Basingstoke and Deane

JOB DESCRIPTION

Job Title	Executive Director of Borough Development and Deputy Chief Executive		
Job Number	CA0002		
Grade (*if known*)	Director grade (with Deputy CX allowance)		
Directorate	Borough Development		
Business Unit /Section	NA		
Preparation Date	January 2017		
Responsible to *(job title)*	Chief Executive		
Responsible for total number of direct reports	3	**Responsible for total number of staff managed**	Approx. 60

Main purpose of job

1. To be the lead policy advisor to the council for the delivery of the council's ambitious growth agenda, which successfully delivers physical, economic and social development on a sustainable basis.
2. To be accountable for the delivery, improvement, management and performance of a portfolio of council services and major projects, leading and inspiring managers and employees across the directorate.
3. To deputise for the Chief Executive when required by providing strategic leadership to the organisation, acting as an ambassador for the borough and the organisation, while ensuring the successful and effective delivery of all council services.
4. To lead on external partnerships to advance the council's interests and deliver on the council's priorities.
5. To act as an advocate and ambassador for the council and take and create opportunities to enhance the council's performance, reputation and image externally.
6. To promote, develop and maintain excellent working relationships between officers, members and with partners (including residents, other public sector organisations and agencies, government departments, local businesses and the voluntary/community sector).
7. To encourage creativity, innovation and constructive challenge within the authority and help develop a learning organisation, where creative ideas are encouraged.
8. To ensure that all council activity, policy and strategies reflect an appreciation for community cohesion and diversity.

Main responsibilities

1. To deputise for the Chief Executive when required.
2. To support the Chief Executive in helping the council to define and develop the vision and strategic direction and ensure that the organisation is well placed to take clear, effective and integrated action on the corporate priorities and Council Plan objectives.
3. To promote and embed strong and inspirational leadership by demonstrating the council's values and championing the behaviours in the council's leadership and management competency framework.
4. To be accountable to the Chief Executive for the delivery, improvement, management and performance of a portfolio of council services and large scale development programmes. The current portfolio comprises:
    - Borough Development and Implementation, including community development, arts and culture and town centre regeneration
    - Manydown, comprising a development of 8-10,000 homes with a Gross Development Value of £3 billion to be taken forward by way of joint venture with a private sector partner
    - Basing View and Commercial, comprising a range of development and regeneration projects to revitalise an urban business park of 1.25 million sqft. within the council's freehold ownership
    - Leisure Park, comprising a redevelopment to provide replacement leisure facilities of 500,000 sqft, supported by a 300,000 sqft. Designer Outlet Centre, in all totalling £500 million GDV.
    - External Partnerships, including Devolution and Parish Council liaison
5. To ensure the council and the directorate delivers its Corporate Plan objectives to the highest level of quality, to time and to budget; to ensure a system of continuous review is embedded within the directorate so that 'traditional thinking' is challenged and that best practice and innovation pursued.
6. To initiate new strategies and practices.
7. To shape strategic plans for the council in close consultation with lead members and partner organisations in a cost effective and time efficient manner and ensure delivery of the key targets.
8. To ensure decisions are effectively and efficiently implemented.
9. To sponsor corporate programme boards developing strategy and policy; implement programmes and projects to improve service delivery.
10. To ensure members of the council are supported in their leadership and community roles.
11. To be accountable for budget overview for the directorate, ensuring compliance with the council's Constitution and Standing Orders and that the council receives value for money from its expenditure.

Key tasks

1. To provide support to the Chief Executive and Council in defining and developing the vision and strategic direction for the borough and ensuring that the organisation is well placed to take clear, effective and integrated action on the corporate priorities and the Council Plan objectives.

2.	To lead on the successful delivery of key strategic projects and programmes.
3.	To contribute to the regional and national policy agenda, taking every opportunity to raise the positive profile of the borough and the organisation.
4.	To develop and support effective and efficient partnerships at all levels, both internal and external.
5.	To encourage innovation and challenge within the authority where creative solutions are accepted as usual practice.
6.	To ensure the successful delivery of customer focussed services through the effective performance management and monitoring of heads of services and senior managers.
7.	To develop and support senior managers across the directorate.
8.	To take responsibility for specific corporate objectives and projects as may be determined by the Chief Executive or Council.
9.	To work in a flexible manner and be willing to undertake any other duties as reasonably requested.
10.	To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on data protection, equalities, health and safety and safeguarding children and vulnerable adults).

Essential User	No
Special features and/or equipment *(anything 'out of the norm')*	• Attendance at meetings or to work outside of normal working hours may be required • A high level of confidentiality is essential • This post is subject to political restriction

This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.