

## **Corporate Director – Strategy and Corporate Services**

**Reports to:** Chief Executive

**Direct Reports:** Head of People and Organisation Development, Head of Legal and Democratic Services, Chief Digital Officer; Chief Finance Officer (for pastoral support and to facilitate the co-ordination of support functions. The CFO will continue to be part of the Corporate Directors Team and hold the s151 responsibilities)

### **Main Purpose of Role:**

As a member of the Corporate Directors' Group (the most senior leadership team in the Council) contribute to the development of the Council. Lead the development of the Council's corporate planning and performance management arrangements and provide co-ordination and support to the Corporate Directors' Group and elected members in delivering agreed corporate priorities. Develop effective strategic relationships with external stakeholders building a culture of collaboration across sectors to improve the economic, social, environmental and cultural wellbeing of Neath Port Talbot.

Provide support to the senior leadership team within the portfolio to transform corporate services and bring forward innovation that can support the transformation of the Council's wider services and functions.

### **Key responsibilities:**

- Digital, Data and Technology
- Transformation
- Innovation
- People and Organisational Development – including cultural change and workforce
- Communications, Marketing and Community Relations
- Customer Services
- CCTV
- Corporate Planning and Performance
- Corporate policy, including equalities and the Welsh Language
- Corporate governance, including SIRO role
- Emergency planning and civil contingencies
- Legal and Democratic Services
- Collaboration and external partnerships as directed by the Chief Executive
- Covid-19 recovery – strategic lead
- Other strategic programmes as directed by the Chief Executive
- Pastoral support to the Chief Finance Officer

## **Main Duties:**

### **Leadership**

- Lead the Council's corporate change and transformation programmes, ensuring alignment with corporate priorities and strategic plans, securing value for money and good governance.
- Provide leadership to drive the corporate recovery process, including programme co-ordination of the agreed corporate recovery plan to deliver the outcomes identified.
- As part of the Council's Corporate Directors' Group, provide advice, guidance and service expertise to Elected Members in the development and implementation of corporate Council policy.
- Develop and sustain effective relationships and networks with external stakeholders. Provide leadership within the Public Services Board and other partnerships as directed by the Chief Executive.
- Lead on corporate strategies and priorities as determined by the Chief Executive.
- Provide appropriate professional support and development for Heads of Service and other directly reporting senior managers in order to ensure the effective management of services and the meeting of service objectives. Hold them accountable for the delivery of their service plans and agreed performance and conduct their performance development reviews.
- Co-ordinate the development and delivery of support arrangements with the s151 Officer and ensure corporate planning is informed by and integrated with financial planning.
- Engage with employees and employee representatives to embed the corporate values and behaviours expected and to drive the required cultural change.
- Ensure the Council is appropriately represented at national and regional levels.

### **Governance**

- Provide leadership on corporate governance and ensure that the Council has an appropriate framework of governance in place. Provide advice and guidance to the Chief Executive, other officers and elected members on governance matters.
- Assume the Senior Information Risk Owner role, ensuring that the Council's governance of data and information and the operation of underpinning systems is fit for purpose.
- Provide corporate leadership on Risk Management, ensuring the corporate policy and associated procedures reflect the Council's risk appetite whilst providing for good governance.

- Promote the behaviours and values needed to ensure the Council's governance framework is embedded across the Council.

## **Finance**

- Overall responsibility for Directorate budget and resources - Lead, set, monitor and control directorate budget and resources
- Provide leadership in the Council's work to generate new and develop existing sources of income.
- Provide pastoral support to the Chief Finance Officer and co-ordinate the development and delivery of wider support services and governance arrangements with the statutory duties of the s151 Officer.

## **Digital**

- Ensure the development and delivery of the Council's Digital, Data and Technology (DDaT) Strategy
- Establish the capability and capacity needed to harness the potential of DDaT to inform and secure better outcomes for the residents of the county borough, more economic and efficient use of the Council's resources, improved working conditions for the Council's workforce whilst also contributing to the Council and City Region ambitions to create an environment that is attractive to investors.
- Champion the Digital Inclusion agenda ensuring that barriers to digital participation are being addressed.

## **Organisation Development and Transformation**

- Design, drive and lead the Council's Organisation Development and Transformation Programme so that it delivers major and complex change to meet corporate objectives
- Provide leadership of the Programme which articulates a clear and compelling vision of change through the use of evidence based business cases including sound financial analysis and resource implications.
- Provide leadership for the Programme through an effective and robust programme and project management culture
- Develop and nurture strong, positive relationships with key stakeholders to ensure engagement and delivery of change
- Ensure excellent and robust governance arrangements
- Provide effective change management leadership and support so that the change vision is delivered using innovative solutions.

## **Management**

- Ensure, through direct reports, that the Council's corporate policies are embedded in service operations, including the Council's policies on equality and diversity; decarbonisation; digital; performance management; resource management; communications
- Promote a culture of collaboration and partnership internally and externally; where required, lead collaborative initiatives and partnerships.
- Ensure high standards of employee conduct and high levels of employee engagement through effective leadership and management.
- Provide management oversight of the budgets and resources within the portfolio.
- Act as Gold Commander in the event of emergencies, chairing and/or participating in Strategic Co-ordination Group and Recovery Co-ordination Group meetings as required by the Chief Executive. Ensure effective business continuity plans and disaster recovery plans for the areas within portfolio.

## Other

- The postholder will have the capacity and vision to anticipate and influence change and have the skills and abilities needed to manage complex issues and competing demands in a dynamic environment.
- The postholder will have the ability to structure complex issues and to arrive at balanced and informed decisions.
- The postholder will be responsible for corporate programmes of work and will demonstrate political astuteness in building positive relationships with Members.
- The postholder would be expected to have had significant leadership and management experience.
- As the Senior Information Risk Owner, the postholder will take overall responsibility for managing information risk in the council. They will foster a culture for protecting and using information within the council; ensure information governance compliance with legislation and council policies; and provide a focal point for managing information risks and incidents.

<b>Qualifications and Education</b>		
Management qualification eg MBA	Desirable	Qualification check
Change management models and approaches	Essential	Assessment Centre and References
Ability to speak Welsh	Desirable	Qualifications, Assessment Centre
Corporate governance qualification	Desirable	Qualifications, Assessment Centre
<b>Work Experience</b>		

Several years' experience of holding a senior corporate local government role	Essential	Application Form, Assessment Centre, Reference
Experience of leading the development and implementation of corporate strategies	Essential	Application Form, Assessment Centre, Reference
Experience of working with elected members and providing impartial advice on policy matters whilst holding to the principles of effective democratic governance	Essential	Application Form, Assessment Centre, Reference
Experience of developing strategies that inform and interpret corporate priorities and translating them into workable delivery plans	Essential	Application Form, Assessment Centre, Reference
Experience of local government in Wales	Desirable	Application Form
Experience of developing innovative funding models including new sources of income	Essential	Application Form, Assessment Centre, Reference
Experience of leading multi-disciplinary professional teams	Essential	Application Form, Assessment Centre
<b>Knowledge and Skills</b>		
Highly numerate able to synthesise and model large volumes of complex data to a high degree of accuracy	Essential	Application Form and Assessment Centre
Able to assess complex information and data to develop reasoned and measured strategies	Essential	Application Form and Assessment Centre
Able to challenge in a constructive manner to tackle risks including fraud	Essential	Application Form and Assessment Centre
Communication – able to communicate clearly in a range of styles appropriate to the audience	Essential	Application Form and Assessment Centre

Excellent digital, data and technology skills commensurate with the duties of the post	Essential	Application Form and Assessment Centre
An understanding of the current trends in Digital, Data and Technology	Desirable	Application Form and Assessment Centre
Able to engage with and influence a wide range of stakeholders	Essential	Application Form and Assessment Centre
Able to innovate and champion new ways of thinking and working	Essential	Application Form and Assessment Centre
Understanding of the Welsh political context	Desirable	Application Form and Assessment Centre
<b>Personal Qualities</b>		
High level of personal integrity	Essential	Application Form, Assessment Centre and Reference
Strong commitment to the Nolan principles and to the principles of equality and diversity	Essential	Application Form, Assessment Centre and Reference
Self-motivated with high drive for anticipating change and driving high levels of performance	Essential	Application Form, Assessment Centre, Reference
Ability to adapt style to suit circumstances	Essential	Application Form, Assessment Centre, Reference
Flexible – able and willing to work as part of a corporate team, adjusting role as may be necessary from time to time	Essential	Application Form, Assessment Centre, Reference
Able to exercise sound judgement and tact	Essential	Application Form, Assessment Centre, Reference
Resilient, able to work under sustained pressure	Essential	Application Form, Assessment Centre, Reference
High standards of probity and honesty, comfortable with taking responsibility and accountability	Essential	Application Form, Assessment Centre, Reference
Innovative – open to new ideas and ways of working	Essential	Application Form, Assessment Centre, Reference

Relationships – able to quickly form and sustain effective relationships and networks with a wide range of stakeholders	Essential	Application Form, Assessment Centre, Reference
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