

## *Job Description*

<b>Post title</b>	Service Manager – Place and Well being	<b>Grade</b>	L
<b>Department</b>	PLACE AND WELLBEING	<b>Post ref</b>	

### **Overall job purpose**

The post holder will provide strategic leadership and management to the Place and Wellbeing section, ensuring the implementation of the Council's aims and objectives within the range of services, events and initiatives delivered by the section.

To develop linkages and greater coordination's, working both within the service, across other services and with key stakeholders to ensure that the services contribute to the development and delivery of key priorities with Corporate plan.

The range of services include: Place Enhancement, Regeneration and Town Centres, Health and Wellbeing, Leisure Centres/Transformation Programme, Community Safety, Safeguarding Adults.

### **Reporting relationships**

**Reports to:** Director – Place and Communities

**Responsible for:** Place and Wellbeing Section

### **Key tasks and responsibilities – post specific**

1. To lead and develop the Place enhancement agenda and associated action plans through the Place Board and more specifically the development of the Place and Town centre teams to effectively enhance local activity.
2. To develop, implement and review a strategic approach to delivering in collaboration Health and Wellbeing across the district to enhance the quality of life.
3. To lead and develop effective partnership arrangements with Public Health, CCGs and the Health and Wellbeing Board through various arrangements, to contribute to the delivery of relevant corporate plan priorities in relation to Health and Wellbeing.
4. To act as the lead officer for strategic delivery of major leisure, wellbeing and community focused projects within the district.
5. To act as the Lead officer for the development and implementation of the Leisure Transformation Programme and the Council's partnership with Sport and Leisure Management Ltd. and/or any other external organisation delivering leisure services for the Authority.
6. To lead and develop effective partnership arrangements with the Voluntary and Community Sector to improve service delivery and empower the community to deliver services and become self-sustaining.
7. To lead the development and implementation of the corporate Community Engagement Strategy and Handbook, focussed on community needs across the district.
8. To ensure effective partnership working with Regeneration and oversee the delivery of corporate and Town Centre improvement initiatives (Inc. the delivery of the Future High

Street and Towns Funds) across the District to increase inward investment and maximise project activity.
9. To act as the Corporate Lead for the Council in relation to vulnerable adults and manage the implementation and monitoring of the Council's safeguarding children and vulnerable adult's policy.
10. To manage and be responsible for the effective delivery of the Council's Community Safety function in accordance with agreed policies.
11. To Lead and develop on the effective partnership arrangements with Community Safety Partnership. To contribute to the delivery of relevant corporate plan priorities in relation to Community Safety.
12. To be responsible for the management and development of all employees within the section in accordance with aims, objectives and performance targets and to undertake individual Performance Development Reviews as required by corporate practices/policy
13. To prepare, monitor and review capital and revenue budgets for the range of services within the Section in accordance with corporate guidelines and to assist employees within the Section who are designated as budget holders on matters of financial management.

<b>Key tasks and responsibilities – corporate</b>
Operate according to the Council's corporate values and codes of behaviour.
Ensure at all times all Health & Safety legislation requirements are met and that the Council's Health & Safety Policy, its arrangements and procedures are implemented.
Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.
Comply with all relevant Council policies and procedures including financial regulations, code of conduct, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.
Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.
Engage with digital models of service delivery and support the implementation of digital working methods.
Manage and / or use resources in ways that ensure value for money and supporting the commercialism agenda.
Demonstrate a commitment to the delivery of excellent service for all customers/service users.

<b>Employee signature</b>			
<i>This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties many be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.</i>			
<b>Employee signature:</b>		<b>Date:</b>	

## **Person Specification**

<b>Competencies</b>		
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.</i>		
<b>Competency framework relevant to the post:</b>	<b>Employee / Leadership Level 1 / Leadership Level 2 / Leadership Level 3</b>	
	<b>Assessment</b>	
Seeing the bigger picture	<b>Leadership Level 1</b>	
Changing and improving	<b>Leadership Level 1</b>	
Making effective decisions	<b>Leadership Level 1</b>	
Leading and communicating	<b>Leadership Level 1</b>	
Collaborating and partnering	<b>Leadership Level 1</b>	
Building capacity for all	<b>Leadership Level 1</b>	
Achieving commercial outcomes	<b>Leadership Level 1</b>	
Managing a quality service	<b>Leadership Level 1</b>	
Delivering at pace	<b>Leadership Level 1</b>	

  

<b>Skills</b>	<b>Essential / Desirable</b>	<b>Assessment</b>
Leadership	Essential	Application/Interview
Strategic thinking	Essential	Application/Interview
Driving a culture of efficiency, excellence and innovation	Essential	Application/Interview
Well-developed communication and negotiation abilities	Essential	Application/Interview
High level planning and organising	Essential	Application/Interview

  

<b>Knowledge</b>	<b>Essential / Desirable</b>	<b>Assessment</b>
Key drivers for and Place Enhancement and Health & Wellbeing.	Essential	Application/Interview
Strategy formulation and implementation	Essential	Application/Interview
Local authorities' political processes	Essential	Application/Interview
Service Planning	Essential	Application/Interview
Performance Management	Essential	Application/Interview
Financial Management	Essential	Application/Interview

  

<b>Experience</b>	<b>Essential / Desirable</b>	<b>Assessment</b>
Management for at least 3 years in one or more of the specialist areas	Essential	Application
Contract management	Essential	Application
Partnership working	Essential	Application/Interview
Bid writing and submission	Essential	Application

  

<b>Qualifications</b>	<b>Essential / Desirable</b>	<b>Evidence</b>
Degree or equivalent in a relevant discipline	Essential	Application
Diploma in Management Studies or equivalent	Desirable	Application

**Additional information / other requirements of the post**

- The post is politically restricted under the Local Government (Politically Restricted Posts) (No. 2) Regulations 1990
- Self-starter/highly motivated
- The employee will be required to work out of normal working hours / attend evening meetings / work weekends and / or bank holidays as part of their role.

**Date produced / last amended**

September 2020