

### Kent County Council

#### Job Description: **Director of Growth and Communities**

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**Directorate:** Growth, Environment and Transport

**Unit/Section:** Growth and Communities

**Grade:** KR17

**Responsible to:** Corporate Director of GET

#### **Purpose of the Job:**

To lead, direct and shape the delivery of the Council's growth and community related priorities ensuring they reflect the Council's wider priorities.

To ensure the Council's growth and community related priorities are embedded and understood across KCC and with local and national partners.

To lead and direct the delivery of economic development, library, registration and archive and public protection services ensuring that services reflect changing customer needs whilst also being efficient, cost effective and continuously improving

#### **Main duties and responsibilities:**

- Directors will work within the KCC Corporate Responsibilities for Senior Officers. In addition, as members of Extended Corporate Management Team, Directors and Corporate Directors will work collaboratively together to make strategic decisions on the most effective use of the Council's agreed budget, resources and policies and enhance the reputation of Kent as a place as well as Kent County Council as the democratic agent of change in the region
- Actively brief, advise and challenge, where appropriate, the Leader, cabinet members, cabinet committees and other committees as necessary as well as briefing opposition and all other members
- Accountable for ensuring all decisions are delivered within the agreed governance and financial frameworks.
- Lead the development and achievement of a range of growth and community related strategies including the Renewal and Resilience strategy, Growth and Infrastructure Framework, the Housing Strategy, Library Ambition, cultural strategy, digital strategy and the Community Safety Agreement ensuring full and active engagement with members, communities, businesses and partners as appropriate. The strategies should also reflect KCC's wider strategic priorities

- Represent the County within the business community and other external agencies, linking with the Local Enterprise Partnership, Business Advisory Board, District Councils, Chambers of Commerce and other business support agencies and Higher and Further Education in order to realise employment and investment opportunities and maximise growth opportunities.
- Evidence and articulate Kent's priorities to central government, Homes England, Arts Council England, Sport England, and bodies such as the districts, developers and other bodies ensuring that Kent's priorities are accepted, understood and included in forward plans, and that funding opportunities are exploited and secured as far as is possible.
- Be accountable for the delivery of specific service areas as outlined below, providing leadership to the service, ensuring staff are trained motivated and supported and that services are responsive to customers changing requirements, effective and represent good value for money.

The services include:

- (i) economic development and sector support including culture and arts
  - (ii) business growth investment including ensuring S106 and CiL contributions for community infrastructure
  - (iii) strategic planning including input into Local Plans and planning applications for large sites in Kent.
  - (iv) the delivery, planning and execution of the County Councils Development Control role
  - (v) Lead community services including:
    - i. Libraries, Registration and Archives
    - ii. Public protection services including Trading Standards, Coroners, Community safety including community wardens, Kent Scientific Services, emergency planning and business development
    - iii. Gypsy and Traveller service
    - iv. Sport and Physical Activity
- Accountable for robustly managing revenue and capital budgets as well as contributing to the ongoing development of a 3 year rolling Medium Term Financial Plan and 10 year capital strategy.
  - Providing strategic leadership and continuously and actively reviewing all services provided by this Division to identify how best to commission for the future delivery including driving innovation, identifying priority outcomes and ensuring the most effective and efficient delivery methods are employed.

## **Additional Responsibilities:**

All corporate directors, directors and senior managers have an explicit responsibility to deliver the collective agenda of the Council. These are fundamental elements of their role not an addition and are summarised as follows:

### **Whole Council**

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

### **Integration of Services**

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

### **Embedding Commissioning and Engaging relevant markets**

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

### **Managing Change**

- Understand and support the Authority's overall change agenda

- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

# Kent County Council

## Person Specification: **Director of Growth and Communities**

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<p>Relevant Management or Professional qualification.</p> <p>Evidence of continuing professional development.</p> <p>Educated to degree level or equivalent.</p>
<b>EXPERIENCE</b>	<p>Successful track record of making a significant contribution at a senior strategic level in local government, or other relevant complex and diverse organisation(s), promoting and delivering a range of key strategic and frontline services with proven experience of using professional expertise and judgement to develop and deliver strategic objectives and expected outcomes</p> <p>Proven experience and understanding of the role and function of Local Government, working directly with elected members in a member led authority to ensure the effective delivery of solutions that meet the Council's strategic aims.</p> <p>Extensive experience of working, influencing and engaging at a local and national political level.</p>
<b>SKILLS AND ABILITIES</b>	<p>Able to work collaboratively and inclusively as a member of the Council's senior team, taking shared responsibility for the work and success of the directorate and the Council.</p> <p>Able to develop, understand and articulate strategic 'big picture' issues, identify and maximise linkages across both KCC and partner organisations and set clear direction and goals in order to deliver effective long-term strategies designed to deliver the Council's aims.</p> <p>Able to establish strong positive relationships across the Organisation at all levels, in order to provide effective leadership and direction including a relationship of both personal and professional credibility and trust with elected Members.</p> <p>Able to establish strong positive relationships with partners at a strategic professional and political level both locally and nationally in order to ensure the Council's priorities are understood and accepted.</p> <p>Able to demonstrate effective motivational strategic</p>

	<p>leadership and vision to staff at all levels including a positive attitude to change and to inclusion and diversity in order to maintain and develop services in a constantly changing environment.</p> <p>Able to demonstrate a high level of personal resilience, challenge and focus in order to ensure the whole Organisation delivers the right services in the right way.</p> <p>Ability to manage and control large complex budgets and demonstrate value for money for customers with a strong focus on maximising a return on investment</p>
<b>KNOWLEDGE</b>	<p>In-depth knowledge and understanding of the national policy context, strategic challenges and operational realities of services provided by this post</p> <p>Good understanding of the Authority's strategic Reset agenda and how innovation can be used to improve services and outcomes for residents &amp; businesses.</p>
<b>BEHAVIOURS AND KENT VALUES</b>	<p>We are brave. We do the right thing, we accept and offer challenge</p> <ul style="list-style-type: none"> <li>•We are curious to innovate and improve</li> <li>•We are compassionate, understanding and respectful to all</li> <li>•We are strong together by sharing knowledge</li> <li>•We are all responsible for the difference we make</li> </ul>