

## JOB DESCRIPTION



<b>DIRECTORATE</b>	Place and Climate Change
<b>POST NUMBER</b>	TBC
<b>POST TITLE</b>	Director of Place and Climate Change
<b>POST GRADE</b>	Local Salary Scale MG3/MG4
<b>CONDITIONS OF SERVICE</b>	National Joint Council (NJC) for Local Government Services as amended locally
<b>RESPONSIBLE TO</b>	Chief Executive
<b>RESPONSIBLE FOR</b>	Climate Emergency, Planning policy, Planning Development and enforcement, Regeneration and major projects, neighbourhood and commercial services
<b>JOB PURPOSE</b>	To lead, direct and shape the delivery of the Council's growth and community related priorities ensuring they reflect the Council's Corporate plan. To work collaboratively with the senior leadership team and with Members. To ensure cultural change is delivered by instilling in the leadership team a sense of optimism, purpose and responsibility. To manage the delivery and performance of relevant service areas through the Heads of Service and senior officers. The post holder will provide leadership and guidance to the service areas under their control.

<b>MAIN AREAS OF WORK</b>	
<b>1</b>	Lead the Council's strategy of achieving a carbon neutral district by 2030
<b>2</b>	Lead the development and achievement of a range of growth and community related ambitions set out in the Corporate Plan and the Local Plan
<b>3</b>	Represent the Council within the business community and other external agencies, linking with the Local Enterprise Partnership, County and District Councils, Chambers of Commerce and other business support agencies and Higher and Further Education in order to realise employment and investment opportunities and maximise growth opportunities
<b>4</b>	Evidence and articulate Rother's priorities to central government, Homes England, Arts Council England, Sport England, and bodies such as the districts, developers and other bodies ensuring that Rother's priorities are accepted, understood and included in forward plans, and that funding opportunities are exploited and secured as far as is possible
<b>5</b>	Be accountable for the delivery of specific service areas as determined by the Chief Executive, providing leadership to the service, ensuring staff are trained motivated and supported and that services are responsive to customers changing requirements, effective and represent good value for money

6	Accountable for robustly managing relevant revenue and capital budgets as well as contributing to the ongoing development of a 5 year rolling Medium Term Financial Plan and capital strategy
7	Providing strategic leadership and continuously and actively reviewing all services provided by this Directorate to identify how best to commission for the future delivery including driving innovation, identifying priority outcomes and ensuring the most effective and efficient delivery methods are employed
8	To provide recommendations to the Chief Executive, Leader and Members on significant policy decisions.
9	To have responsibility for the management of relationships between Members, political groups and officers by establishing a clear understanding of roles, policies and procedures
10	To be a named member of the Gold Emergency Planning rota and to ensure that services the post holder is responsible for have appropriate business continuity plans and emergency response procedures;
11	The post holder must ensure that Health & Safety legislation and the Council's Health & Safety requirements are complied with and monitored. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety manual

**Criteria for progression** : Progress through to MG4 grade is determined and agreed by performance & delivery of approved outcomes by the Chief Executive.

## PERSON SPECIFICATION



<b>POST TITLE</b>	Director of Place and Climate	
<b>DIRECTORATE</b>	Place and Climate	
<b>POST GRADE</b>	Local Salary Scale MG3/MG4	
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Degree level or equivalent	X	
Management qualification e.g. CMS, DMS	X	
<b>Experience</b>		
Working at a senior level within local government	X	
Delivering improved quality and efficiency of complex services	X	
Practical experience of successfully delivering major capital projects	X	
Commercialisation of services	X	
Management of a diverse range of services	X	
<b>Skills and Abilities</b>		
Converting vision into action	X	
Communicate effectively both verbally and written with professionals and politicians	X	
Work under pressure and manage time effectively	X	
Able to negotiate and Influence in an effective and constructive way to achieve objectives	X	
Effective delegation	X	
Motivation and development of individuals and teams	X	
Understanding of how to measure success	X	
<b>Training</b>		
Use of MS Office	X	
Management training	X	
Performance management	X	
Project Management	X	
<b>Knowledge</b>		
Issues facing local government	X	
Climate Change	X	
National and local Politics	X	

**July 2021**