

# Managing Director

City of Wolverhampton Council



**Location:**

Civic Centre



**Hours:**

37 hours



**Structure:**

**Department:**

Managing Director's Department

**Section:**

Managing Director's Office

**Reports to:**

Leader of the Council



**Contract Type:**

Permanent



**Salary:**

Up to £160,000

## Job Purpose and Duties:

Act as the Council's Head of Paid Service, principal policy advisor and change agent.

Ensure the effective strategic and operational management of the Council, to deliver the aims, objectives and targets set out in the Corporate Plan and delivery of excellent services.

Be an ambassador for the Council and the City and ensure it is fully engaged with its stakeholders and community.

**Strategic responsibilities:**

- 1 (a) To proactively advise and support the decision-making processes of the Leader and Cabinet in the formulation, monitoring and review of customer-focused, deliverable objectives, strategy and policy.
- (b) To support and promote the regional and national work undertaken by the Leader of the Council and other Councillors as appropriate, including support to the West Midlands Combined Authority, as required.
- (c) To ensure all Councillors are supported in their democratic duties.
2. To ensure that clear, strategic objectives are set, monitored and achieved and that these reflect the policy direction and priorities defined by the Council and as set out in the Corporate Plan.
3. To work with Councillors in a dynamic and collaborative way to ensure a transformational approach is embedded in service delivery and is supported by changes in the organisation's culture and structure through the Confident Capable Council.
4. To ensure the delivery of excellent services.
5. To develop an effective and strong working relationship with the Council Leader which benefits the City of Wolverhampton.
6. To ensure that service delivery is supported by a comprehensive performance management system that tracks the implementation of corporate priorities and objectives, as well as appraisals and other performance management activity.
7. To develop and promote a sustained performance culture that permeates the entire organisation, connecting vision to action, providing accountability, and generating a framework to develop and grow employees.
8. To provide a framework within which to challenge service provision, ensuring that effective and efficient services are delivered to the community through maximising resources, incorporating best practice and utilising new technology and innovation.
9. To provide strong leadership for the Council's employees, emphasising performance and responsibility.
10. To take overall responsibility for the Council's resources ensuring that they are deployed and controlled effectively to meet the Council's objectives and priorities.

11. To act as Electoral Registration Officer and Returning Officer, as appropriate.
12. To work with Councillors to ensure effective corporate governance of the Council, probity and integrity of decision making and compliance with relevant legal requirements.
13. To work with Councillors to lead and develop effective relationships and networks with local, regional and national agencies, creating partnership to influence views and decisions for Wolverhampton's benefit.
14. To promote the Council's commitment to valuing diversity and ensure the implementation of effective social inclusion and community safety policies.
15. To promote and deliver an organisational culture that is customer focused, decisive and accountable and an environment which is open and honest and treats people with dignity and respect.
16. The Managing Director will have direct line-management responsibility for a number of Senior Managers.

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Criteria	Essential	How Identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified to degree level or equivalent experience.</li> <li>• Management qualification and /or evidence of relevant continuing professional development.</li> </ul>	CV and Supporting Information
<b>Training</b>	<ul style="list-style-type: none"> <li>• Demonstrate continuous learning</li> </ul>	CV and Supporting Information
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience of providing effective and innovative leadership to senior officers in Local Government.</li> <li>• A proven track record of effective partnership working involving negotiating, communicating and working jointly with a wide range of bodies from public, private and voluntary sectors to achieve corporate and service objectives.</li> <li>• Significant experience of working within a political environment, providing clear, balanced advice and guidance on strategic issues that achieve corporate and service objectives.</li> <li>• Significant experience and achievement at senior manager/board level in a large and complex environment.</li> <li>• Proven track record of successfully delivering major service improvements and cultural organisational transformation, change.</li> <li>• Experience of successful complex resource management and a proven track record.</li> </ul>	CV and Supporting Information Interview

Criteria	Essential	How Identified
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of the wider social and economic environment within Wolverhampton.</li> <li>• Significant awareness of the challenges and opportunities facing public sector organisations.</li> <li>• Understanding of the political and democratic infrastructure for local government.</li> <li>• A strong understanding and commitment to the principles and ethos of a Confident Capable Council.</li> </ul>	Interview
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to use high level interpersonal and diplomacy skills effectively to work collaboratively and to communicate clearly and concisely.</li> <li>• Ability to inspire, lead and motivate staff at all levels, including during periods of substantial change and to achieve a high performance culture.</li> <li>• Strong influencing, negotiation and innovative problem-solving skills.</li> <li>• Ability to manage strategic change and promote clarity about organisational priorities.</li> <li>• Ability to assess, understand and manage the political pressures and demands upon the organisation.</li> <li>• Ability to determine resources required and deployment of these.</li> <li>• Highest level strategic thinking, analytical skills and with the ability to exercise sound judgment in seeking creative and innovative solutions to complex problems.</li> <li>• Ability to deal assertively with conflict and unacceptable performance.</li> </ul>	CV and Supporting Information Interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate open, honest and fair behaviour in all dealings with residents, service users, Councillors, colleagues and partners.</li> <li>• Demonstrate creativity, initiative, diplomacy, resourcefulness and resilience in a demanding and fast-paced environment.</li> <li>• Personal commitment to equality of opportunity, respect, probity and integrity.</li> <li>• A commitment to and respect for equalities, local democracy and partnership working.</li> </ul>	CV and Supporting Information Interview