Dear Candidate

**Strategic Director of Place and Space**

Thank you for taking the time to look at the details of this director post at Ashford Borough Council, I hope you will be interested enough to apply once you have found out a little more about the role and about the council.

Ashford Borough Council is working hard to make the borough a great place to live, work and visit. Our aim of becoming financially self-sufficient has led to a more commercial and entrepreneurial approach.

But we don’t just talk the talk. Ashford was named in the top 50 places to live in the UK. We’ve also been named the No1 business location in Kent; we have the lowest council tax in Kent and the most improved recycling service in the country. Nine in ten residents are satisfied with the local area as a place to live, while eight in ten indicated they are satisfied with how the council runs things.

As a director you will be responsible for providing leadership and direction in the development and implementation of strategic objectives across a range of services that include Planning and Development, Culture, and Environment & Land Management. You will oversee their continued change journey, new ways to engage communities and involve people to create strong, new communities. A truly exciting agenda for the right person!

The closing date for the receipt of applications is 12 noon: 29 July 2019. We will aim to contact shortlisted candidates by 22 August 2019. The interview date will be  on 2 September 2019. There will be an opportunity for shortlisted candidates to meet me and fellow directors in advance of the interview as part of the process.

The panel will be the council’s Appointments Committee which comprises of elected members and is supported by me as Chief Executive.

Please take the time to find out more about us, I am confident once you have read the information on these web-pages you will appreciate that this is a varied, busy and rewarding role, working for a friendly, forward thinking organisation; I hope to see an application from you.

Yours faithfully

Tracey Kerly
Chief Executive

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**ASHFORD BOROUGH COUNCIL**
## JOB DESCRIPTION

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<thead>
<tr>
<th><strong>JOB TITLE:</strong></th>
<th>Strategic Director of Place and Space</th>
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<tbody>
<tr>
<td><strong>GRADE:</strong></td>
<td>MG2</td>
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<tr>
<td><strong>POST NUMBER:</strong></td>
<td>5090</td>
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<tr>
<td><strong>SERVICE:</strong></td>
<td>Corporate</td>
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<tr>
<td><strong>RESPONSIBLE TO:</strong></td>
<td>Chief Executive</td>
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### JOB SUMMARY:

Provide leadership and direction in the development and implementation of strategic objectives across a range of functions and services that include commercial, statutory and support services to the borough of Ashford. Support the Chief Executive in translating the vision for the borough into a direction for the Council.

Overall responsibility for the Planning & Development, Environmental & Land Management and Culture services, making sure that they are actively supporting the place-making agenda by driving forward strategies and policies that promote great environment through good design and engaged communities, ensuring they are well managed and in accordance with legislation.

### ROLE REQUIREMENTS:

1. Work with Elected members to develop corporate strategic objectives. Ensure with Management Team that the Council is resourced sufficiently to be able to deliver the objectives and programme delivery.

2. To raise the profile and reputation of the Council by working closely with partners and key stakeholders.

3. To represent the Council on key strategic groups to ensure the Council has a voice and contributes.

4. Communicate with key organisations to build trust and openness to foster support and cooperation.

5. To provide leadership to all professional and operational staff at
all levels throughout the Council.

6. To contribute to a ‘can do culture’ within the organisation and coach and mentor staff appropriately to achieve a positive outcome for programme delivery.

7. Ensure that Council priorities are delivered to a high quality, professional standard and appropriately budgeted for, look at innovative financing solutions and explore new opportunities.

8. Responsible for the management and positive development of a range of strategic and operational relationships external to the council, working with other agencies at a strategic level, in the pursuit of mutual benefits.

9. Oversee the efficient and effective day to day operation and to establish, with Management Team and then monitor, clear performance targets, both qualitative and quantitative.

10. To ensure that service areas reporting directly to the post holder are efficient, effective and delivered within budget.

11. To ensure the council communicates with stakeholders to establish good working and collaborative arrangements to help achieve the goals of the Council.

12. Equal Opportunities
   a) To promote equality of opportunity in employment and service provision, and eliminate unlawful discrimination.
   b) To recognise that people have different abilities to contribute to the Council’s goals and performance and to take necessary action to give everyone a chance to contribute and compete on equal terms.

13. Emergency Planning
   a) To participate as required in the Council’s Emergency Planning operations including undertaking training and exercising as directed
   b) To participate in the response to an emergency which may involve duties outside your normal job description and at times outside your contracted hours.
   c) To participate in the recovery stage following the emergency.

14. Business Continuity
    In the event that an incident has occurred which disrupts the Council's ability to deliver its critical functions, to undertake duties within your competencies in other departments and/or at other locations.

15. Data Protection
To ensure that data quality and integrity is maintained and that data is processed in accordance with Council policy, the Data Protection Act, the Freedom of Information Act, and other legislation.

| 16. | **Health and Safety**  
All employees have responsibilities under The Health and Safety at Work Act 1974. These responsibilities are laid out in the Council’s Health and Safety Policy, available on the Intranet or from Personnel. |
| 17. | **Additional Duties**  
To undertake any additional duties of a similar level of responsibility as may be required from time to time. |

**OTHER CONDITIONS: Essential Car User**

MAY 2019
Ashford Borough Council uses a Competency Framework which describes the behaviours all staff are expected to display when performing their role. These behaviours are an important cornerstone of our recruitment and selection processes as well as our performance management processes.

### LEADING BY EXAMPLE
- Communicate simply and clearly when writing and speaking
- Accept responsibility for own area of work and learn from mistakes
- Be consistent when making decisions and dealing with others
- Welcome ideas and feedback and encourage openness
- Remain calm and composed at times of pressure
- Be positive and enthusiastic with a 'can-do' approach and be proactive, with a willingness to get involved

### WORKING WITH OTHERS
- Treat others with respect and dignity at all times, ensuring that there is no discrimination regardless of background
- Take time in conversations and meetings to listen to other people and consider their opinions
- Provide help willingly, and share own knowledge, time and skills to assist others
- Understand the feelings of others and show tact and empathy
- Be approachable and pleasant to interact with
- Positively engage with others and keep any criticism constructive

### MANAGING OURSELVES
- Inspire trust by demonstrating honesty and integrity
- Manage workloads effectively to prioritise demands and meet deadlines. Use clear and realistic goals broken down into smaller objectives
- Be self motivated and work hard. Use own initiative and require minimal supervision
- Challenge yourself to learn and encourage others to make changes to enhance performance and standards
- Demonstrate self awareness by understanding the impact of our own behaviour on others
- Complete work to the highest standard possible whilst balancing the need to deliver with good attention to detail.

### ACHIEVING OUR GOALS
- Look at options before making a decision and promote acceptance of an appropriate level of risk
- Be flexible and propose, accept and implement change where necessary
- Be brave and use creativity and innovation to solve problems by doing things differently
- Understand the direction of the council and where possible seek to replicate and develop good practice from all other sectors and apply their approach to the day to day role
- Display loyalty and commitment to own role, team priorities and the council as an employer. Be fully focused on delivery
- Be knowledgeable of own service area and have an awareness of the role of other council departments.
## PERSON SPECIFICATION

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<thead>
<tr>
<th>JOB TITLE:</th>
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<tbody>
<tr>
<td>POST NUMBER:</td>
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<tr>
<td>SERVICE:</td>
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<table>
<thead>
<tr>
<th>EDUCATION &amp; TRAINING/QUALIFICATIONS</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Educational/vocational qualification at degree level in a Leadership/Management or related technical subject or significant comparable experience.</td>
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<th>EXPERIENCE</th>
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<tr>
<td>Experience of working in a place making role, developing strategies and leading complex negotiations with stakeholders. Evidence of leading at a senior level. Working with senior leaders in delivering a place making agenda. Strong professional background in a related field.</td>
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<th>SKILLS &amp; KNOWLEDGE</th>
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<tr>
<td>Proven ability to make good quality strategic decisions. Effective leadership skills with ability to engage and maintain relationships with officers, members, partners and other stakeholders. Effective project management skills. Willing to acquire quickly a strong understanding of the political organisation of local</td>
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OTHER REQUIREMENTS

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<th>OTHER ESSENTIAL REQUIREMENTS TO CARRY OUT POST: N/A</th>
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<td>A track record in demonstrating a dynamic and ambitious approach to service delivery that unpins strategic vision.</td>
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<td>Ability to work across professional and organisational boundaries.</td>
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<td>Ability to adapt and react positively to changing demands and circumstances.</td>
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Strategic Director of Place and Space
Salary up to £91k plus £4,280 car allowance per annum

Ashford in the heart of Kent is a diverse and vibrant borough of growing towns and rural communities. It has a balanced budget and a council that is actively investing in infrastructure and housing as well as preserving and enhancing the borough’s unique landscape and environment.

We are building an exciting and beautiful place for residents, businesses and visitors alike. Underpinning economic prosperity, cultural richness, and commercial opportunities for our communities.

We are now seeking an inspirational director with a track record of engaging communities and involving people to create a compelling sense of identity. You will have accountability for Planning & Development, Culture, and Environment & Land Management and be responsible for leading a team of professionals with a pedigree of innovation and delivery.

Key priorities include reinvigorating our town centres, creating strong new communities in major developments such as Chilmington and making sure our beautiful villages continue to thrive.

This is an outstanding opportunity for someone who really wants to make a difference.

Working with the elected members, partners, key stakeholders, and the senior management team, your leadership and visionary approach will help support growth, create a borough where people want to work and live, attract visitors, and enhance the prosperity of local businesses and residents.

The borough has an excellent quality of life with growing towns and breath-taking countryside. It’s close to the Channel coast, has good schools, and its house prices are lower than much of the south east. London is just 38 minutes from Ashford by train.

We offer a very competitive benefits package, including salary-linked pension scheme, flexible working hours, and a generous holiday entitlement.

Further information can be found on: www.ashford.gov.uk/jobs

For an informal discussion please contact Tracey Kerly, Chief Executive on: 01233 330201

To apply please forward a CV and covering letter outlining relevant experience to: recruitment@ashford.gov.uk

Closing date: 12 Noon: 29 July 2019