

## Kent County Council

### Job Description:

## Corporate Director – Strategic and Corporate Services (Head of Paid Service)

Date: November 2013

---

<b>Directorate:</b>	<b>Strategic and Corporate Services</b>
<b>Grade:</b>	<b>KR20</b>
<b>Responsible to:</b>	<b>The County Council Chair of the Corporate Management Team</b>

### **Job Purpose**

Corporate Management and operational responsibility as defined in law and KCC's Constitution. The Head of Paid Services is the County Council's most senior officer and principal advisor directing the management process and officers of the Council to deliver its strategic aims and objectives. As Chair of CMT, develop a dynamic and collaborative relationship within the team and between Cabinet and Chief Officers as the leadership team, taking key strategic decisions together.

### **Accountabilities**

Corporate Directors will work within the KCC Corporate Responsibilities for Senior Officers. In addition, as a member of the Corporate Management Team and working closely with Cabinet Members, Corporate Directors will work together to enable corporate responsiveness to elected members; secure the best approach to resource stewardship for the council's budget and finances; ensure that overall management attention, effort and controls are commensurate to risk and opportunity across the council's functions and activities; and enhance the reputation of Kent as a place as well as Kent County Council as the democratic agent of change in the region.

Work as part of the Corporate Management Team to take early action if performance against corporate objectives is less than excellent.

Direct the corporate policy and business strategy function and develop Council wide policy, cross service strategy and joint working on key issues to enable the effective strategic management of the County Council.

Lead and direct the strategic delivery of a range of business support activities for the organisation ensuring they fully support the Council's medium term plan, and the strategic service strategies to enable effective service delivery by the Council as a whole to the people of Kent.

Chair the Corporate Management Team and develop a dynamic and collaborative relationship with the team and between Cabinet and Corporate Directors as the leadership team, taking key strategic decisions together

Direct the customer insight business intelligence and performance monitoring function to enable innovative and responsive services to be delivered by all Directorates.

Deliver effective and integrated support services and related strategies for Finance and Procurement, Information and Communication Technology, Property and Infrastructure, Human Resources and Governance and Law.

Direct the communication, consultation and customer strategy functions including Contact Centre and Gateways to ensure that the Council engages the public effectively, and uses information to improve services and enhance the Council's public profile and reputation.

Lead the development and provision of robust and legally sound corporate commissioning strategies and procurement processes and procedures.

Lead the development of the market engagement strategy and have oversight of traded services, including the development of Kent Commercial Services.

Actively review all services provided by this post to identify the 'right source' for their future delivery including consideration of outsourcing, co-sourcing or in-sourcing to ensure the most effective and efficient delivery methods are employed.

The post holder has direct access to the Cabinet and Members in order to fulfill the statutory duties of this post.

*This job description sets out the accountabilities specific to the role. These should be read in conjunction with the Corporate Responsibilities that apply to the Corporate Director and Director roles.*

### **Direct Reports**

Corporate Director of Finance & Procurement  
Director of Governance & Law  
Director of Property & Infrastructure Support  
Corporate Director of Human Resources  
Director of Information and Communication Technology  
Head of Policy and Strategic Relationships  
Head of Business Intelligence Performance and Risk