

Job Description

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| Job Title: Responsible To: (<i>day to day issues</i>) Hay Know How Score Spot Salary | Interim Chief Operating Officer Elected Mayor (to be evaluated) |
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1. Key Purpose of Job

- 1.1. To provide a holding position whilst future permanent structures are designed and implemented.
- 1.2. To manage the overall operational performance through the accountability of the directors, to allocate resources, manage risks, and provide leadership and inspiration.
- 1.3. To represent the council with customers and service users, the Torbay public and partner organisations so as to raise the reputation of the council and promote the interests of the Bay and its people.

2. Anticipated Outcomes of Post

- 2.1. To support the implementation of a new management structure
- 2.2. To support the achievement of reductions and changes in service
- 2.3. To ensure continuity of strategic leadership
- 2.4. Delegated powers are achieved successfully.

3. List Key Duties and accountabilities of the post

- 3.1. To work closely with SCOPE, other members of the Council's leadership team and the Mayor to make corporate management decisions.
- 3.2. To advise the Members and council, as part of the management team on the preparation, review and delivery of the council's business and financial plans and to take responsibility for the achievement of specific parts.
- 3.3. To embed a culture that places customers first, adopts a can-do approach and focuses on communities and working locally.
- 3.4. To provide advice and recommendations to members on significant policy decisions.
- 3.5. To promote and exemplify local open and honest decision making, including the council's formal governance structure.
- 3.6. To work with public and other relevant bodies to support Torbay's communities, through services and activities which address local concerns.
- 3.7. To contribute to the preparation and share responsibility for the implementation of:
 - – The business plan;
 - – The financial plan and annual budget – especially volatile areas of expenditure;
 - – Corporate efficiency targets and initiatives;

- – Organisational performance and development;
- – Local Area Agreement

- 3.8. To represent the council at regional/national level.
- 3.9. To contribute to the corporate management of the strategic risks facing the council
- 3.10. To act as the principal interface between corporate policies, priorities and projects and their application across all services of the council, including the achievement of the business and financial plans.
- 3.11. To discharge any statutory functions associated with the post of Chief Operating Officer, this includes:
- The statutory role of director for adult services, which will be the responsibility of one corporate director.
 - The statutory role of director for children's services, which will be the responsibility of one corporate director.

These statutory roles are pursuant to the Children Act 2004 (which amended the Local Authority Social Services Act 1970), and define responsibility for local authority social services functions (children and adult services).

- 3.12. To ensure that best practice is implemented and innovation encouraged in all arrears of the Council's activities.
- 3.13. To ensure effective consultation and communication with the public on the relevant aspects of Council services.
- 3.14. To develop links with key bodies and institutions to support the delivery of the Council's plans.
- 3.15. To ensure the development and implementation of appropriate policies, procedures and strategies to support the change/improvement agenda.
- 3.16. To ensure that Torbay Council is nationally recognised for innovative and outstanding work in the Local Government.
- 3.17. To ensure that a 'cross cutting' approach to service delivery is operational within the Council.
- 3.18. To ensure that the Council has a strong role in community leadership.
- 3.19. To ensure that the Council is customer focused and adheres to its values and standards.
- 3.20. To develop effective and pro-active relationships with other public sector organisations in the area including other local authorities.
- 3.21. To act as the accountable officer for all the Council's activities to the elected members.
- 3.22. To ensure that the Council's processes of scrutiny work effectively.
- 3.23. To support the democratic processes of the Council.
- 3.24. To undertake all civic and ceremonial duties commensurate with the status of the Chief Operating Officer.

4. Accountability - Budget

4.1. Influence over the Council's full budget of circa £124m

5. Other Duties

5.1 To undertake additional duties as required, commensurate with the level of the job.

Other Information

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) The Council operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Council vehicles. The Council does not permit smoking breaks within work time, however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
- c) The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
- d) The post-holder must comply with the Council's Health and Safety requirements as outlined in the H&S policy appropriate to the role.
- e) This post is based at Town Hall but the post holder may be required to move their base to any other location within the Council at a future date.
- f) The post is a politically restricted post as laid down by the Local Government and Housing Act 1989.

Note for Candidate

All Candidates

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

Candidates who consider that they have a disability

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.



Person Specification

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| Job Title: | Interim Chief Operating Officer |
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| Essential Skills and Effectiveness: | Desirable Skills and Effectiveness: |
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| <ol style="list-style-type: none">1. Ability to build consensus, persuade, negotiate and influence without direct line management or control of resources.2. To innovate, design and implement.3. Excellent communication and presentation skills.4. Ability to use effectively a number of different leadership styles5. Ability to handle conflict and manage sensitive issues to achieve positive outcomes.6. Ability to create an environment of trust, fairness and openness.7. Ability to develop purposeful partnerships and relationships with key stakeholders.8. Significant involvement in preparing, managing and controlling substantial budgets.9. Excellent interpersonal skills10. Ability to contribute to wider Council working and development11. Ability to encourage innovation and new approaches whilst managing risk | |

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| <p>12. Ability to identify the key matters that will affect the Council and Torbay in the future and develop strategies to meet them</p> <p>13. Ability to demonstrate political sensitivity and awareness</p> <p>14. Commitment to and understanding of the democratic and political processes of local government.</p> | |
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| Essential Knowledge: | Desirable_Knowledge: |
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| <ol style="list-style-type: none"> 1. A thorough understanding of the issues and priorities of Local Government. 2. Commitment to continued personal and professional development. 3. Relevant legislation 4. Trends in local government service delivery | <ol style="list-style-type: none"> 1. In depth understanding of local government, particularly around the organisation of the public sector. |
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| Essential Experience/Achievements: | Desirable Experience/Achievements: |
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| <ol style="list-style-type: none"> 1. In depth experience at a senior management level of successfully managing a range of functions and services. | |

- 2. Successful programme/project delivery
- 3. Operating successfully in a senior management level in a dynamic and complex environment.
- 4. Experience of developing cross-sector partnerships working both as a contributor and in a leadership role.
- 5. Experience of working in a large and diverse workforce, managing complex budgets and other resources
- 6. Experience of operating successfully at senior management level at a large multi-disciplinary organisation
- 7. Understanding of a demonstrable commitment to partnership working and the democratic process
- 8. Experience of high level strategic planning and the delivery of high quality services to meet local needs
- 9. Experience of managing significant organisational change and improvement programmes
- 10. Working with partners organisations such as health, police etc

Essential Qualifications/Professional Memberships:

11. A relevant qualification to degree level (or equivalent)

Desirable Qualifications/Professional Memberships:

1. Professional Management qualification.

Essential – Other requirements of the job role

- Ability to travel efficiently around the Bay/South West and wider area in order to carry out duties
- Ability to participate in the Council's performance management process
- Ability to accommodate on-call working
- Ability to accommodate occasional home-working