

Job description

Job title: Manager (Wider Team)
Grade: Dorset Council Grade 13
Job evaluation reference: ES609
Job family: Natural Environment

Purpose and impact

1. To lead and manage a team delivering services to meet required outcomes in allocated areas of responsibility.

Key responsibilities

2. To lead and manage groups of staff delivering services within the same general area of work.
3. To assist the Service Manager in the strategic development, planning and delivery of services in allocated areas of responsibility.
4. To work proactively to provide advice and guidance on service related issues to elected members, service users, partners, the community and other stakeholders.
5. To identify opportunities and options for service development to meet agreed outcomes.
6. To efficiently and effectively manage all available resources within allocated area of responsibility.
7. To deliver high standards of performance against national, corporate and service specific performance indicators.
8. To manage the team and be accountable for allocated service area.
9. To manage, coach and develop staff in accordance with the Council's people management standards and policies.
10. To identify and deliver opportunities for service and policy development within areas of work including opportunities for co-production with partners, volunteers and the community.
11. To prepare, consult upon and present business cases, equality impact assessments and committee and other reports in respect of service and policy developments.
12. To lead on in the development of services and review of policies as directed by the Head of Service and/or Service Manager
13. To lead, plan and implement the delivery of projects as required within areas of responsibility.
14. To forecast, monitor and manage financial resources and budgets within allocated areas of responsibility including managing funding streams, income generation or the delivery of cost efficiencies.
15. To review commissioning, procurement and contracting strategies and processes as relevant to allocated area of responsibility.
16. To undertake business reviews and the development of business plans for allocated area of responsibility.
17. To contribute to service planning and take responsibility for the delivery of outcomes through leadership and operational management of allocated service area.
18. To ensure that relevant statutory, legal, regulatory, safeguarding and policy requirements are met within the allocated area of service responsibility.



19. To promote and manage engagement and consultation with service users and the community including Town and Parish councils and interest groups, elected members, partners and other stakeholders.
20. To take responsibility for health and safety within the allocated areas of responsibility ensuring safe systems of work for staff, volunteers and the public.
21. To represent the Council as required at local, regional, or national meetings and events or in dealing with media enquiries.
22. To prepare and give evidence as required at public enquiries, arbitrations and courts where appropriate.
23. Any other lesser or comparable duties as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

24. Reporting to: Appropriate manager as specified in the context statement
25. Responsibility for: Required to manage groups of staff undertaking work in the same general area of service.

Other factors

26. To be responsible for technical equipment as connected with particular area of work.
27. To be responsible for the effective management and development of systems to handle Group data and data held on behalf of others.
28. Primarily office-based post with regular travel to attend meetings, events and site visits locally, regionally and nationally and occasionally internationally, sometimes under adverse weather and hazardous site conditions.
29. Out of hours working to meet the requirements of the post.
30. Required to attend potentially challenging public meetings, inquiries and partnership meetings.
31. Will be operating in a fast-changing environment and therefore subject to frequently changing problems and circumstances.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. Relevant degree of equivalent level qualification and/or substantial relevant experience	Application form
2. Membership, of an appropriate professional body if required	Application form
Experience	
3. Experience in and sound understanding of asset management, resource planning, business planning and budgetary control.	Application form
4. Experience of providing services for, working in partnership with, or working in Local Government together with a clear understanding of the financial and service framework in which it operates	Application form
5. Substantial experience of leading, developing and managing staff.	Application form
6. Experience of planning for, managing and successfully delivering change to meet business needs	Application form
7. Substantial experience of the democratic local government processes and dealing with elected members including committee presentation work, public events, consultation and dealing with the media.	Application form
8. Recent experience of relevant policy development	Application form
9. Substantial experience of dealing with a range of senior stakeholders, including MPs and community leaders.	Application form
Knowledge	
10. Appreciation of business principles in managing projects in a high-profile public service or similar organisation	Application form Interview Assessment
11. Sound understanding of asset management, resource planning, service planning and budgetary control	Application form Interview Assessment
12. Knowledge of Health and Safety systems	Application form Interview Assessment
13. Considerable knowledge of policy, regulatory and statutory frameworks	Application form Interview Assessment
14. Knowledge of public sector commissioning/procurement	Application form Interview Assessment
Skills and abilities	
15. Customer focused with ability to establish and maintain effective relationships at Senior level	Interview Assessment



16. Ability to manage service wide budgets and optimise the use of resources	Interview Assessment
17. Excellent leadership skills	Interview Assessment
18. Successful innovator	Interview Assessment
19. Excellent management and coaching skills	Interview Assessment
20. Good negotiation and communication skills, both written and oral	Interview Assessment
21. Ability to analyse complex data and formulate rational solutions and decision-making skills based on sound evidence	Interview Assessment
22. Ability to work with others and effectively network with a range of internal and external stakeholders	Interview Assessment
23. Good planning, budgetary and project management skills	Interview Assessment
24. Ability to lead on and adapt to change	Interview Assessment
Our values	
25. Respect	Interview Assessment
26. Together	Interview Assessment
27. Accountability	Interview Assessment
28. Openness	Interview Assessment
29. Curiosity	Interview Assessment
Other	
30. Able to fulfil the travel requirements of the post	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
31. Post qualification training in Management.	Application form
Knowledge	



32. Clear knowledge of the funding issues relevant to the area of responsibility including external income sources	Application form Interview Assessment
33. Detailed knowledge of appropriate plans and related Government targets within areas of responsibility	Application form Interview Assessment
34. Commercial awareness, with the ability to identify and develop service improvement and/or income generation/cost sharing opportunities, working with community representatives and other stakeholders	Application form Interview Assessment
35. Knowledge of and experience with relevant IT systems and programmes	Application form Interview Assessment
36. Service understanding and focus	Application form Interview Assessment

Approval

Manager's job title: Sara Collinson

Date: January 2015

