

<p>Job Title: HEAD OF SERVICE – PETERBOROUGH DELIVERY PARTNERSHIP</p> <p>Grade: 11-15 (£66,311 - £90,323)</p> <p>Reports To: Chief Executive</p>
<p>Job Role</p> <ul style="list-style-type: none"> • To be a fully participating member of Peterborough City Council's strategic leadership team. • To provide the vision for, and strategic direction of, delivery of corporate projects across Peterborough City Council. • To lead a high performing and continuously improving, strategic and operational programme of delivery across the full range of the Chief Executive's functions • To co-ordinate the delivery of key corporate programmes, working as the representative of Peterborough City Council. In particular, to assure the fitness-for purpose of the Council's arrangements for securing the city's growth and regeneration • To commission, manage and lead the Peterborough Delivery Partnership in the delivery of key Council Projects ensuring that they are delivered in accordance with Council Policies and Procedure • Oversee the work of the Peterborough Delivery Partnership's specialist suppliers using the council's corporate contractual arrangements to assure satisfactory and timely delivery of outputs • Appraise and initiate modifications to and recommend for final sign-off the Peterborough Delivery Partnership's business and project plans • Lead Peterborough City Council's stakeholder engagement and communications on growth delivery issues • Work with the Chief Executive of Opportunity Peterborough and the Head of Delivery within Peterborough City Council to ensure that the three components of the city's growth delivery arrangements combine effectively without duplication • Support Peterborough City Council's Chief Executive in liaising with and managing relationships with the Leader and deputy Leader, relevant portfolio holders, group leaders and other elected members on growth delivery issues
<p>Organisation</p> <ul style="list-style-type: none"> • Reports to the Chief Executive • Is a member the Directorate Management Team. • Is accountable for assessing the service impacts and issues for the organisation and for creating realistic, cost effective and timely plans to support the achievement of Peterborough City Council objectives. • Provides regular support and guidance to the Chief Executive, Corporate Management Team/Directors and senior politicians.
<p>Principal Accountabilities / Responsibilities</p> <ul style="list-style-type: none"> • Define the strategic direction of, and policy framework for the service to deliver excellent customer service, business objectives, partnership arrangements, transformation and performance improvement. • Co ordinate and assure the delivery of agreed growth and regeneration outcomes working

with members, Opportunity Peterborough, the Council's joint venture enterprises, investors, other partners and council staff, to ensure delivery of the council's growth programme in line with strategic priorities and plans

- Act as the council's client for its growth/regeneration services delivered by the Peterborough Delivery Partnership to ensure innovative and unique projects are financially viable delivered on time and in accordance with Council policies and procedures
- Support and assure corporate performance and partnership improvement activity to ensure effective outcomes for the council and its partners
- Support and assure organisational design and leadership development initiatives designed to enhance the council's delivery capability, to build a culture of continuous improvement
- Contribute advice and direction to business transformation projects and sponsor or lead specific projects as agreed with the Chief Executive
- Champion Peterborough City Council vision and direction internally and externally engaging with employees, politicians, partners and stakeholders.
- Work with Directors, Project Directors and Heads of Service to define, and ensure the delivery, of Peterborough City Council's strategic direction and policy framework. Lead cross organisational corporate work, as allocated.
- Lead and performance manage individuals and teams – matrix and direct reports, Peterborough City Council employees and others - to champion Peterborough City Council Vision, Mission and Values. Ensure their engagement, the management of people and delivery organisations within Peterborough City Council policy; and the delivery of significant levels of performance and community employment.
- Position and maintain Peterborough City Council as a market and sector leader through innovation and high quality service development and delivery.
- Advise, work with and support, the Chief Executive, Corporate Management Team /Directors and senior politicians to develop and achieve modernisation and excellence in their leadership of Peterborough City Council and the wider community.
- Lead the evaluation of service practice and the achievement of related value for money, across Peterborough City Council, delivering continuous improvement.
- Continuously improve a customer focussed and fit-for-purpose, ongoing performance improvement to secure consistently high standards. Benchmark, evaluate, review and report performance to Corporate Management Team, members and auditors (internal and external).
- Build and maintain strong internal and external relationships, including representing the interests of Peterborough City Council in negotiations, with external bodies, partners and stakeholders.
- Develop and deliver the annual service business plan including financial targets and performance outcomes for required national and local measures.
- Comply with Standing Orders, financial regulations and statutory obligations.
- Ensure service procurement, commissioning and delivery; and the management of people; is within Peterborough City Council policy including for equality/diversity and health and safety.

Number of direct reports and indirect reports

- 2 permanent direct reports plus a team of between 2 and 10 appointed consultants
- Indirect reports of up to 100 working in a variety of roles and organisations

Budget responsibility

- *Accountable* for a budget of £10m
- *Accounting* for a budget of £1B

Essential Qualifications

- Corporate member of a recognised property institute e.g. CIOB, RICS, RIBA.

<p>Desirable Qualifications</p> <ul style="list-style-type: none"> • Further management qualification e.g. MBA • Project Management e.g. Prince 2, MAPM
<p>Experience</p> <ul style="list-style-type: none"> • Successful strategic leadership and operational management, within complex medium/large organisations, to deliver excellent business and customer focussed service. • Leading multi-functional teams in the delivery of services in a political environment • Proven experience of leading multi disciplinary teams in the delivery of property projects. • Financial analysis of property projects. • Demonstrable track record of providing accurate, reliable, practical, clear and effective service information at strategic level. • Proven track record of bringing projects and service improvements to fruition • Engaging and supporting internal and external partners and senior stakeholders (voluntary, public and private sectors) in service development and delivery and its continuous improvement. • Developing and implementing service strategies, change and transformation to achieve excellence in service delivery and to improve value for money. • Leading, motivating and managing professionals and teams including service improvement, performance management and career development. • Managing complex issues in partnership and multi unionised environments to deliver organisational excellence and change and to minimise risk. • Successful delivery and outcomes within relevant legislative and regulatory frameworks.
<p>Skill set</p> <ul style="list-style-type: none"> • Effective leader and manager of people and projects. • Relationship and stakeholder management with multiple and diverse stakeholders – internal and external. • Influence and impact through communication and presentation – oral and written. • Customer focussed and business aware and able to apply to service provided. • Budget planning, management and control. • Commitment to the physical, social, environmental and economic regeneration of Peterborough. • Thorough knowledge of the service’s financial, legal and regulatory framework and organisational/regional/national requirements. • Awareness of how to be successful in public sector practice and political environment. • Demonstrable Continuous Professional Development including for professional/technical and leadership/management development. • Strategic and logical thinker and decision maker able to provide practical and creative solutions to the management of partnership, corporate and directorate issues. • An understanding of, and demonstrable commitment to, Peterborough City Council’s Vision, Mission and Values. • Awareness of public sector practice, the political environment and Peterborough City Council’s diverse communities.

Date: January 2010

