

## ASHFORD BOROUGH COUNCIL

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Assistant Director of Safety and Wellbeing</b>
<b>GRADE:</b>	MG3
<b>POST NUMBER:</b>	3055
<b>SERVICE:</b>	Safety and Wellbeing
<b>RESPONSIBLE TO</b>	Director of Health and Wellbeing (Deputy Chief Executive until this post has been filled)
<b>JOB SUMMARY:</b>	To lead a team of technical and professional staff that has responsibility for the delivery of Environmental Health, Health & Safety, Insurance, Parking Services, Resilience and Events Safety and Ashford Monitoring Centre and Community Safety.
<b>ROLE REQUIREMENTS:</b>	
1.	To manage and Lead a team of technical and professional staff and support them to deliver their services in an effective, digitally enable and efficient way. Ensuring that the local community's needs are identified and responded to appropriately, and that the requirements of statutory duties are fulfilled.
2.	To liaise and represent the Council with statutory and voluntary bodies, members, parishes, the community, the commercial sector and other public sector bodies so as to co-ordinate the activities of these organisations and that of the Council.
3.	To keep abreast of and promote all aspects of environmental health, licensing, Ashford monitoring centre, the facilities management of the CC, parking services and community safety with a view to improving services and facilities and optimising the Council's performance in meeting targets and its effectiveness in serving the needs of the community.
4.	To prepare strategies, plans, annual budgets. Regularly and carefully monitor performance and expenditure in accordance with agreed procedures.

5.	Play an active role in the Council Leadership team by providing advice and guidance within your own area of professional knowledge and experience and supporting the Corporate Plan delivery.
6.	Proactively respond to corporate aims and objectives. Manage the implementation of new corporate initiatives and processes including the move to a commercial driven culture for delivery and ensure that appropriate standards are maintained so that the team achieves required outputs.
7.	To ensure that the appropriate portfolio holder(s) are adequately briefed and aware of issues within their portfolio.
8.	To prepare reports for, and attend, committee meetings such as Cabinet, O&S, task groups etc.
9.	<p><b>Equal Opportunities</b></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>
10.	<p><b>Emergency Planning</b></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>
11.	<p><b>Business Continuity</b></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>
12.	<p><b>Data Protection</b></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>

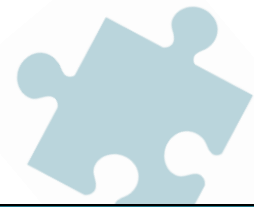
13.	<p><b>Health and Safety</b></p> <p>All employees have responsibilities under The Health and Safety at Work Act 1974. These responsibilities are laid out in the Council's Health and Safety Policy, available on the Intranet or from Personnel.</p>
14.	<p><b>Safeguarding</b></p> <p>Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and adults at risk of harm within the borough.</p>
15.	<p><b>Additional Duties</b></p> <p>To undertake any additional duties of a similar level of responsibility as may be required from time to time.</p>
<p><b>OTHER CONDITIONS:</b> Essential Car User</p> <p>November 2021</p>	

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	<b>Assistant Director of Safety and Wellbeing</b>
<b>POST NUMBER:</b>	3055
<b>SERVICE:</b>	Safety and Wellbeing

	<b>Essential</b>	<b>Desirable</b>
<b>EDUCATION &amp; TRAINING/ QUALIFICATIONS</b>	Educational/vocational qualification at degree level in a Leadership/Management or related technical subject or significant comparable experience.	Membership of relevant professional bodies.
<b>EXPERIENCE</b>	<p>Relevant post qualification experience working across sectors and with a range of stakeholders.</p> <p>Strong background in contract management, target setting and monitoring.</p> <p>Preparation and presentation of information in variety of formats.</p> <p>Experience of Capital and Revenue Budget Management.</p> <p>Evidence of operating in a commercial environment, developing and achieving business plans.</p>	
<b>SKILLS &amp; KNOWLEDGE</b>	<p>Working knowledge of relevant legislation.</p> <p>Up to date knowledge of current legislation and good practice in relation to the provision of the service.</p>	

	<p>Effective interpersonal skills.</p> <p>Effective leadership skills.</p> <p>Effective project management skills.</p> <p>Understanding of the political organisation of local government.</p> <p>Knowledge of contract procurement processes including contract negotiation.</p>	
<b>OTHER REQUIREMENTS</b>	<p>Ability to work across professional and organisational boundaries.</p> <p>Ability to adapt and react positively to changing demands and circumstances.</p> <p>Ability to demonstrate a dynamic approach to service delivery, strong commercialism and entrepreneurial acumen</p>	
<b>OTHER ESSENTIAL REQUIREMENTS TO CARRY OUT POST: N/a</b>		



## 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.

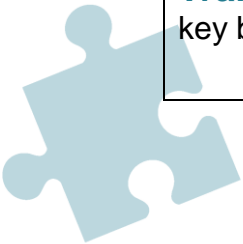
It applies to every member of staff, regardless of their role or service that they work for. It considers best practice but also the level at which our team members work in different areas of their job. So although the competency itself will apply to all levels, how it is evidenced within the individual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