

**CASTLE POINT BOROUGH COUNCIL**

**STRATEGIC DIRECTOR (AND MONITORING OFFICER)**

**JOB PROFILE**

- POST NO.:** SD2
- DESIGNATION:** Strategic Director (and Monitoring Officer)
- GRADE:** Local Scale Points
- RESPONSIBLE TO:** Chief Executive
- RESPONSIBLE FOR:**
- Providing strategic advice guidance and management to the council
  - Providing strategic leadership to improve the Borough
  - Providing the principal functions of the Monitoring Officer and maintaining high standards of ethical conduct
- LIAISE WITH:** Members of the Council, the Chief Executive, and all Heads of Service of the Council, managers and supervisors.
- All other authorities or departments of other authorities or government departments necessary for the proper administration of the Council's affairs.
- PURPOSE OF JOB:** To provide leadership and strategic management in the development and delivery of high quality effective programmes to improve the council. In particular;
- To participate as a member of the Council's Executive Management Team.
  - To perform the function of the statutory Monitoring Officer as designated by the Local Government Act 1990
  - To provide the strategic advice and guidance to achieve the Council's corporate objectives and priorities.
  - To provide a strategic lead and research for special projects or programmes necessary to improve the council.
  - To manage the implementation of key projects and programmes.

- To provide strategic expert advice and guidance to the council within the post holders professional experience and qualification.
- To contribute towards the Councils agenda for achieving continuous improvement in service delivery.

### **MAIN ACTIVITIES:**

1. Provide support and advice to Members on the development, monitoring and review of strategic aims and objectives for the delivery of improvements in the Borough.
2. Make a leading contribution to the preparation and delivery of corporate aims objectives and policies.
3. Ensure that the council's corporate aims objectives are effectively communicated and delivered to staff, partners and the community of Castle Point by providing high quality effective leadership and strategic management consistent with the Council's values.
4. Ensure that appropriately qualified and experienced staff are in post, through effective recruitment processes, retention techniques, succession planning, regular appraisals and personal development planning.
5. Ensure that effective services in the Borough are provided within budget and with appropriate financial controls and monitoring in place.
6. Ensure that effective services are delivered using appropriate statutory and Council procedures, with systems in place to accurately record and protect data and processes, and provide regular accurate reporting on activities in accordance with national and local requirements.
7. Ensure that appropriate performance management mechanisms are in place to monitor and record the delivery of effective services in accordance with agreed aims, objectives and plans, with accurate and timely reporting arrangements embedded in service teams.
8. Ensure that the Council is represented and performs an effective role in the various partnerships to which it belongs and through which the delivery of effective services are provided.

9. Ensure the preparation and consultation on effective service plans and strategies.
10. Establish a culture within the services which is consistent with all of the Council's values, and in particular focuses on high quality effective customer service and satisfaction, and which encourages ambition and innovation in service delivery to achieve continuous improvement.
11. To act as an ambassador for the Council in its work with partners and the community by championing the Council's priorities and core values.
12. To provide leadership and strategic management in the delivery of all services.
13. Any other duties consistent with the officer's responsibilities, qualifications and experience, relevant to the purpose of the job as may reasonably be requested by the Chief Executive or his representative.

**ADDITIONAL RIGHTS AND RESPONSIBILITIES ARISING FROM THE MONITORING OFFICER FUNCTION:**

1. The right of access to all documents and information held by or on behalf of the Council, including documents and information held by any officer or member. (For the purpose of clarification this right does not extend to documents and information held by or on behalf of any political party which is represented on the Council)
2. The right of access to any meetings of officers or members (or both) whether or not such meetings include any other persons. (For the purpose of clarification this right does not extend to any meetings held by or on behalf of any political party which is represented on the Council)
3. The right to require any officer or member or any contractor engaged by the Council to provide an explanation in connection with any matter.
4. The right to report to the Council, the Standards Committee and the Cabinet including the right to present a report in writing and to attend any such meetings and advise verbally.
5. The right to require the assistance of any officer in connection with any function carried out by the

Monitoring Officer and to delegate to that officer any of the powers of the Monitoring Officer.

6. The right to consult with the Head of Paid Service and Chief Finance Officer in connection with any aspect of council business.
7. The right, after consultation with the Head of Paid Service and the Chief Finance Officer, to notify the Police or any other relevant authority of any concerns in respect of any aspect of council business and to provide them with information and documents in order to assist them with their statutory functions.
8. The right to obtain at the Council's expense independent legal advice on any matter affecting council business or relating to the Monitoring Officer function.

#### **INDEMNITY AND INSURANCE:**

1. The Council will indemnify the postholder in respect of any costs, claims or liabilities which are incurred in the course of the performance of the Monitoring Officer function except for any costs, claims or liabilities arising from any criminal conduct by the postholder and this indemnity shall apply to any actions in the furtherance of the Monitoring Officer function in relation to a Town or Parish Council.
2. The Council will arrange and maintain an appropriate policy of insurance in respect of its obligations under the above indemnity.

**9. Competencies required:**

**Self Awareness and Control**

**Measures: - All**

**Personal Effectiveness & Self Development**

**Measures: - All**

**Analysis and judgement**

**Measures: - All**

**Interpersonal Skills**

**Measures: - All**

**Organisational Awareness & Joined Up Thinking**

**Measures: - All**

**Customer and Client Awareness**

**Measures: - All**

**Using and Managing Resources**

**Measures: - All**

**Working in Partnerships and Managing Contracts**

**Measures: - All**

**Managing Processes and Measuring Results**

**Measures: - All**

**Managing and Developing People**

**Measures: - All**

**Leadership**

**Measures: - All**

**Professional & Technical**

**Measures: - All**