Council and its communities. These partnerships will be essential to deliver sustainable growth and other front line services that communities and residents need.

Contribute to successful management of the Council's reputation, ensuring that it always acts in the best interests of Northumberland and that its activities are explained to stakeholders in an open and transparent manner.

There are also a number of statutory responsibilities such as the Caldecott Guardian and SIRO which will be assigned to members of the team based on experience and skills.

PRINCIPAL ACCOUNTABILITIES

Act as the Council's principal adviser on all Children's Services, Education and Skills ensuring that the Council implements all national and professional standards and requirements in a timely manner while recognising the interests of local communities.

Oversee the provision of timely and accurate advice to the Chief Executive, Council, Cabinet, Committees, and all Members, to ensure provision of high quality professional support and advice on matters which will secure growth and prosperity across the County and ensure services are sustainable.

Act as a role model and exemplar in achieving a people-centred, collaborative, values based and inclusive organisational culture that promotes innovation and creativity, nurtures growth, and focuses on developing and maximises potential of the workforce to improve services.
Oversee the most effective utilisation, performance, and deployment of resources (Human, Physical and Financial) that puts at its heart the provision of high quality, value for money services and ensure that there is sufficient capacity within the directorate to deliver successfully against the Council's ambitions and priorities bearing in mind statutory requirements.
Actively demonstrate commitment and action to develop an inclusive, supportive, and constructive environment where everyone is treated with dignity and respect and diversity is valued in the workplace, in service delivery and communications.
Lead and monitor the efficient and effective implementation of major programmes and initiatives where the postholder is the Sponsor or Programme lead that are central to the achievement of the Council's objectives across and the effective deployment of Council resources.
Provide assurance that strategies and plans are in place to enable that appropriate levels of financial and governance control are in place across the postholder's portfolio and any other activities where they are the Lead Officer.
Oversee the scrutiny and advice on the plans and actions of Central Government and other external agencies to determine their impact on the development of local policies and priorities such as they relate to place shaping and regeneration and position the Council as a decisive and influential organisation to maximise all available assets .
Ensure the promotion, development, and maintenance of good relationships with the media and public as an individual and across the Directorate and ensure effective communication and engagement strategies are applied to support delivery of services and change activities.
Ensure equality, diversity and cohesion principles are embedded across all services. Provide leadership around diversity and inclusion, ensuring that the policies and services of the Council reflect the changing needs of all our communities and workforce and that equality of opportunity is ensured and diversity celebrated.
Represent and negotiate on behalf of the Council at local, regional, and national levels, promoting inter-authority working across the region and demonstrating flexibility and responsiveness to change. This work will particularly relate to the need to ensure appropriate measures are in place to protect children and young people working closely with all Education establishments such as Schools, colleagues and early years facilities to secure the best possible quality of services.

Take a lead role within the Council's Corporate Emergency Planning arrangements (This includes a requirement to be available in the event of an emergency to perform the duties allocated to the post within the Emergency Plan).
To undertake functions in the event of local or National elections, supporting the Returning Officer ensure the democratic nature of such activities is undertaken efficiently and in compliance with all statutory requirements.
Ensure that all duties and responsibilities are be carried out in accordance with Council's Constitution, governance arrangements, policies, and procedures.
Special Conditions:
This position has been identified as a politically restricted post under the Local Government and Housing Act 1989. Therefore, the post holder is restricted from undertaking or participating in any political activity.

NORTHUMBERLAND COUNTY COUNCIL

PART B: SENIOR MANAGERS CORE COMPETENCIES

Working with Partners	
<ul style="list-style-type: none"> • Work collaboratively across services and departments to deliver corporate excellence. • Work collaboratively with external partners to deliver excellent service. • Seek opportunities for partnership working at a local, regional, national level. • Clarify expectations, objectives and working arrangements of partnerships. • Contribute effectively to multi-partner projects. 	
Serving our Community	
<ul style="list-style-type: none"> • Promote the Community Plan. • Seek and act on feedback from the community. • Influence Service and Corporate plans to reflect community needs • Develop, deliver, and improve access to services based on an awareness and understanding of the diverse community • Promote equality of opportunity in service delivery 	
Working within the Political Arena	
<ul style="list-style-type: none"> • Understand and actively support the role of Councillors. • Understand and actively support the democratic process within Northumberland Council. • Recognise the impact of Government and legislation on Council strategy and services. • Consult, support, and keep Councillors informed. 	

Delivering Excellence

- Understand how corporate performance is measured.
- Monitor and evaluate services in relation to objectives and performance indicators.
- Establish a culture that embraces the agreed Vision and Values.
- Be positive ambassadors for the organisation.
- Contribute to strengthening corporate leadership capacity.
- Identify opportunities where organisational performance could be improved.

Focusing on the Future

- Scan the external environment, look ahead, assess strategic options, and develop the Council in the medium and long term.
- Lead the development and implementation of corporate policy at a strategic level.
- Challenge what we do and how we do it.
- Influence relevant national and regional organisations and partners.
- Connect plans, policies, strategies, and services to provide consistent service delivery.
- Generate innovative ideas.
- Translate strategy into action.
- Consider the implications of decisions across the Council and act in the overall interests of Council performance.

Building Shared Vision and Values

- Scan the internal environment and engage employees in compelling visions of the future.
- Create an environment in which a culture embracing our Vision and Values can thrive.
- Involve all stakeholders in building a vision for the future.
- Have a clear picture of the direction the organisation is taking and communicate it with insight, energy, and vision.
- Translate the Council's vision into practical and achievable plans.

Strengthening Corporate Leadership Capacity

- Continuously develop the political leadership and managerial interface.
- Operate with others as a cohesive senior managerial team.
- Create time with staff and other managers for discussion about their development rather than firefighting.
- Coach and mentor staff and other managers.
- Lead, delegate and empower others at a strategic level.
- Identify and develop potential senior managerial successors.

Promoting and Facilitating Change

- Critically evaluate the reasons that prompt change and take appropriate action.
- Proactively steer internal change.
- Proactively manage the exchange of information between the public and the organisation.
- Consider the resource implications of change.
- Anticipate and respond to emotional and morale issues brought about by change.
- Monitor and evaluate the change process to ensure aims are met.

NORTHUMBERLAND COUNTY COUNCIL

PART C: PERSON SPECIFICATION

DIRECTORATE:	Children, Young People and Education
JOB TITLE:	Executive Director Children, Young People and Education
GRADE:	Band 18

Qualifications/Professional Development
Relevant professional and general management qualification or an equivalent demonstrable portfolio of experience.
Evidence of relevant up to date leadership and management training.
Evidence of recent relevant Continuous Professional Development.
Experience, Knowledge, and Skills
Proven achievement of leadership success across Childrens Services with the ability to show broad scope of interpreting complex regulatory requirements whilst delivering services with strong social impact.
Ability to operate sensitively in a political environment, developing relationships with all members gaining respect, trust, and confidence and being accountable for effective delivery within a challenging financial environment.
Experience of leading major change that challenges existing ways of working, and different service delivery models which provide better outcomes for citizens especially vulnerable adults.
Evidence of personally leading within an organisational culture that models and embeds the practice of co-design and co-production and collaboration with people inside and outside the organisation.
Evidence of success in personally leading the development of external relationships and influential partnerships that have delivered tangible benefits and created a collaborative environment.
Evidence of using strong option appraisal, analytical skills, and innovation to achieve organisational success in an environment of reducing financial resources.
Ability to develop long term strategic thinking and bring new ideas, approaches, and solutions.

Highly skilled communicator who communicates with clarity, conviction and enthusiasm and can demonstrate integrity, create rapport, and build trust and confidence to positively influence outcomes.
Ability to translate complex ideas and information into meaningful and 'user-friendly' information; 'tells the story' to bring people along and ensure all audiences understand the key messages.
Ability to develop strong relationships with senior leaders from a range of public and private sector organisations.
Personal and professional integrity and credibility that establishes respect, trust, and confidence.
Demonstrate personal resilience and ability to thrive in challenging circumstances.
Model and demonstrate organisational values and leadership behaviours, creating a shared purpose and positive permission culture that enables people to thrive through development, involvement, and well-being.
Motivation
Confident leader with a vision for Northumberland with high levels of energy, stamina, and resilience.
Fully committed to the principles and values underpinning the Council
Demonstrably strong corporate orientation and a commitment to tackling issues that inhibit organisational progress to high quality service delivery.
Personality, behaviour, conduct and credibility that engages and commands the confidence of Council Members, senior managers, staff, the public, external partners, and other stakeholders.

On the microsite you will see the Executive Director Structure agreed by Council earlier this year and the proposed service alignment. The actual detail of this structure at the next tier is currently under review and the operating model options will be discussed and agreed by the end of December 2022. During the recruitment process we will be able to update you on this.

NORTHUMBERLAND COUNTY COUNCIL

PART A: JOB DESCRIPTION

DIRECTORATE:	Northumberland County Council
SERVICE:	Northumberland County Council
JOB TITLE:	Executive Director Adults, Ageing and Wellbeing
GRADE:	Grade 18 (£150,419)
JD REF:	H173
RESPONSIBLE TO:	Council Chief Executive
RESPONSIBLE FOR:	Council Services within the portfolio. These may change to reflect need and maximise resources across the Council.
Service/ Functions:	Strategy Direction, leadership and management of Council functions relating to Adults' Social Care, Ageing and Wellbeing.
Employees:	Service Directors, Heads of Service, and other post holders within the Directorate. Some programme and project resource which will vary depending on activities and priorities.
Budget:	Accountability for the effective management of Council finances within the Directorate and supporting the Chief Executive and other colleagues to make the best use of the total budget available.
Other Resources	As required to ensure that all normal and transformational activity is undertaken to deliver resident focused and value for money services in line with the Council Vision and Corporate plan.

JOB PURPOSE:

To lead, steer, develop and manage services relating to Adults, ageing and wellbeing in order to deliver the Council's key corporate and partnership priorities that fall within the remit of the portfolio and in line with the corporate plan - a council that works for everyone, to benefit the people of Northumberland.

Lead the commissioning, provision and delivery of services and initiatives that understand and address the needs of vulnerable adults, their families and carers. These activities will be directly on behalf of the Council and with partners across the Health Care and regulatory sectors.

As the Council's statutory DASS to advise the Chief Executive, Leader, relevant Cabinet Members, Senior Management Team and the Council on Adults' safeguarding and social care arrangements.

To play a full and positive role as a member of the Council's Senior Management Team ensuring the delivery of effective strategic direction, leadership and resource management (people, finance and other assets) to secure the delivery of public services across the locality especially to maximise the Council's role in place shaping and creating the best opportunities for Adults' and communities, especially those needing additional support, advice or guidance. The postholder will be expected to deputise for the Chief Executive if requested and there will be a rota system devised to provide cover if needed across the Executive Management Team.

Lead by example and foster a culture, both with the Directorate and across the Council, which engages all staff and partners in the development and delivery of services which meet residents' needs and expectations. This will involve leading cross Council initiatives to make best use of individuals' strengths and help foster collaboration across the whole organisation.

There are also a number of Statutory responsibilities such as the Caldecott Guardian and SIRO which will be assigned to members of the team based on experience and skills.

Ensure, as a senior executive, that effective governance and assurance processes are applied in all activity as set down in the Constitution and Council policies and procedures to safeguard the Council's financial and statutory duties and demonstrate public accountability and scrutiny of its decision-making processes.

Discharge the functions within the remit of the portfolio having regard to the decision making framework and arrangements.

KEY FUNCTIONAL RESPONSIBILITIES:

In support of the Council's Chief Executive be the principal adviser on matters relating to Adults' Social Care, Ageing and Wellbeing (acting as the statutory DASS) and ensure timely advice to relevant Council bodies on all related matters of local and national policy and statutory requirements to enable the Council to make informed decisions.

Support Members of the Council and the Chief Executive in developing the vision and priorities for the County and ensure best advice is provided on the most appropriate response to internal and external pressures for change. This will involve providing specific advice relation to the functions within the Directorate and effecting the changes required from the new regulatory framework affecting Adults' Social Care.

Manage well the interface between Elected Members and Officers within the Directorate, maintaining and developing essential Member / Officer partnerships and processes which support and promote a positive and respectful relationship between Members and Officers.

Champion a coherent multi agency approach to service delivery and provide leadership, direction, and management of the Senior team within the Directorate to ensure the delivery of the Council's priorities and provision of high-quality, cost-effective services based on community needs. Work closely with colleagues within the organisation and without to develop the best possible arrangements for early help, prevention and intervention.

Participate and develop the Council's commitment to actively collaborate in major local and regional partnerships to achieve, within the overall strategy, maximum benefit for the Council and its communities. These partnerships will be essential to deliver sustainable growth and other front line services that communities and residents need.

Contribute to successful management of the Council's reputation, ensuring that it always acts in the best interests of Northumberland and that its activities are explained to stakeholders in an open and transparent manner.

PRINCIPAL ACCOUNTABILITIES

Act as the Council's principal adviser on Adults' Social Care, Ageing and Wellbeing ensuring that the Council implements all national and professional standards in a timely manner and recognising the interests of local communities

Oversee the provision of timely and accurate advice to the Chief Executive, Council, Cabinet, Committees, and all Members, to ensure provision of high quality professional support and advice on matters which will secure growth and prosperity across the County and ensure services are sustainable.

Act as a role model and exemplar in achieving a people-centred, collaborative, values based and inclusive organisational culture that promotes innovation and creativity, nurtures growth, and focuses on developing and maximises potential of the workforce to improve

services.

Oversee the most effective utilisation, performance, and deployment of resources (Human, Physical and Financial) that puts at its heart the provision of high quality, value for money services and ensure that there is sufficient capacity within the directorate to deliver successfully against the Council's ambitions and priorities bearing in mind statutory requirements.

Actively demonstrate commitment and action to develop an inclusive, supportive, and constructive environment where everyone is treated with dignity and respect and diversity is valued in the workplace, in service delivery and communications.

Lead and monitor the efficient and effective implementation of major programmes and initiatives where the postholder is the Sponsor or Programme lead that are central to the achievement of the Council's objectives across and the effective deployment of Council resources.

Provide assurance that strategies and plans are in place to enable that appropriate levels of financial and governance control are in place across the postholder's portfolio and any other activities where they are the Lead Officer.

Oversee the scrutiny and advice on the plans and actions of Central Government and other external agencies to determine their impact on the development of local policies and priorities such as they relate to place shaping and regeneration and position the Council as a decisive and influential organisation to maximise all available assets .

Ensure the promotion, development, and maintenance of good relationships with the media and public as an individual and across the Directorate and ensure effective communication and engagement strategies are applied to support delivery of services and change activities.

Ensure equality, diversity and cohesion principles are embedded across all services. Provide leadership around diversity and inclusion, ensuring that the policies and services of the Council reflect the changing needs of all our communities and workforce and that equality of opportunity is ensured and diversity celebrated.

Represent and negotiate on behalf of the Council at local, regional, and national levels, promoting inter-authority working across the region and demonstrating flexibility and responsiveness to change. This work will particularly relate to the need to ensure appropriate measures are in place to protect vulnerable adults and other activities that support wellbeing and ageing well.

Take a lead role within the Council's Corporate Emergency Planning arrangements (This includes a requirement to be available in the event of an emergency to perform the duties allocated to the post within the Emergency Plan).

To undertake functions in the event of local or National elections, supporting the Returning Officer ensure the democratic nature of such activities is undertaken efficiently and in compliance with all statutory requirements.

Ensure that all duties and responsibilities are be carried out in accordance with Council's Constitution, governance arrangements, policies, and procedures.

Special Conditions:

This position has been identified as a politically restricted post under the Local Government and Housing Act 1989. Therefore, the post holder is restricted from undertaking or participating in any political activity.

NORTHUMBERLAND COUNTY COUNCIL

PART B: SENIOR MANAGERS CORE COMPETENCIES

Working with Partners

- Work collaboratively across services and departments to deliver corporate excellence.
- Work collaboratively with external partners to deliver excellent service.
- Seek opportunities for partnership working at a local, regional, national level.
- Clarify expectations, objectives and working arrangements of partnerships.
- Contribute effectively to multi-partner projects.

Serving our Community

- Promote the Community Plan.
- Seek and act on feedback from the community.
- Influence Service and Corporate plans to reflect community needs
- Develop, deliver, and improve access to services based on an awareness and understanding of the diverse community
- Promote equality of opportunity in service delivery

Working within the Political Arena

- Understand and actively support the role of Councillors.
- Understand and actively support the democratic process within Northumberland Council.
- Recognise the impact of Government and legislation on Council strategy and services.
- Consult, support, and keep Councillors informed.

Delivering Excellence

- Understand how corporate performance is measured.
- Monitor and evaluate services in relation to objectives and performance indicators.
- Establish a culture that embraces the agreed Vision and Values.
- Be positive ambassadors for the organisation.
- Contribute to strengthening corporate leadership capacity.
- Identify opportunities where organisational performance could be improved.

Focusing on the Future

- Scan the external environment, look ahead, assess strategic options, and develop the Council in the medium and long term.
- Lead the development and implementation of corporate policy at a strategic level.
- Challenge what we do and how we do it.
- Influence relevant national and regional organisations and partners.
- Connect plans, policies, strategies, and services to provide consistent service delivery.
- Generate innovative ideas.
- Translate strategy into action.
- Consider the implications of decisions across the Council and act in the overall interests of Council performance.

Building Shared Vision and Values

- Scan the internal environment and engage employees in compelling visions of the future.
- Create an environment in which a culture embracing our Vision and Values can thrive.
- Involve all stakeholders in building a vision for the future.
- Have a clear picture of the direction the organisation is taking and communicate it with insight, energy, and vision.
- Translate the Council's vision into practical and achievable plans.

Strengthening Corporate Leadership Capacity

- Continuously develop the political leadership and managerial interface.
- Operate with others as a cohesive senior managerial team.
- Create time with staff and other managers for discussion about their development rather than firefighting.
- Coach and mentor staff and other managers.
- Lead, delegate and empower others at a strategic level.
- Identify and develop potential senior managerial successors.

Promoting and Facilitating Change

- Critically evaluate the reasons that prompt change and take appropriate action.
- Proactively steer internal change.
- Proactively manage the exchange of information between the public and the organisation.
- Consider the resource implications of change.
- Anticipate and respond to emotional and morale issues brought about by change.
- Monitor and evaluate the change process to ensure aims are met.

NORTHUMBERLAND COUNTY COUNCIL

PART C: PERSON SPECIFICATION

DIRECTORATE:	Adults, Ageing and Wellbeing
JOB TITLE:	Executive Director Adults, Ageing and Wellbeing
GRADE:	Grade 18

Qualifications/Professional Development
Relevant professional and general management qualification or an equivalent demonstrable portfolio of experience.
Evidence of relevant up to date leadership and management training.
Evidence of recent relevant Continuous Professional Development.
Experience, Knowledge, and Skills
Proven achievement of leadership success across Adults Social Care and wellbeing activities with the ability to show broad scope of interpreting complex regulatory requirements whilst delivering services with strong social impact.
Ability to operate sensitively in a political environment, developing relationships with all members gaining respect, trust, and confidence and being accountable for effective delivery within a challenging financial environment.
Experience of leading major change that challenges existing ways of working, and different service delivery models which provide better outcomes for citizens especially vulnerable adults.
Evidence of personally leading within an organisational culture that models and embeds the practice of co-design and co-production and collaboration with people inside and outside the organisation.
Evidence of success in personally leading the development of external relationships and influential partnerships that have delivered tangible benefits and created a collaborative environment.
Evidence of using strong option appraisal, analytical skills, and innovation to achieve organisational success in an environment of reducing financial resources.
Ability to develop long term strategic thinking and bring new ideas, approaches, and solutions.

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Highly skilled communicator who communicates with clarity, conviction and enthusiasm and can demonstrate integrity, create rapport, and build trust and confidence to positively influence outcomes.
Ability to translate complex ideas and information into meaningful and 'user-friendly' information; 'tells the story' to bring people along and ensure all audiences understand the key messages.
Ability to develop strong relationships with senior leaders from a range of public and private sector organisations.
Personal and professional integrity and credibility that establishes respect, trust, and confidence.
Demonstrate personal resilience and ability to thrive in challenging circumstances.
Model and demonstrate organisational values and leadership behaviours, creating a shared purpose and positive permission culture that enables people to thrive through development, involvement, and well-being.
Motivation
Confident leader with a vision for Northumberland with high levels of energy, stamina, and resilience.
Fully committed to the principles and values underpinning the Council
Demonstrably strong corporate orientation and a commitment to tackling issues that inhibit organisational progress to high quality service delivery.
Personality, behaviour, conduct and credibility that engages and commands the confidence of Council Members, senior managers, staff, the public, external partners, and other stakeholders.

On the microsite you will see the Executive Director Structure agreed by Council earlier this year and the proposed service alignment. The actual detail of this structure at the next tier is currently under review and the operating model options will be discussed and agreed by the end of December 2022. During the recruitment process we will be able to update you on this.

NORTHUMBERLAND COUNTY COUNCIL

PART A: JOB DESCRIPTION

DIRECTORATE:	Northumberland County Council
SERVICE:	Public Health, Inequalities and Stronger Communities
JOB TITLE:	Executive Director Public Health, Inequalities and Stronger Communities
GRADE:	Grade 18 £150,820
JD REF:	H176
RESPONSIBLE TO:	Council Chief Executive Professionally accountable to the Secretary of State for Health via OHID/DHSC
RESPONSIBLE FOR:	Council Services within the portfolio. These may change to reflect need and maximise capacity and resources across the Council. Due to the unique nature of this role this post is responsible for system leadership functions and activities as described throughout this document.
Service/ Functions:	Strategy Direction, leadership and management of Council functions relating to Public Health, Inequalities and activities to create stronger communities. The exact functions to be part of the post's remit are under review but likely to include Libraries, Archives and Northumberland Communities Together.
Employees:	Service Directors, Heads of Service, and other post holders within the Directorate. Some programme and project resource which will vary depending on activities and priorities.
Budget:	Accountability for the effective management of Council finances within the Directorate and supporting the Chief Executive and other colleagues to make the best use of the total budget available. This includes the Public Health grant and funding associated with specific functions as prescribed by central government and the reporting of spend.
Other Resources	As required to ensure that all normal and transformational activity is undertaken to deliver resident focused and value for money services in line with the Council Vision and Corporate plan.

JOB PURPOSE:

To lead, develop, manage and influence services to improve the health and wellbeing of Northumberland residents, reduce inequalities and deliver healthier and stronger communities as part of the Council's key corporate and partnership priorities that fall within the remit of the portfolio and in line with the corporate plan - a council that works for everyone,

The Director of Public Health is the system leader for improving the health and wellbeing of residents, reducing inequalities in health outcomes and protecting local communities from public health hazards (infectious diseases and environmental threats). As such, the Director of Public Health is a statutory chief officer of the authority and the principal adviser on all health matters to elected members, officers and partners, with a leadership role spanning health improvement, health protection and healthcare public health. The Public Health Act 2006, amended by the Social Care Act 2012, makes provision for the Director of Public Health to be responsible for:

- All of the Council's duties to improve public health
- Any of the functions delegated to local authorities by the Secretary of State for Health, either by arrangement or regulations, relating to health protection or improvement including those services mandated in Section 6c of the 2006 Act and inserted by Section 18 of the 2012 Act. This includes other public health functions specified in regulations by the Secretary of State
- Exercising the Council's functions in planning for and responding to emergencies that present a risk to public health.
- Co-operating with the Police, Probation Service and Prison Service to assess the risks posed.
- Producing an independent annual report on the health of the County's communities.

In order to deliver these requirements, the postholder will be an active and visible leader in health and wellbeing partnership arrangements in order to be able to use all resources at their disposal which are needed to tackle the full range of health determinants. This partnership ethos will extend to work with local communities while maintaining the confidence of Elected members and government.

To lead and deliver on commissioning activities which fall within the remit of the whole portfolio of this post operating collaboratively with colleagues in the Council, broader health and care system and other partners across the County, to ensure that all initiatives and programmes support effort to improve the health of the population and reduce inequalities. These programmes will be both transformational and innovative and continue to support communities, partners and businesses rebuild following the pandemic using the full range of resources at the disposal of the post and broader partnership.

To play a full and positive role as a member of the Council's Senior Management Team ensuring the delivery of effective strategic direction, leadership and resource management (people, finance and other assets) to secure the delivery of public services across the locality especially to maximise the Council's role in place shaping and creating the best possible conditions to protect public health, reduce inequalities and support local communities to operate as strong, cohesive neighbourhoods.

Lead by example and foster a culture, both with the Directorate and across the Council, which engages all staff and partners in the development and delivery of services which meet residents' needs and expectations.

There are also a number of Statutory responsibilities such as the Caldecott Guardian and SIRO which will be assigned to members of the Team based on experience and skills.

Ensure, as a senior executive, that effective governance and assurance processes are applied in all activity as set down in the Constitution and Council policies and procedures to safeguard the Council's financial and statutory duties and demonstrate public accountability and scrutiny of its decision-making processes.

Discharge the functions within the remit of the portfolio having regard to the decision making framework and arrangements for both the Council and the Secretary of State for Health.

KEY FUNCTIONAL RESPONSIBILITIES:

In support of the Council's Chief Executive, as well as being accountable to the Secretary of State for Health, be the principal adviser on matters relating to health (acting as the statutory Director of Public Health) and ensure timely advice to relevant Council bodies and partners on all health and wellbeing matters of local and national policy and statutory requirements to enable the Council to make informed decisions.

Support Members of the Council and the Chief Executive in developing the vision and priorities for the County and ensure best advice is provided on the most appropriate response to internal and external pressures for change. This will involve providing specific advice in relation to the functions within the Directorate and effecting the changes required from the regulatory framework affecting Public Health and other functions which support reduction of inequalities.

Manage well the interface between Elected Members and Officers within the Directorate, maintaining and developing essential Member / Officer partnerships and processes which support and promote a positive and respectful relationship between Members and Officers.

Champion a coherent multi agency approach to service delivery, maximising the key role the postholder has in the wider system leadership and amongst Health and Care partners to provide leadership, direction, and management of the Senior team within the Directorate and ensure the delivery of the Council's priorities and provision of high-quality, cost-effective services based on community needs. This includes working with the

Integrated Care Board and having regard to the ICS/ICP Strategy in order to provide public health advice as part of the core offer to the ICB to support the commissioning of appropriate, effective (based on evidence), and equitable health services.

Work closely with colleagues within the organisation and without to develop the best possible arrangements for early help, prevention and intervention.

Participate and develop the Council's commitment to actively collaborate in major local and regional partnerships to achieve, within the overall strategy, maximum benefit for the Council and its communities. These partnerships will be essential to deliver sustainable growth, improve public health and reduce inequalities as well as other front line services that communities and resident's need to lead healthy and productive lives.

Contribute to successful management of the Council's reputation, ensuring that it always acts in the best interests of Northumberland and that its activities are explained to stakeholders in an open and transparent manner.

Develop key relationships with:

- Cabinet/Portfolio holder and elected members
- Senior Management Team
- Local NHS bodies including the NENC Integrated Care Board
- UK Health Security Agency/Office for Health Improvement and Disparities
- Relevant Boards within the Council and wider system
- Local Resilience Forum
- NHS England/Improvement/Health Education England
- VCSE organisations
- Communities and the press

PRINCIPAL ACCOUNTABILITIES

Act as the Council's principal adviser on health and inequalities ensuring that the Council implements all national and local professional standards and requirements in a timely manner while recognising the interests of local communities.

Oversee the provision of timely and accurate data and advice to the Chief Executive, Council, Cabinet, Committees, and all Members on matters which will secure high levels of health and wellbeing across the County while ensuring services are sustainable. Delivery of a system to support surveillance, monitoring and evaluation of health and wellbeing and inequalities in health outcomes of local communities (including an easily accessible Joint Strategic Needs Assessment System)

Act as a role model and exemplar in achieving a people-centred, values based and inclusive organisational culture that promotes innovation and creativity, nurtures growth, and focuses on developing and maximises potential of the workforce to improve services.

Oversee the most effective utilisation, performance, and deployment of resources (Human, Physical and Financial) that puts at its heart the provision of high quality, value for money services and ensure that there is sufficient capacity within the directorate to deliver successfully against the Council's ambitions and priorities bearing in mind statutory requirements. Ensure quality improvement (and clinical governance) programmes are an integral component of the public health approach in the Council.

Actively demonstrate commitment and action to develop an inclusive, supportive, and constructive environment where everyone is treated with dignity and respect and diversity is valued in the workplace, in service delivery and communications.

Lead and monitor the efficient and effective implementation of major programmes and initiatives where the postholder is the Sponsor or Programme lead that are central to the achievement of the Council's objectives across and the effective deployment of Council resources. These programmes will be mindful of national requirements relating to health and wellbeing and reducing inequalities.

Provide assurance that strategies and plans are in place to enable that appropriate levels of financial and governance control are in place across the postholder's portfolio and any other activities where they are the Lead Officer. This includes undertaking an independent annual report to be published by the Local Authority on the health of local communities to stimulate debate and action by the Council and partners. The postholder will work alongside colleagues in the LHRF, UKHSA and NHSE as part of the co-ordinated approach to assurance in order to address public health challenges such as environmental hazards and infectious diseases.

Oversee the scrutiny and advise on the plans and actions of Central Government and other external agencies to determine their impact on the development of local policies and priorities such as they relate to health and wellbeing in supporting place shaping and regeneration in order to position the Council as a decisive and influential organisation that can maximise all available assets and use these to improve the health and life chances of all residents.

Ensure the promotion, development, and maintenance of good relationships with the media and public as an individual and across the Directorate and maintain effective communication and engagement strategies are applied to support delivery of services and change activities.

Ensure equality, diversity and inclusion principles are embedded across all services. Provide leadership around equality, diversity and inclusion, ensuring that the policies and services of the Council reflect the changing needs of all our communities and workforce and that equality of opportunity is ensured and diversity celebrated.

Represent and negotiate on behalf of the Council at local, regional, and national levels, promoting inter-authority working across the region and demonstrating flexibility and responsiveness to change. This work will particularly relate to the need to ensure appropriate measures are in place to protect vulnerable communities and other activities that support health and wellbeing.

Take a lead role within the Council's Corporate Emergency Planning arrangements (This includes a requirement to be available in the event of an emergency to perform the duties allocated to the post within the Emergency Plan).
Support the Health and Wellbeing Board to fulfill its statutory duty to promote integration for the benefit of local communities and work with partners to promote a coherent and cohesive plan for population health.
To undertake functions in the event of local or National elections, supporting the Returning Officer ensure the democratic nature of such activities is undertaken efficiently and in compliance with all statutory requirements.
Ensure that all duties and responsibilities are be carried out in accordance with Council's Constitution, governance arrangements, policies, and procedures. Oversee the professional obligations of staff and peers
Contribute actively to the training programme for Foundation Year Doctors/Specialty Registrars in Public Health as appropriate, and to the training of practitioners and primary care professionals within the locality.
Pursue a programme of CPD, in accordance with Faculty of Public Health requirements, or other recognised body, and undertake revalidation or other measures required to remain on the GMC/GDC Specialist Register with a license to practice or the UK Public Health (Specialist) Register or other specialist register as appropriate.
Practise in accordance with all relevant sections of the General Medical Council's Good Medical Practice (if medically qualified).
Agree any external professional roles (Educational Supervisor, Appraiser, etc.) and the time required to deliver those roles with the Council.

Special Conditions:

This position has been identified as a politically restricted post under the Local Government and Housing Act 1989. Therefore, the post holder is restricted from undertaking or participating in any political activity.

NORTHUMBERLAND COUNTY COUNCIL

PART B: SENIOR MANAGERS CORE COMPETENCIES

Working with Partners	
<ul style="list-style-type: none"> • Work collaboratively across services and departments to deliver corporate excellence. • Work collaboratively with external partners to deliver excellent service. • Seek opportunities for partnership working at a local, regional, national level. • Clarify expectations, objectives and working arrangements of partnerships. • Contribute effectively to multi-partner projects. 	
Serving our Community	

- Promote the Community Plan.
- Seek and act on feedback from the community.
- Influence Service and Corporate plans to reflect community needs
- Develop, deliver, and improve access to services based on an awareness and understanding of the diverse community
- Promote equality of opportunity in service delivery

Working within the Political Arena

- Understand and actively support the role of Councillors.
- Understand and actively support the democratic process within Northumberland Council.
- Recognise the impact of Government and legislation on Council strategy and services.
- Consult, support, and keep Councillors informed.

Delivering Excellence

- Understand how corporate performance is measured.
- Monitor and evaluate services in relation to objectives and performance indicators.
- Establish a culture that embraces the agreed Vision and Values.
- Be positive ambassadors for the organisation.
- Contribute to strengthening corporate leadership capacity.
- Identify opportunities where organisational performance could be improved.

Focusing on the Future

- Scan the external environment, look ahead, assess strategic options, and develop the Council in the medium and long term.
- Lead the development and implementation of corporate policy at a strategic level.
- Challenge what we do and how we do it.
- Influence relevant national and regional organisations and partners.
- Connect plans, policies, strategies, and services to provide consistent service delivery.
- Generate innovative ideas.
- Translate strategy into action.
- Consider the implications of decisions across the Council and act in the overall interests of Council performance.

Building Shared Vision and Values

- Scan the internal environment and engage employees in compelling visions of the future.
- Create an environment in which a culture embracing our Vision and Values can thrive.
- Involve all stakeholders in building a vision for the future.
- Have a clear picture of the direction the organisation is taking and communicate it with insight, energy, and vision.
- Translate the Council's vision into practical and achievable plans.

Strengthening Corporate Leadership Capacity

- Continuously develop the political leadership and managerial interface.
- Operate with others as a cohesive senior managerial team.
- Create time with staff and other managers for discussion about their development rather than firefighting.
- Coach and mentor staff and other managers.
- Lead, delegate and empower others at a strategic level.
- Identify and develop potential senior managerial successors.

Promoting and Facilitating Change

- Critically evaluate the reasons that prompt change and take appropriate action.
- Proactively steer internal change.
- Proactively manage the exchange of information between the public and the organisation.
- Consider the resource implications of change.
- Anticipate and respond to emotional and morale issues brought about by change.
- Monitor and evaluate the change process to ensure aims are met.

NORTHUMBERLAND COUNTY COUNCIL

PART C: PERSON SPECIFICATION

DIRECTORATE:	Public Health, Inequalities and Stronger Communities
JOB TITLE:	Executive Director Public Health, Inequalities and Stronger Communities
GRADE:	Grade 18

Qualifications

- In line with legislation, inclusion in the GMC Full and Specialist Register with a license to practice/GDC Specialist List **or** inclusion in the UK Public Health Register (UKPHR) for Public Health Specialists at the point of application
- *If included in the GMC Specialist Register/GDC Specialist List in a specialty other than public health medicine/dental public health, candidates must have equivalent training and/or appropriate experience of public health practice*
- If an applicant is non-UK trained, they will be required to show evidence of equivalence to the UK CCT MFPH by examination, by exemption or by assessment or equivalent
- Must meet minimum CPD requirements (i.e. be up to date) in accordance with the Faculty of Public Health requirements or other recognised body

Evidence of relevant up to date leadership and management training.

Experience, Knowledge, and Skills

Proven achievement of leadership success across Public Health and related activities to reduce inequality with the ability to show broad scope of interpreting complex regulatory requirements whilst delivering services with strong social impact e.g. Population Health Management, Immunisation, understanding of epidemiology and health economics.

Ability to operate sensitively in a political environment, developing relationships with all members gaining respect, trust, and confidence and being accountable for effective delivery within a challenging financial environment.

Experience of leading major change that challenges existing ways of working, and different service delivery models which provide better outcomes for citizens especially vulnerable adults.

Evidence of personally leading within an organisational culture that models and embeds the practice of co-design and co-production and collaboration with people inside and outside the organisation.

Evidence of success in personally leading the development of external relationships and influential partnerships that have delivered tangible benefits and created a collaborative environment.

Evidence of using strong option appraisal, analytical skills, and innovation to achieve organisational success in an environment of reducing financial resources.

Ability to develop long term strategic thinking and bring new ideas, approaches, and solutions.

Highly skilled communicator who communicates with clarity, conviction and enthusiasm and can demonstrate integrity, create rapport, and build trust and confidence to positively influence outcomes.

Ability to translate complex ideas and information into meaningful and 'user-friendly' information; 'tells the story' to bring people along and ensure all audiences understand the key messages.

Ability to develop strong relationships with senior leaders from a range of public and private sector organisations.

Personal and professional integrity and credibility that establishes respect, trust, and confidence.

Demonstrate personal resilience and ability to thrive in challenging circumstances.

Model and demonstrate organisational values and leadership behaviours, creating a shared purpose and positive permission culture that enables people to thrive through development, involvement, and well-being.

Motivation

Confident leader with a vision for Northumberland with high levels of energy, stamina, and resilience.

Fully committed to the principles and values underpinning the Council

Demonstrably strong corporate orientation and a commitment to tackling issues that inhibit organisational progress to high quality service delivery.

Personality, behaviour, conduct and credibility that engages and commands the confidence of Council Members, senior managers, staff, the public, external partners, and other stakeholders.

APPENDIX

FACULTY OF PUBLIC HEALTH: COMPETENCIES EXPECTED OF ALL PUBLIC HEALTH CONSULTANTS

This postholder, irrespective of background is expected to be proficient in the competencies set out below in order to assure the Faculty of Public Health and these are set out here for clarity but are consistent with the expectations set out in the job description/ person specification.

- i. **Use of Public Health intelligence to survey and assess a population's health and wellbeing**
To be able to synthesise data into information about the surveillance or assessment of a population's health and wellbeing from multiple sources that can be communicated clearly and inform action planning to improve population health outcomes.
- ii. **Assessing the evidence of effectiveness of interventions, programmes and services intended to improve the health or wellbeing of individuals or populations**
To be able to use a range of resources to generate and communicate appropriately evidenced and informed recommendations for improving population health across operational and strategic health and care settings.
- iii. **Policy and strategy development and implementation**
To influence and contribute to the development of policy and lead the development and implementation of a strategy
- iv. **Strategic leadership and collaborative working for Health**
To use a range of effective strategic leadership, organisational and management skills in a variety of complex public health situations and contexts, dealing effectively with uncertainty and the unexpected to achieve public health goals.
- v. **Health Improvement, Determinants of Health and Health Communication**
To influence and act on the broad determinants of Health at a system, community and individual level.
- vi. **Health Protection**
To identify, assess and communicate risks associated with hazards relevant to health protection, and to lead and co-ordinate the appropriate Public Health response.
- vii. **Health and Care Public Health**
To be able to improve the efficiency, effectiveness, safety, reliability, responsiveness and equity of Health and Care Services through applying insights from multiple sources including formal research, health surveillance, needs analysis, service monitoring and evaluation.
- viii. **Academic Public Health**
To add an academic perspective to all public health work undertaken. Specifically to be able to critically appraise evidence to inform policy and practice, identify evidence gaps with strategies to address these gaps, undertake research activities of a standard that is publishable in peer-reviewed journals, and demonstrate competence in teaching and learning across all areas of public health practice.

- ix. **Professional, personal and ethical development**
To be able to shape, pursue actively and evaluate own personal and professional development using insight into your behaviours and attitudes and their impact to modify behaviour and practice within the framework of the GMC's Good Medical Practice (as used for appraisal and revalidation for consultants in Public Health) and the UKPHR's Code of Conduct.

- x. **Integration and application for consultant practice**
To be able to demonstrate consistent use of sound judgement to select from a range of advanced public health expertise and skills, and to use them effectively, working at senior organisational levels to deliver improved population health in complex and unpredictable environments.

The Executive Director of Public Health, Inequalities and Stronger Communities is expected to have the technical expertise as well as the ability to use those techniques to lead and support the development of complex solutions to improve the health and wellbeing of local communities. In addition, they are expected to have the skills and ability to present the results of applying their technical expertise so that they are understandable and stimulate actions from a range of individuals and organisations.

On the microsite you will see the Executive Director Structure agreed by Council earlier this year and the proposed service alignment. The actual detail of this structure at the next tier is currently under review and the operating model options will be discussed and agreed by the end of December 2022. During the recruitment process we will be able to update you on this.

NORTHUMBERLAND COUNTY COUNCIL

PART A: JOB DESCRIPTION

DIRECTORATE:	Northumberland County Council
SERVICE:	Northumberland County Council
JOB TITLE:	Executive Director Place and Regeneration
GRADE:	Band 18 (£150,415)
JD REF:	H172
RESPONSIBLE TO:	Council Chief Executive
RESPONSIBLE FOR:	Council Services within the portfolio. These may change to reflect need and maximise resources and capacity across the Council.
Service/ Functions:	Strategy Direction, leadership and management of Council functions relating to Place-shaping, growth and regeneration.
Employees:	Service Directors, Heads of Service, and other post holders within the Directorate. Some programme and project resource which will vary depending on activities and priorities.
Budget:	Accountability for the effective management of Council finances within the Directorate and supporting the Chief Executive and other colleagues to make the best use of the total budget available.
Other Resources	As required to ensure that all normal and transformational activity is undertaken to deliver resident focused and value for money services in line with the Council Vision and Corporate plan.

JOB PURPOSE:

To lead, steer, manage and direct services relating to Place shaping and regeneration in order to deliver the Council's key corporate and partnership priorities that fall within the portfolio and in line with the corporate plan - a council that works for everyone, to benefit the people of Northumberland.

To act as the lead commissioner of services which will deliver the Council's ambition for the regeneration of the County and continue to build a place where people want to live and work.

Represent the Council in partnership activities across the public, private and voluntary sector in initiatives and programmes which promote inward investment and generate growth across the County for the benefit of residents. These activities will also help the Council proactively address climate change and create physical spaces that people value and enjoy. The postholder will be expected to deputise for the Chief Executive if requested and there will be a rota system devised to provide cover amongst the Executive Management Team.

To play a full and positive role as a member of the Council's Senior Management Team ensuring the delivery of effective strategic direction, leadership and resource management (people, finance and other assets) to secure the delivery of public services across the locality.

Lead by example and foster a culture, both with the Directorate and across the Council, which engages all staff and partners in the development and delivery of services which meet residents' needs and expectations. This will involve leading cross Council initiatives to make best use of individuals strengths and foster collaboration across the whole organisation.

There are also a number of statutory responsibilities such as the Caldecott Guardian which will be assigned to members of the team based on experience and skills.

Ensure, as a senior executive, that effective governance and assurance processes are applied in all activity as set down in the Constitution and Council policies and procedures to safeguard the Council's financial and statutory duties and demonstrate public accountability and scrutiny of its decision-making processes.

Discharge the functions within the remit of the portfolio having regard to the decision making framework and arrangements.

KEY FUNCTIONAL RESPONSIBILITIES:

In support of the Council’s Chief Executive be the principal adviser on matters relating to place shaping and regeneration and ensure timely advice to relevant Council bodies on all related matters of policy and statutory requirements to enable the Council to make informed decisions.

Support Members of the Council and the Chief Executive in developing the vision and priorities for the County and ensure best advice is provided on the most appropriate response to internal and external pressures for change. This will involve providing specific advice relation to the functions within the Place and Regeneration portfolio.

Manage well the interface between Elected Members and Officers within the Directorate, maintaining and developing essential Member / Officer partnerships and processes which support and promote a positive and respectful relationship between Members and Officers.

Champion a coherent multi agency approach to service delivery and provide leadership, direction, and management of the Senior team within the Directorate to ensure the delivery of the Council’s priorities and provision of high-quality, cost-effective services based on community needs.

Participate and develop the Council’s commitment to actively collaborate in major local and regional partnerships to achieve, within the overall strategy, maximum benefit for the Council and its communities. These partnerships will be essential to deliver sustainable growth and other front line services that communities and residents need.

Contribute to successful management of the Council’s reputation, ensuring that it always acts in the best interests of Northumberland and that its activities are explained to stakeholders in an open and transparent manner.

PRINCIPAL ACCOUNTABILITIES

Act as the Council’s principal adviser on Place Shaping and Regeneration activities.

Oversee the provision of timely and accurate advice to the Chief Executive, Council, Cabinet, Committees, and all Members, to ensure provision of high quality professional support and advice on matters which will secure growth and prosperity across the County and ensure services are sustainable.

Act as a role model and exemplar in achieving a people-centred, values based collaborative and inclusive organisational culture that promotes innovation and creativity, nurtures growth, and focuses on developing and maximises potential of the workforce to improve services.

<p>Oversee the most effective utilisation, performance, and deployment of resources (Human, Physical and Financial) that puts at its heart the provision of high quality, value for money services and ensure that there is sufficient capacity within the organisation to deliver successfully against the Council's ambitions and priorities.</p>
<p>Actively demonstrate commitment and action to develop a collaborative, inclusive, supportive, and constructive environment where everyone is treated with dignity and respect and diversity is valued in the workplace, in service delivery and communications.</p>
<p>Lead and monitor the efficient and effective implementation of major programmes and initiatives where the postholder is the Sponsor or Programme lead that are central to the achievement of the Council's objectives across and the effective deployment of Council resources.</p>
<p>Provide assurance that strategies and plans are in place to enable that appropriate levels of financial and governance control are in place across the postholder's portfolio and any other activities where they are the Lead officer .</p>
<p>Oversee the scrutiny and advice on the plans and actions of Central Government and other external agencies to determine their impact on the development of local policies and priorities such as they relate to place shaping and regeneration and position the Council as a decisive and influential organisation to maximise all available assets.</p>
<p>Ensure the promotion, development, and maintenance of good relationships with the media and public as an individual and across the Directorate and ensure effective communication and engagement strategies are applied to support delivery of services and change activities.</p>
<p>Ensure equality, diversity and cohesion principles are embedded across all services. Provide leadership around diversity and inclusion, ensuring that the policies and services of the Council reflect the changing needs of all our communities and workforce and that equality of opportunity is ensured and diversity celebrated.</p>
<p>Represent and negotiate on behalf of the Council at local, regional, national, and international levels, promoting inter-authority working across the region and demonstrating flexibility and responsiveness to change. This work will particularly relate to the need for inward investment and other activities that support economic growth and the Council's climate change ambitions.</p>
<p>Take a lead role within the Council's Corporate Emergency Planning arrangements (This includes a requirement to be available in the event of an emergency to perform the duties allocated to the post within the Emergency Plan).</p>
<p>To undertake functions in the event of local or National elections, supporting the Returning Officer ensure the democratic nature of such activities is undertaken efficiently and in compliance with all statutory requirements.</p>

Ensure that all duties and responsibilities are be carried out in accordance with Council's Constitution, governance arrangements, policies, and procedures.

Special Conditions:

This position has been identified as a politically restricted post under the Local Government and Housing Act 1989. Therefore, the post holder is restricted from undertaking or participating in any political activity.

NORTHUMBERLAND COUNTY COUNCIL

PART B: SENIOR MANAGERS CORE COMPETENCIES

Working with Partners

- Work collaboratively across services and departments to deliver corporate excellence.
- Work collaboratively with external partners to deliver excellent service.
- Seek opportunities for partnership working at a local, regional, national level.
- Clarify expectations, objectives and working arrangements of partnerships.
- Contribute effectively to multi-partner projects.

Serving our Community

- Promote the Community Plan.
- Seek and act on feedback from the community.
- Influence Service and Corporate plans to reflect community needs
- Develop, deliver, and improve access to services based on an awareness and understanding of the diverse community
- Promote equality of opportunity in service delivery

Working within the Political Arena

- Understand and actively support the role of Councillors.
- Understand and actively support the democratic process within Northumberland Council.
- Recognise the impact of Government and legislation on Council strategy and services.
- Consult, support, and keep Councillors informed.

Delivering Excellence

- Understand how corporate performance is measured.
- Monitor and evaluate services in relation to objectives and performance indicators.
- Establish a culture that embraces the agreed Vision and Values.
- Be positive ambassadors for the organisation.
- Contribute to strengthening corporate leadership capacity.
- Identify opportunities where organisational performance could be improved.

Focusing on the Future	
<ul style="list-style-type: none"> • Scan the external environment, look ahead, assess strategic options, and develop the Council in the medium and long term. • Lead the development and implementation of corporate policy at a strategic level. • Challenge what we do and how we do it. • Influence relevant national and regional organisations and partners. • Connect plans, policies, strategies, and services to provide consistent service delivery. • Generate innovative ideas. • Translate strategy into action. • Consider the implications of decisions across the Council and act in the overall interests of Council performance. 	
Building Shared Vision and Values	
<ul style="list-style-type: none"> • Scan the internal environment and engage employees in compelling visions of the future. • Create an environment in which a culture embracing our Vision and Values can thrive. • Involve all stakeholders in building a vision for the future. • Have a clear picture of the direction the organisation is taking and communicate it with insight, energy, and vision. • Translate the Council's vision into practical and achievable plans. 	
Strengthening Corporate Leadership Capacity	
<ul style="list-style-type: none"> • Continuously develop the political leadership and managerial interface. • Operate with others as a cohesive senior managerial team. • Create time with staff and other managers for discussion about their development rather than firefighting. • Coach and mentor staff and other managers. • Lead, delegate and empower others at a strategic level. • Identify and develop potential senior managerial successors. 	
Promoting and Facilitating Change	
<ul style="list-style-type: none"> • Critically evaluate the reasons that prompt change and take appropriate action. • Proactively steer internal change. • Proactively manage the exchange of information between the public and the organisation. • Consider the resource implications of change. • Anticipate and respond to emotional and morale issues brought about by change. • Monitor and evaluate the change process to ensure aims are met. 	

NORTHUMBERLAND COUNTY COUNCIL

PART C: PERSON SPECIFICATION

DIRECTORATE:	Place and Regeneration
JOB TITLE:	Executive Director Place and Regeneration
GRADE:	Grade 18

Qualifications/Professional Development
Relevant professional and general management qualification or an equivalent demonstrable portfolio of experience.
Evidence of relevant up to date leadership and management training.
Evidence of recent relevant Continuous Professional Development.
Experience, Knowledge, and Skills
Proven achievement of leadership success across Place shaping and regeneration activities within a complex setting with the ability to show broad scope of public purpose, social impact, resource, and accountability.
Ability to operate sensitively in a political environment, developing relationships with all members gaining respect, trust, and confidence.
Experience of leading major change that challenges existing ways of working, and different service delivery models which provide better outcomes for citizens.
Evidence of personally leading within an organisational culture that models and embeds the practice of co-design and co-production and collaboration with people inside and outside the organisation.
Evidence of success in personally leading the development of external relationships and influential partnerships that have delivered tangible benefits and created a collaborative environment.
Evidence of using strong option appraisal, analytical skills, and innovation to achieve organisational success in an environment of reducing financial resources.
Ability to develop long term strategic thinking and bring new ideas, approaches, and solutions.

Highly skilled communicator who communicates with clarity, conviction and enthusiasm and can demonstrate integrity, create rapport, and build trust and confidence to positively influence outcomes.
Ability to translate complex ideas and information into meaningful and 'user-friendly' information; 'tells the story' to bring people along and ensure all audiences understand the key messages.
Ability to develop strong relationships with senior leaders from a range of public and private sector organisations.
Personal and professional integrity and credibility that establishes respect, trust, and confidence.
Demonstrate personal resilience and ability to thrive in challenging circumstances.
Model and demonstrate organisational values and leadership behaviours, creating a shared purpose and positive permission culture that enables people to thrive through development, involvement, and well-being.
Motivation
Confident leader with a vision for Northumberland with high levels of energy, stamina, and resilience.
Fully committed to the principles and values underpinning the Council
Demonstrably strong corporate orientation and a commitment to tackling issues that inhibit organisational progress to high quality service delivery.
Personality, behaviour, conduct and credibility that engages and commands the confidence of Council Members, senior managers, staff, the public, external partners, and other stakeholders.

On the microsite you will see the Executive Director Structure agreed by Council earlier this year and the proposed service alignment. The actual detail of this structure at the next tier is currently under review and the operating model options will be discussed and agreed by the end of December 2022. During the recruitment process we will be able to update you on this.

NORTHUMBERLAND COUNTY COUNCIL

PART A: JOB DESCRIPTION

DIRECTORATE:	Northumberland County Council
JOB TITLE:	Executive Director Transformation and Resources
GRADE:	Band 18 (£150,419)
JD REF:	H175
RESPONSIBLE TO:	Council Chief Executive
RESPONSIBLE FOR:	Council Services within the portfolio. These may change to reflect need and maximise capacity and resources across the Council.
Service/ Functions:	Strategy Direction, leadership and management of Council functions relating to key corporate services including Finance, Commissioning and Procurement.
Employees:	Service Directors, Heads of Service, and other post holders within the Directorate. Some programme and project resource which will vary depending on activities and priorities within the Transformation programme.
Budget:	Operating as the Council's S151 Officer take accountability for the effective management of Council finances and support the Chief Executive and other colleagues to make the best use of the total resource available through maximisation of income as well as expenditure and holding responsibility for the corporate approach to Transformation.
Other Resources	As required to ensure that all normal and transformational activity is undertaken to deliver resident focused and value for money services in line with the Council's Vision and Corporate plan.

JOB PURPOSE:

To lead, steer, develop and manage services relating to transformation and resources which deliver the Council's key corporate and partnership priorities that fall within the portfolio and in line with the corporate plan – a Council that works for everyone, to benefit the people of Northumberland.

This post leads on a number of key corporate services which will ensure the Council has in place robust and viable plans to manage the budget as well as ensure all transformation activities put the organisation in the best possible position to be sustainable in the medium and long term.

Some activities will require activities to take place with local, regional or national partners to maximise joint resources and the post holder will be both a lead commissioner and a participant in shaping and delivering activities which make the best use of the capacity at the Council's disposal.

To play a full and positive role as a member of the Council's Senior Management Team ensuring the delivery of effective strategic direction, leadership and resource management (people, finance and other assets) and use of prioritisation to secure the delivery of public services across the locality and maximise the Council's role in finding ways of delivering services which provide best value for money. The postholder will be expected to deputise for the Chief Executive if requested and there will be a rota system devised to provide cover if needed amongst the Executive Management Team.

As the Council's Statutory S151 Officer to advise the Chief Executive, Leader, relevant Cabinet Members, Senior Management Team and Council in order to protect the Council's interests and uphold best practice.

Lead by example and foster a culture, both within the Directorate and across the Council, which engages all staff and partners in the development and delivery of services which meet residents' needs and expectations. This will involve leading cross Council initiatives to make best use of individual strengths and help foster collaboration across the whole organisation.

Ensure, as a senior executive and Council's S151 Officer, that effective governance and assurance processes, including Audits are applied in all activity as set down in the Constitution and Council policies and procedures to safeguard the Council's financial and statutory duties and demonstrate public accountability and scrutiny of its decision-making processes.

Discharge the functions within the remit of the portfolio having regard to the decision-making framework and arrangements.

KEY FUNCTIONAL RESPONSIBILITIES:

In support of the Council’s Chief Executive be the principal adviser on matters relating to Transformation and Resources (acting as the statutory S151 Officer) and ensure timely advice to relevant Council bodies on all related matters of local and national policy and statutory requirements to enable the Council to make informed decisions taking account of the resources available.

Support Members of the Council and the Chief Executive in developing the vision and priorities for the County and ensure best advice is provided on the most appropriate response to internal and external pressures for change. This will involve providing specific advice relation to the functions within the Directorate and effecting the changes required from the regulatory frameworks and local and national policies.

Manage well the interface between Elected Members and Officers within the Directorate, maintaining and developing essential Member / Officer partnerships and processes which support and promote a positive and respectful relationship between Members and Officers.

Champion a coherent multi agency approach to service delivery and provide leadership, direction, and management of the Senior team within the Directorate to ensure the delivery of the Council’s priorities and provision of high-quality, cost-effective services based on community needs.

Participate and develop the Council’s commitment to actively collaborate in major local and regional partnerships to achieve, within the overall strategy, maximum benefit for the Council and its communities. These partnerships will be essential to deliver sustainable growth and other front line services that communities and residents need.

Contribute to successful management of the Council’s reputation, ensuring that it always acts in the best interests of Northumberland and that its activities are explained to stakeholders in an open and transparent manner.

There are a number of statutory responsibilities such as the Caldecott Guardian and SIRO which will be assigned to the team based on experience and skills.

PRINCIPAL ACCOUNTABILITIES

Act as the Council’s principal adviser on use of Resources and the approach to Transformation ensuring that the Council implements all national and professional standards and requirements in a timely manner while recognising the interests of local communities. This will include ensuring that the major change effort embraces opportunities created by digital solutions for both residents and the organisation.

Oversee the provision of timely and accurate advice to the Chief Executive, Council, Cabinet, Committees, and all Members, to ensure provision of high quality professional support and advice on matters which will ensure services are sustainable.

Act as a role model and exemplar in achieving a collaborative, people-centred, values based and inclusive organisational culture that promotes innovation and creativity, nurtures growth, and focuses on developing and maximising the potential of the workforce to improve services.
Oversee the most effective utilisation, performance, and deployment of resources (Human, Physical and Financial) that puts at its heart the provision of high quality, value for money services and ensure that there is sufficient capacity within the directorate to deliver successfully against the Council's ambitions and priorities bearing in mind statutory requirements.
Actively demonstrate commitment and action to develop an inclusive, supportive, and constructive environment where everyone is treated with dignity and respect and diversity is valued in the workplace, in service delivery and communications.
Lead and monitor the efficient and effective implementation of major programmes and initiatives where the postholder is the Sponsor or Programme lead that are central to the achievement of the Council's objectives across and the effective deployment of Council resources.
Provide assurance that strategies and plans are in place to enable that appropriate levels of financial and governance control are in place across the postholder's portfolio and any other activities where they are the Lead Officer.
Oversee the scrutiny and advice on the plans and actions of Central Government and other external agencies to determine their impact on the development of local policies and priorities such as they relate to place shaping, regeneration and care for people in need and position the Council as a decisive and influential organisation to maximise all available assets in order to provide the best possible services.
Ensure the promotion, development, and maintenance of good relationships with the media and public as an individual and across the Directorate and ensure effective communication and engagement strategies are applied to support delivery of services and change activities.
Ensure equality, diversity and cohesion principles are embedded across all services. Provide leadership around diversity and inclusion, ensuring that the policies and services of the Council reflect the changing needs of all our communities and workforce and that equality of opportunity is ensured and diversity celebrated.
Represent and negotiate on behalf of the Council at local, regional, and national levels, promoting inter-authority working across the region and demonstrating flexibility and responsiveness to change. This work will particularly relate to the need to ensure appropriate measures are in place to protect the Council's finances.
Take a lead role within the Council's Corporate Emergency Planning arrangements (This includes a requirement to be available in the event of an emergency to perform the duties allocated to the post within the Emergency Plan).

To undertake functions in the event of local or National elections, supporting the Returning Officer ensure the democratic nature of such activities is undertaken efficiently and in compliance with all statutory requirements.
Ensure that all duties and responsibilities are be carried out in accordance with Council's Constitution, governance arrangements, policies, and procedures.
Special Conditions:
This position has been identified as a politically restricted post under the Local Government and Housing Act 1989. Therefore, the post holder is restricted from undertaking or participating in any political activity.

NORTHUMBERLAND COUNTY COUNCIL

PART B: SENIOR MANAGERS CORE COMPETENCIES

Working with Partners	
<ul style="list-style-type: none"> • Work collaboratively across services and departments to deliver corporate excellence. • Work collaboratively with external partners to deliver excellent service. • Seek opportunities for partnership working at a local, regional, national level. • Clarify expectations, objectives and working arrangements of partnerships. • Contribute effectively to multi-partner projects. 	

Serving our Community	
<ul style="list-style-type: none"> • Promote the Community Plan. • Seek and act on feedback from the community. • Influence Service and Corporate plans to reflect community needs • Develop, deliver, and improve access to services based on an awareness and understanding of the diverse community • Promote equality of opportunity in service delivery 	

Working within the Political Arena	
<ul style="list-style-type: none"> • Understand and actively support the role of Councillors. • Understand and actively support the democratic process within Northumberland Council. • Recognise the impact of Government and legislation on Council strategy and services. • Consult, support, and keep Councillors informed. 	

Delivering Excellence

- Understand how corporate performance is measured.
- Monitor and evaluate services in relation to objectives and performance indicators.
- Establish a culture that embraces the agreed Vision and Values.
- Be positive ambassadors for the organisation.
- Contribute to strengthening corporate leadership capacity.
- Identify opportunities where organisational performance could be improved.

Focusing on the Future

- Scan the external environment, look ahead, assess strategic options, and develop the Council in the medium and long term.
- Lead the development and implementation of corporate policy at a strategic level.
- Challenge what we do and how we do it.
- Influence relevant national and regional organisations and partners.
- Connect plans, policies, strategies, and services to provide consistent service delivery.
- Generate innovative ideas.
- Translate strategy into action.
- Consider the implications of decisions across the Council and act in the overall interests of Council performance.

Building Shared Vision and Values

- Scan the internal environment and engage employees in compelling visions of the future.
- Create an environment in which a culture embracing our Vision and Values can thrive.
- Involve all stakeholders in building a vision for the future.
- Have a clear picture of the direction the organisation is taking and communicate it with insight, energy, and vision.
- Translate the Council's vision into practical and achievable plans.

Strengthening Corporate Leadership Capacity

- Continuously develop the political leadership and managerial interface.
- Operate with others as a cohesive senior managerial team.
- Create time with staff and other managers for discussion about their development rather than firefighting.
- Coach and mentor staff and other managers.
- Lead, delegate and empower others at a strategic level.
- Identify and develop potential senior managerial successors.

Promoting and Facilitating Change

- Critically evaluate the reasons that prompt change and take appropriate action.
- Proactively steer internal change.
- Proactively manage the exchange of information between the public and the organisation.
- Consider the resource implications of change.
- Anticipate and respond to emotional and morale issues brought about by change.
- Monitor and evaluate the change process to ensure aims are met.

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PART C: PERSON SPECIFICATION

DIRECTORATE:	Executive Director Transformation and Resources
JOB TITLE:	Executive Director Transformation and Resources
GRADE:	Grade 18

Qualifications/Professional Development
Relevant professional qualification e.g. CIPFA and a demonstrable portfolio of experience.
Evidence of relevant up to date leadership and management training.
Evidence of recent relevant Continuous Professional Development.
Experience, Knowledge, and Skills
Proven achievement of leadership success in managing large complex budgets and budget strategies with the ability to show broad scope of interpreting complex regulatory requirements whilst delivering services with strong social impact.
Ability to operate sensitively in a political environment, developing relationships with all members gaining respect, trust, and confidence and being accountable for effective delivery within a challenging financial environment.
Experience of devising and implementing frameworks to transform services and leading major change that challenges existing ways of working, and different service delivery models which provide better outcomes for citizens especially vulnerable adults.
Evidence of personally leading within an organisational culture that models and embeds the practice of co-design and co-production and collaboration with people inside and outside the organisation.
Evidence of success in personally leading the development of external relationships and influential partnerships that have delivered tangible benefits and created a collaborative environment.
Evidence of using strong option appraisal, analytical skills, and innovation to achieve organisational success in an environment of reducing financial resources.
Ability to develop long term strategic thinking and bring new ideas, approaches, and solutions.

Highly skilled communicator who communicates with clarity, conviction and enthusiasm and can demonstrate integrity, create rapport, and build trust and confidence to positively influence outcomes.
Ability to translate complex ideas and information into meaningful and 'user-friendly' information; 'tells the story' to bring people along and ensure all audiences understand the key messages.
Ability to develop strong relationships with senior leaders from a range of public and private sector organisations.
Personal and professional integrity and credibility that establishes respect, trust, and confidence.
Demonstrate personal resilience and ability to thrive in challenging circumstances.
Model and demonstrate organisational values and leadership behaviours, creating a shared purpose and positive permission culture that enables people to thrive through development, involvement, and well-being.
Motivation
Confident leader with a vision for Northumberland with high levels of energy, stamina, and resilience.
Fully committed to the principles and values underpinning the Council
Demonstrably strong corporate orientation and a commitment to tackling issues that inhibit organisational progress to high quality service delivery.
Personality, behaviour, conduct and credibility that engages and commands the confidence of Council Members, senior managers, staff, the public, external partners, and other stakeholders.

On the microsite you will see the Executive Director Structure agreed by Council earlier this year and the proposed service alignment. The actual detail of this structure at the next tier is currently under review and the operating model options will be discussed and agreed by the end of December 2022. During the recruitment process we will be able to update you on this.