

ASHFORD BOROUGH COUNCIL

JOB DESCRIPTION

JOB TITLE:	Head of Strategic Projects
GRADE:	MG4
POST NUMBER:	3133
DIRECTORATE:	Chief Executive (Strategic Projects)
RESPONSIBLE TO	Deputy Chief Executive
JOB SUMMARY:	<p>To fulfil the client role for identified strategic projects.</p> <p>To assemble and lead a cross service team of technical and professional staff that has responsibility for the delivery of the council's Strategic property projects, including:</p> <ul style="list-style-type: none"> • Newtown Works • Project Green • Stodmarsh Mitigation <p>Provide a strategic lead in the commissioning of masterplans for major projects.</p> <p>Secure external funding opportunities to enable the Council to deliver its priorities.</p>
ROLE REQUIREMENTS:	
1.	To lead and manage a team of technical and professional staff and support them to deliver their services in an effective and efficient way. Ensuring that the customer needs are identified and responded to appropriately, and that the requirements of statutory duties are fulfilled.
2.	To manage commercial projects and operations on behalf of the Council within agreed tolerances and to ensure appropriate systems are in place to protect the council. Also to ensure all projects are delivered in accordance with the contract.
3.	Proactively contribute to corporate aims and objectives by playing a full role in corporate management team, leading and managing the implementation of new corporate projects, initiatives and processes and ensure that appropriate standards are maintained and that teams achieve required outputs.

4.	Create opportunities for and to bring inward investment to the Borough in order to generate additional income for the Council.
5.	Provide advice and guidance to the unit's managers in developing an annual service plan and Programme of work for the teams ensuring that it links to the achievement of corporate objectives.
6.	To prepare reports for, and attend Cabinet Meetings, Policy Advisory Groups, Committees, Scrutiny meetings, task groups and working groups.
7.	To ensure that the appropriate portfolio holder(s) are adequately briefed and aware of issues within their portfolio.
8.	To be responsible for the project budgets, working with finance colleagues to build an annual budget for member approval.
9.	To work in partnership with key stakeholders, and be the council's lead officer on key groups when appropriate.
10.	<p>Equal Opportunities</p> <p>a) To promote equality of opportunity in employment and service provision, and eliminate unlawful discrimination.</p> <p>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.</p>
11.	<p>Emergency Planning</p> <p>a) To participate as required in the Council's Emergency Planning operations including undertaking training and exercising as directed</p> <p>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.</p> <p>c) To participate in the recovery stage following the emergency.</p>
12.	<p>Business Continuity</p> <p>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.</p>
13.	<p>Data Protection</p> <p>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.</p>

14.	<p>Health and Safety</p> <p>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.</p>
15.	<p>Safeguarding</p> <p>Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and adults at risk of harm within the borough.</p>
16.	<p>Additional Duties</p> <p>To undertake any additional duties of a similar level of responsibility as may be required from time to time.</p>
<p>OTHER CONDITIONS: Essential User</p> <p>Nov 2021</p>	

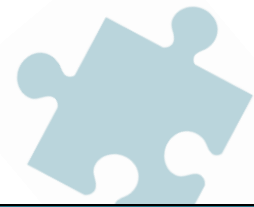
PERSON SPECIFICATION

JOB TITLE:	Head of Strategic Projects
POST NUMBER:	3133
DIRECTORATE:	Chief Executive (Strategic Projects)

	Essential	Desirable
EDUCATION & TRAINING/ QUALIFICATIONS	<p>Appropriate professional qualification in finance, planning, property or building services</p> <p>Evidence of continued professional and personal development.</p> <p>Knowledge and understanding of the strategic, regulatory and political context within local government operates.</p> <p>Suitable knowledge and experience in order to ensure the Council meets its obligation to secure best value.</p>	Relevant leadership / management qualification
EXPERIENCE	<p>Considerable experience of operating in a commercial environment, negotiating complex agreements across a number of parties.</p> <p>Significant experience of developing and influencing successful strategy and policy in a complex organisation and implementing the same</p> <p>Can demonstrate experience of maximising the opportunities that are available to a large and complex organisation.</p>	

	<p>Significant experience in the leadership and management of a relevant service area within Local Government or a large complex organisation at a senior managerial level, and closely with elected members.</p> <p>A successful track record of delivering outcomes across cross service and stakeholder service and project teams.</p> <p>Demonstrable evidence of developing and developing a work plan and resources plan that ensures delivery to project timescales</p> <p>Evidence of managing teams including setting and monitoring performance standards and objectives.</p> <p>A proven track record of working effectively and in cooperation and partnership with a wide range of communities, partner agencies, private sector providers, public agencies, voluntary bodies and statutory authorities</p>	
<p>SKILLS & KNOWLEDGE</p>	<p>Knowledge of regulations and legislative requirements in the relevant service areas of the post.</p> <p>Ability to demonstrate a high level of analytical and constructive thinking to problem solve and seek resolution of complex issues</p> <p>Effective communication and interpersonal skills and the ability to adapt personal style to meet the needs of the audience.</p>	

	<p>Ability to handle a diverse and varied range of tasks including regularly conflicting work demands and highly pressured deadlines.</p> <p>Ability to work in a political environment and provide Members with appropriate management information and guidance in order to support informed decision making</p> <p>.</p>	
<p>OTHER REQUIREMENTS</p>		
<p>OTHER ESSENTIAL REQUIREMENTS TO CARRY OUT POST: N/a</p>		



KEY COMPETENCY AREAS

Our Competency Framework has been developed and reviewed over several years in order to achieve a set of professional and key behaviours that our team display every day within our roles.

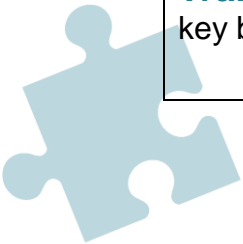
It applies to every member of staff, regardless of their role or service that they work for. It considers best practice but also the level at which our team members work in different areas of their job. So although the competency itself will apply to all levels, how it is evidenced within the individual job role may vary.

The competencies will be used for:

Recruitment and Selection – interview questions will be based on these key behaviours to ensure we are bringing the right people into the organisation.

Performance management including appraisals – to keep checking that we are all displaying the right behaviours that will ensure the success of the council's aspirations

Training and development – to help our teams and individuals focus on developing key behaviours and characteristics



The 9 basic competencies fall under our three values which are integral to the way we do things around here:

AMBITIOUS	CREATIVE	TRUSTWORTHY
Positive	Innovative	Professional Behaviour
Continuous Improvement	Open to Change	Accountable
Commercial and Enterprising	Decision Making and Problem Solving	Communication