

SENIOR MANAGEMENT RESTRUCTURING  
DEVELOPMENT SERVICES/VISIBLE SERVICES & HOUSING DIRECTORATES

**JOB DESCRIPTIONS  
AND  
PERSON SPECIFICATIONS**

JOB DESCRIPTIONS	
1	Director of Environment and Housing Services
2	Head of Visible Services and Transport
3	Operational Manager – Highways and Engineering
4	Operational Manager – Leisure
6	Head of Regeneration and Planning
7	Operational Manager – Development Management
8	Operational Manager – Regeneration
PERSON SPECIFICATIONS	
1	Director of Environment and Housing Services
2	Head of Visible Services and Transport
3	Operational Manager – Highways and Engineering
4	Operational Manager – Leisure
6	Head of Regeneration and Planning
7	Operational Manager – Development Management
8	Operational Manager – Regeneration



# CHIEF OFFICER JOB DESCRIPTION

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POST REF:	E-ENV/HSG-AA001
DESIGNATION:	DIRECTOR OF ENVIRONMENT AND HOUSING SERVICES
GRADE	DIRECTOR 2
RESPONSIBLE TO:	MANAGING DIRECTOR
DIRECTORATE:	ENVIRONMENT AND HOUSING SERVICES
LOCATION:	ALPS DEPOT (OR AS REQUIRED TO MEET THE NEEDS OF THE POST)

## **A/ MAIN PURPOSE OF POST**

1. To support the Managing Director and Elected Members in the provision of corporate leadership and the setting of strategic direction in relation to the Council activities.
2. To ensure the commissioning and delivery of effective, efficient and economic services which address the needs of the people of the Vale of Glamorgan.
3. To contribute to and support the Council's ongoing improvement and transformation agenda.

## **B/ CORPORATE RESPONSIBILITIES**

4. To contribute towards the corporate management and leadership of the Council as a member of the Corporate Management Team, ensuring policy objectives are achieved and services planned, commissioned and delivered in an efficient and effective way.
5. To act as Lead Director on corporate areas of activity, policy and organisational development as required.
6. To support the delivery of the Council's budget priorities and the effective use of the Council resources.

7. To develop a culture of collaborative working relationships with colleagues from other agencies to ensure the effective delivery of services and management of resources.

## **C/ SERVICE RESPONSIBILITIES**

8. To take overall responsibility for the planning, commissioning and effective delivery of services within the scope of the Environment and Housing Services Directorate to meet the strategic objectives of the Council.
9. To promote a strong culture of performance management across the Directorate to ensure high levels of performance, the meeting of performance targets and the continuous improvement and development of services.
10. To take overall responsibility for managing the budget and wider resources across the Directorate in accordance with Council policies and procedures and the longer range strategic objectives of the Council.
11. To continuously strive to improve services by challenging the way things are done and the appropriateness of current models of service delivery.
12. To provide and promote clear leadership within the Directorate ensuring the effective performance of all Heads of Service and Managers.
13. To provide the Council with advice and guidance on the strategic issues facing the services within the scope of the Directorate and ensuring that Council decisions in those areas are implemented.
14. To ensure that there are clear communications and well defined accountabilities within the Directorate.
15. To explore opportunities to improve the effectiveness and efficiency of services through collaboration and partnership working.
16. To pursue sources of external funding to support Directorate activities.
17. To ensure a responsive customer focused approach in the delivery of services.
18. To ensure that the principles of equality of opportunity are integrated and actively pursued both within the Directorate and in all areas of service provision.
19. To ensure that there is full adherence to the Council's safeguarding, health and safety and environmental policies within all areas covered within the remit of the postholder and relevant policies and procedures are fully integrated.
20. To perform any other duties imposed by law, or which the Managing Director may reasonably require.

## **Responsibilities under the Constitution and operational areas\*\***

### ***Responsibilities as set out at Article 12 of Constitution including:-***

Visible Services  
Leisure Services  
Transportation Policy  
Housing  
Building Services  
Public Protection  
Strategy and Support

### ***To include the following operational areas***

#### Visible Services

- Waste Management and Cleansing
- Domestic and Commercial Waste Collection and Disposal
- Street/Beach Cleansing
- Abandoned Vehicles
- Recycling, Civic Amenity Sites
- Cesspit Emptying
- Public Conveniences
- Cleansing DSO
- Leisure Management
- Parks, Recreation Grounds and Open Spaces
- Grounds Maintenance DSO
- Coastal Protection
- Sport and Play Development
- Community Centres
- Highway Construction and Maintenance (DSO)
- Engineering Design and procurement
- Highway Design, Traffic Management, Structures
- Drainage (Council wide; public and private sewers, land and highways drainage)
- Highway Development
- Street Lighting
- Winter Maintenance
- Flood and Coastal Risk Management
- Car Parking Management
- Civil Parking Enforcement
- Integrated Passenger Transport
- Transportation Policy / Regional Transport Plan / Local Transport Plan
- Public Transport Infrastructure and Support
- Road Safety
- Garage and Fleet Services
- Concessionary Fares, School Transport, Transport Grant

#### Housing and Building Maintenance

- Management of Council owned Housing
- Management of Housing Revenue Account

- Client role of Housing Building Maintenance
- Management of Housing Maintenance Services
- Homes 4 You
- Discharge of Statutory Homelessness duties and responsibilities
- Advice and Tenant Engagement
- Strategy and Supporting People
- Income Policy and Performance
- Private Sector Housing (Strategy and Enabling new housing provision)
- Private Sector Housing (delivery issues)
- Housing Renovation Grants and Renewal areas
- Management of Public Works Maintenance Services
- Building Cleaning and Security Services
- Community Safety
- Emergency Planning

#### Public Protection

- Environmental Health
- Licensing
- Trading Standards
- Civil Protection
- Community Safety

#### Strategy and Support

- Customer Care
- Finance, Business Support and Project Management
- Strategy and Support Policy
- Improvement and Quality

PLEASE NOTE\*\*

The list of service areas as set out above are not exhaustive and will be subject to amendment to reflect any future change or development of services or wider review/reorganisation. The postholder will take overall responsibility for the planning, commissioning and effective delivery of all the services as set out above together with the more direct operational responsibilities for certain aspects of the service

# CHIEF OFFICER JOB DESCRIPTION

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POST REF:	E-ENV/HSG-AA002
DESIGNATION:	HEAD OF VISIBLE SERVICES AND TRANSPORT
GRADE	HEAD OF SERVICE
RESPONSIBLE TO:	DIRECTOR OF ENVIRONMENT AND HOUSING SERVICES
DIRECTORATE:	ENVIRONMENT AND HOUSING SERVICES
LOCATION:	ALPS DEPOT (OR AS REQUIRED TO MEET THE NEEDS OF THE POST)

## **A/ MAIN PURPOSE OF POST**

- 1 Act as the Head of Service for all services within the Council's Visible Services and Transport Division.
2. Deliver services that are effective, efficient and economic, that address the needs of the people of the Vale of Glamorgan and which are congruent with the Council's objectives and improvement agenda.
3. Work with and support Cabinet Members, Scrutiny Members and all Elected Members in their wards.
4. Contribute to the effective strategic management of the Council and as member of the Council's Senior Management Team.
5. Work in partnership with other Council Services and external organisations to achieve common objectives in accordance with the Corporate Plan and Community Strategy
6. To contribute to and support the Council's ongoing improvement and transformation agenda.

## **B/ CORPORATE RESPONSIBILITIES AND OBJECTIVES**

7. Ensure the commissioning, delivery and continuous improvement of all services within the remit of the Visible Services and Transport Division and in accordance with the Council's aims and objectives.

8. To support the delivery of the Council's budget priorities and the effective use of the Council's resources.
9. Promote a strong culture of performance management to ensure high levels of performance, the meeting of performance targets and the continuous improvement and development of services.
10. To anticipate, monitor and identify strategic issues and changes which affect the service area and develop effective responses to meet such changes.
11. Contribute to transformational change across the Council and to ensure that organisational development initiatives, policies and plans are implemented and properly embedded.
12. To ensure a responsive customer focused approach in the planning, commissioning and delivery of services.
13. To explore opportunities to improve the effectiveness and efficiency of services through collaboration and partnership working.
14. Produce an annual Service Plan and ensure the development of Team Plans for the Service area concerned.
15. To ensure that the principles of equality of opportunity are integrated and actively pursued both within the Directorate and in all areas of service provision.
16. Attend and contribute to meetings of the Cabinet, Scrutiny and other Council meetings as appropriate.

## **C/ OPERATIONAL RESPONSIBILITIES**

17. Develop, lead and manage the Council's function in relation to all areas of the Directorate's Visible Services and Transport Division.
18. To provide and promote clear leadership and performance management within the service ensuring the effective performance of all managers.
19. Oversee the development and maintenance of performance management systems to ensure the meeting of targets and the continuous development of services.
20. To ensure the effective management, planning and deployment of the budget and wider resources across the relevant service areas in accordance with service plans and the longer range strategic objectives of the Council.
21. To ensure that there are clear communications and well defined accountabilities within the service area.
22. Maximise income and external funding opportunities in line with Council Policy.
23. To ensure that there is full adherence to the Council's safeguarding, health and safety and environmental policies within all areas covered within the remit of the postholder and relevant policies and procedures are fully integrated.



24. To perform any other duties imposed by law or which the Director of Environment and Housing Services may reasonably require.

***Responsibilities as set out at Article 12 of Constitution including:-***

Visible Services  
Leisure Services  
Transportation Policy

***To include the following operational areas***

- Waste Management and Cleansing
- Domestic and Commercial Waste Collection and Disposal
- Street/Beach Cleansing
- Abandoned Vehicles
- Recycling, Civic Amenity Sites
- Cesspit Emptying
- Public Conveniences
- Cleansing DSO
- Leisure Management
- Parks, Recreation Grounds and Open Spaces
- Grounds Maintenance DSO
- Coastal Protection
- Sport and Play Development
- Community Centres
- Highway Construction and Maintenance (DSO)
- Engineering Design and procurement
- Highway Design, Traffic Management, Structures
- Drainage (Council wide; public and private sewers, land and highways drainage)
- Highway Development
- Street Lighting
- Winter Maintenance
- Flood and Coastal Risk Management
- Car Parking Management
- Civil Parking Enforcement
- Integrated Passenger Transport
- Transportation Policy / Regional Transport Plan / Local Transport Plan
- Public Transport Infrastructure and Support
- Road Safety
- Garage and Fleet Services
- Concessionary Fares, School Transport, Transport Grant

**PLEASE NOTE\*\***

The list of service areas as set out above are not exhaustive and will be subject to amendment to reflect any future change or development of services or wider review/reorganisation. The postholder will take overall responsibility for the planning, commissioning and effective delivery of all the services as set out above together with the more direct operational responsibilities for certain aspects of the service



## OPERATIONAL MANAGER JOB DESCRIPTION

<b>POST/REF</b>	<b>E-ENV/HSG-AA003</b>
<b>DESIGNATION OF POST</b>	<b>OPERATIONAL MANAGER HIGHWAYS AND ENGINEERING</b>
<b>GRADE</b>	<b>OPERATIONAL MANAGER 1</b>
<b>RESPONSIBLE TO</b>	<b>HEAD OF VISIBLE SERVICES AND TRANSPORT</b>
<b>DIRECTORATE</b>	<b>ENVIRONMENT AND HOUSING SERVICES</b>
<b>DIVISION</b>	<b>VISIBLE SERVICES AND TRANSPORT</b>
<b>LOCATION</b>	<b>ALPS DEPOT (OR AS REQUIRED TO MEET THE NEEDS OF THE POST)</b>

### **A/ MAIN PURPOSE OF POST**

1. To take responsibility for the development and operational management of the Council's Engineering and Highway Design and Highway Development service.
2. Develop and deliver effective and clear operation management arrangements to ensure the Council's statutory obligations and policy objectives are met.
3. Work with the Head of Service in the strategic management of the Service.
4. Deputise for the Head of Service, as appropriate.
5. Deliver and commission services that are effective, efficient and economic, that address the needs of the people of the Vale of Glamorgan, and that meet the challenges of the Council's improvement agenda.
6. Work with a support Cabinet and Scrutiny Members and all Elected Members in their Ward roles.
7. Work in partnership with other Council Services and external organisations to deliver common objectives in accordance with the Corporate Plan and Community Strategy.

## **CORPORATE RESPONSIBILITIES AND OBJECTIVES**

8. Contribute to the strategic management of the Directorate and promote and represent the work of the Council and our partner agencies.
9. Manage operational services in order to achieve improved performance and a culture of continuous improvement and encouraging creativity and innovation in service delivery.
10. Manage services in line with the Council's performance management framework, ensuring effective planning and monitoring of performance and providing accurate performance measurement as required.
11. To contribute to and support the Council's ongoing improvement and transformation agenda.
12. Place the customer at the heart of service delivery promoting a high standard of customer care and service delivery, and deal with complaints rapidly and fairly.
13. Participate in the introduction of policies, procedures and practice guided by themes of customer focus, integrity, continuous improvement, involvement and fairness.
14. Regularly analyse and review service objectives and policies. Prepare, implement and monitor Action Plans and produce Team Plans.
15. Plan, manage and control operational budgets, ensuring that services are provided cost effectively. Accountable to the Head of Service for ensuring that the budget is effectively controlled within the cash limits available.
16. Remain aware of changes in the external environment, which will affect the service including national and local trends, legislation and policy change.
17. Prepare strategic plans/reports as appropriate and ensure that all plans and reports are written to a high standard, ensuring that corporate requirements are met.
18. Attend and contribute to meetings of the Cabinet, Scrutiny, and other Council meetings as necessary.
19. Implement and comply with all corporate plans and strategies, including the Human Resources Strategy, Communications Strategy, and Medium Term Financial Plan.

## **OPERATIONAL RESPONSIBILITIES**

20. Develop, lead and operationally manage the Council's function in relation to Engineering and Highways Design and Highway Development and achieve the appropriate and agreed quality standards for the Service.
21. Provide and promote clear leadership and performance management within the relevant service area ensuring the effective support, development and performance of managers and all staff.

22. Develop and maintain management information systems as required to deliver the Service Plan and Team Plans.
23. Ensure the effective management, planning and deployment of the budget and wider resources across the relevant service areas in accordance with service plans and the longer range strategic objectives of the Council.
24. Develop proposals to maximise income and external funding opportunities in line with Council policy.
25. Promote effective communication, engagement and consultation with staff, customers and internal and external stakeholders.
26. Hold regular team meetings with staff to disseminate information listen and respond to staff views and improve services.
27. Oversee and manage the system of Personal Development Reviews within the operational area(s).
28. Develop and maintain operational procedures to assist and guide staff to meet service, statutory and Council policy requirements.
29. Comply with Council policy and legislation, remaining up-to-date with changes, including Occupational Health; Safety and Welfare; Safeguarding, Equal Opportunities; Environment Policy; Standing Orders and Financial Regulations; Data Protection and Risk Management.

In addition to the mentioned duties, the postholder must be prepared to undertake such additional/comparable duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility accorded to the post.

## **Responsibilities under the Constitution and operational areas\*\***

***Responsibilities covered within Article 12 of the Constitution and including the following operational areas:***

- Highway Construction and Maintenance (DSO)
- Engineering Design and procurement
- Highway Design, Traffic Management, Structures
- Drainage (Council wide; public and private sewers, land and highways drainage)
- Highway Development
- Street Lighting
- Winter Maintenance
- Flood and Coastal Risk Management
- Car Parking Management
- Civil Parking Enforcement

PLEASE NOTE\*\*

The list of service areas as set out above are not exhaustive and will be subject to amendment to reflect any future change or development of services or wider review/reorganisation. The postholder will take overall responsibility for the planning, commissioning and effective delivery of all the services as set out above together with the more direct operational responsibilities for certain aspects of the service

## OPERATIONAL MANAGER JOB DESCRIPTION

<b>POST/REF</b>	<b>E-ENV/HSG-AA004</b>
<b>DESIGNATION OF POST</b>	<b>OPERATIONAL MANAGER LEISURE SERVICES</b>
<b>GRADE</b>	<b>OPERATIONAL MANAGER 1</b>
<b>RESPONSIBLE TO</b>	<b>HEAD OF VISIBLE SERVICES AND TRANSPORT</b>
<b>DIRECTORATE</b>	<b>ENVIRONMENT AND HOUSING SERVICES</b>
<b>DIVISION</b>	<b>VISIBLE SERVICES AND TRANSPORT</b>
<b>LOCATION</b>	<b>ALPS DEPOT (OR AS REQUIRED TO MEET THE NEEDS OF THE POST)</b>

### **A/ MAIN PURPOSE OF POST**

1. To take responsibility for the development and operational management of the Council's Leisure, Parks and Grounds Maintenance services within the Directorate's Visible Services and Transport Division.
2. Develop and deliver effective and clear operation management arrangements to ensure the Council's statutory obligations and policy objectives are met.
3. Work with the Head of Service in the strategic management of the Service.
4. Deputise for the Head of Service, as appropriate.
5. Deliver services that are effective, efficient and economic, that address the needs of the people of the Vale of Glamorgan, and that meet the challenges of the Wales Programme for Improvement and the Council's improvement agenda.
6. Work with a support Cabinet and Scrutiny Members and all Elected Members in their Ward roles.
7. Work in partnership with other Council Services and external organisations to deliver common objectives in accordance with the Corporate Plan and Community Strategy.

## **CORPORATE RESPONSIBILITIES AND OBJECTIVES**

8. Contribute to the strategic management of the Directorate and promote and represent the work of the Council and our partner agencies.
9. Manage operational services in order to achieve improved performance and a culture of continuous improvement and encouraging creativity and innovation in service delivery.
10. Manage services in line with the Council's performance management framework, ensuring effective planning and monitoring of performance and providing accurate performance measurement as required.
11. To contribute to and support the Council's ongoing improvement and transformation agenda.
12. Place the customer at the heart of service delivery promoting a high standard of customer care and service delivery, and deal with complaints rapidly and fairly.
13. Participate in the introduction of policies, procedures and practice guided by themes of customer focus, integrity, continuous improvement, involvement and fairness.
14. Regularly analyse and review service objectives and policies. Prepare, implement and monitor Action Plans and produce Team Plans.
15. Plan, manage and control operational budgets, ensuring that services are provided cost effectively. Accountable to the Head of Service for ensuring that the budget is effectively controlled within the cash limits available.
16. Remain aware of changes in the external environment, which will affect the service including national and local trends, legislation and policy change.
17. Prepare strategic plans/reports as appropriate and ensure that all plans and reports are written to a high standard, ensuring that corporate requirements are met.
18. Attend and contribute to meetings of the Cabinet, Scrutiny, and other Council meetings as necessary.
19. Implement and comply with all corporate plans and strategies, including the Human Resources Strategy, Communications Strategy, and Medium Term Financial Plan.

## **OPERATIONAL RESPONSIBILITIES**

20. Develop, lead and operationally manage the Council's function in relation to Leisure, Parks and Grounds Maintenance service and achieve the appropriate and agreed quality standards for the Service.
21. Provide and promote clear leadership and performance management within the relevant service area ensuring the effective support, development and performance of managers and all staff.



22. Develop and maintain management information systems as required to deliver the Service Plan and Team Plans.
23. Ensure the effective management, planning and deployment of the budget and wider resources across the relevant service areas in accordance with service plans and the longer range strategic objectives of the Council.
24. Develop proposals to maximise income and external funding opportunities in line with Council policy.
25. Promote effective communication, engagement and consultation with staff, customers and internal and external stakeholders.
26. Hold regular team meetings with staff to disseminate information listen and respond to staff views and improve services.
27. Oversee and manage the system of Personal Development Reviews within the operational area(s).
28. Develop and maintain operational procedures to assist and guide staff to meet service, statutory and Council policy requirements.
29. Comply with Council policy and legislation, remaining up-to-date with changes, including Occupational Health; Safety and Welfare, Safeguarding, Equal Opportunities; Environment Policy; Standing Orders and Financial Regulations; Data Protection and Risk Management.

In addition to the mentioned duties, the postholder must be prepared to undertake such additional/comparable duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility accorded to the post.

## **Responsibilities under the Constitution and operational areas**

***Responsibilities covered within Article 12 of the Constitution and including the following operational areas:***

- Parks, Recreation Grounds and Open Spaces
- Grounds Maintenance DSO
- Coastal Protection
- Leisure Management
- Sport and Play Development
- Community Centres

PLEASE NOTE\*\*

The list of service areas as set out above are not exhaustive and will be subject to amendment to reflect any future change or development of services or wider review/reorganisation. The postholder will take overall responsibility for the planning, commissioning and effective delivery of all the services as set out above together with the more direct operational responsibilities for certain aspects of the service

# CHIEF OFFICER JOB DESCRIPTION

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POST REF: R-REG/PLAN-AA001

DESIGNATION: HEAD OF REGENERATION AND PLANNING

GRADE HEAD OF SERVICE

RESPONSIBLE TO: MANAGING DIRECTOR

DIRECTORATE: RESOURCES

LOCATION: DOCKS OFFICE (OR AS REQUIRED TO MEET THE NEEDS OF THE POST).

## **A/ MAIN PURPOSE OF POST**

- 1 Act as the Head of Service for the operational areas of Regeneration and Planning and to include Development Control, Building Control, Planning Policy, Urban and Rural Regeneration, Countryside services, Housing Renewal, Communities First, and Tourism and Arts Development.
2. Deliver services that are effective, efficient and economic, that address the needs of the people of the Vale of Glamorgan and which are congruent with the Council's objectives and improvement agenda.
3. Work with and support Cabinet Members, Scrutiny Members and all Elected Members in their wards.
4. Contribute to the effective strategic management of the Council and as member of the Council's Senior Management Team.
5. Work in partnership with other Council Services and external organisations to achieve common objectives in accordance with the Corporate Plan and Community Strategy
6. To contribute to and support the Council's ongoing improvement and transformation agenda.

## **B/ CORPORATE RESPONSIBILITIES AND OBJECTIVES**

7. Ensure the commissioning, delivery and continuous improvement of services within the remit of the Regeneration and Planning Division and in accordance with the Council's aims and objectives.

8. To support the delivery of the Council's budget priorities and the effective use of the Council's resources.
9. Promote a strong culture of performance management to ensure high levels of performance, the meeting of performance targets and the continuous improvement and development of services.
10. To anticipate, monitor and identify strategic issues and changes which affect the service area and develop effective responses to meet such changes.
11. Contribute to transformational change across the Council and to ensure that organisational development initiatives, policies and plans are implemented and properly embedded.
12. To ensure a responsive customer focused approach in the planning, commissioning and delivery of services.
13. To explore opportunities to improve the effectiveness and efficiency of services through collaboration and partnership working.
14. Produce an annual Service Plan and ensure the development of Team Plans for the Service area concerned.
15. To ensure that the principles of equality of opportunity are integrated and actively pursued both within the Directorate and in all areas of service provision.
16. Attend and contribute to meetings of the Cabinet, Scrutiny and other Council meetings as appropriate.

## **C/ OPERATIONAL RESPONSIBILITIES**

17. Develop, lead and manage the Council's function in relation to Regeneration and Planning Services and achieve the appropriate and agreed quality standards.
18. To provide and promote clear leadership and performance management within the service ensuring the effective performance of all managers.
19. Oversee the development/maintenance of performance management systems to ensure the meeting of targets and the continuous development of services.
20. To ensure the effective management, planning and deployment of the budget and wider resources across the relevant service areas in accordance with service plans and the longer range strategic objectives of the Council.
21. To ensure that there are clear communications and well defined accountabilities within the service area.
22. Maximise income and external funding opportunities in line with Council Policy.

23. To ensure that there is full adherence to the Council's safeguarding, health and safety and environmental policies within all areas covered within the remit of the postholder and relevant policies and procedures are fully integrated.
24. To perform any other duties imposed by law or which the Managing Director may reasonably require.

### **Responsibilities under the Constitution and operational areas\*\***

#### ***Responsibilities as set out at Article 12 of Constitution including:-***

Planning Policy  
Project Management

#### ***To include the following operational areas***

- Planning Policy including LDP
- Development Control (Applications, Appeals Enforcement)
- Building Control (Applications, Enforcement, Dangerous Structures)
- Conservation and Design
- Economic Development
- Regeneration (Urban/Rural)
- Tourism and Events
- Arts
- Town Centre Management, Barry Regeneration, Business Support
- Countryside Services including Country Parks, Heritage Coast, Commons
- Landscape Architects,
- Communities First
- Rights of Way
- Marketing and Promotion (Tourism and Countryside)
- Tourist Information
- Private Sector Housing Renewal
- Housing Renovation Grants and Renewal areas
- Research
- Drawing Office
- Project Management Unit

#### **PLEASE NOTE\*\***

The list of service areas as set out above are not exhaustive and will be subject to amendment to reflect any future change or development of services or wider review/reorganisation. The postholder will take overall responsibility for the planning, commissioning and effective delivery of all the services as set out above together with the more direct operational responsibilities for certain aspects of the service



**OPERATIONAL MANAGER JOB DESCRIPTION**

<b>POST/REF</b>	<b>R-REG/PLAN-AA002</b>
<b>DESIGNATION OF POST</b>	<b>OPERATIONAL MANAGER DEVELOPMENT MANAGEMENT</b>
<b>GRADE</b>	<b>OPERATIONAL MANAGER 1</b>
<b>RESPONSIBLE TO</b>	<b>HEAD OF REGENERATION AND PLANNING</b>
<b>DIRECTORATE</b>	<b>RESOURCES</b>
<b>DIVISION</b>	<b>REGENERATION AND PLANNING</b>
<b>LOCATION</b>	<b>DOCKS OFFICE (OR AS REQUIRED TO MEET THE NEEDS OF THE POST).</b>

**A/ MAIN PURPOSE OF POST**

1. To oversee the development and operational management of the Council's functions in relation to Development and Building Control, Planning Policy and Conservation and Design.
2. Develop and deliver effective and clear operation management arrangements to ensure the Council's statutory obligations and policy objectives are met.
3. Work with the Head of Service in the strategic management of the Service.
4. Deputise for the Head of Service, as appropriate.
5. Deliver and commission services that are effective, efficient and economic, that address the needs of the people of the Vale of Glamorgan, and that meet the challenges of the Council's improvement agenda.
6. Work with a support Cabinet and Scrutiny Members and all Elected Members in their Ward roles.
7. Work in partnership with other Council Services and external organisations to deliver common objectives in accordance with the Corporate Plan and Community Strategy.

## **CORPORATE RESPONSIBILITIES AND OBJECTIVES**

8. Contribute to the strategic management of the Directorate and promote and represent the work of the Council and our partner agencies.
9. Manage operational services in order to achieve improved performance and a culture of continuous improvement and encouraging creativity and innovation in service delivery.
10. Manage services in line with the Council's performance management framework, ensuring effective planning and monitoring of performance and providing accurate performance measurement as required.
11. To contribute to and support the Council's ongoing improvement and transformation agenda.
12. Place the customer at the heart of service delivery promoting a high standard of customer care and service delivery, and deal with complaints rapidly and fairly.
13. Participate in the introduction of policies, procedures and practice guided by themes of customer focus, integrity, continuous improvement, involvement and fairness.
14. Regularly analyse and review service objectives and policies. Prepare, implement and monitor Action Plans and produce Team Plans.
15. Plan, manage and control operational budgets, ensuring that services are provided cost effectively. Accountable to the Head of Service for ensuring that the budget is effectively controlled within the cash limits available.
16. Remain aware of changes in the external environment, which will affect the service including national and local trends, legislation and policy change.
17. Prepare strategic plans/reports as appropriate and ensure that all plans and reports are written to a high standard, ensuring that corporate requirements are met.
18. Attend and contribute to meetings of the Cabinet, Scrutiny, and other Council meetings as necessary.
19. Implement and comply with all corporate plans and strategies, including the Human Resources Strategy, Communications Strategy, and Medium Term Financial Plan.

## **OPERATIONAL RESPONSIBILITIES**

20. Develop, lead and operationally manage the Council's function in relation to Development and Building Control, Planning Policy and Conservation and Design.
21. Provide and promote clear leadership and performance management within the relevant service area ensuring the effective support, development and performance of managers and all staff.



22. Develop and maintain management information systems as required to deliver the Service Plan and Team Plans.
23. Ensure the effective management, planning and deployment of the budget and wider resources across the relevant service areas in accordance with service plans and the longer range strategic objectives of the Council.
24. Develop proposals to maximise income and external funding opportunities in line with Council policy.
25. Promote effective communication, engagement and consultation with staff, customers and internal and external stakeholders.
26. Hold regular team meetings with staff to disseminate information listen and respond to staff views and improve services.
27. Oversee and manage the system of Personal Development Reviews within the operational area(s).
28. Develop and maintain operational procedures to assist and guide staff to meet service, statutory and Council policy requirements.
29. Comply with Council policy and legislation, remaining up-to-date with changes, including Occupational Health; Safety and Welfare; Safeguarding, Equal Opportunities; Environment Policy; Standing Orders and Financial Regulations; Data Protection and Risk Management.

In addition to the mentioned duties, the postholder must be prepared to undertake such additional/comparable duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility accorded to the post.

## **Responsibilities under the Constitution and operational areas\*\***

***Responsibilities covered within Article 12 of the Constitution and including the following operational areas:***

- Development and Building Control
- Planning Policy including LDP
- Conservation and Design
- Planning Appeals
- Planning Enforcement
- Research
- Drawing Office

**PLEASE NOTE\*\***

The list of service areas as set out above are not exhaustive and will be subject to amendment to reflect any future change or development of services or wider review/reorganisation. The postholder will take overall responsibility for the planning, commissioning and effective delivery of all the services as set out above together with the more direct operational responsibilities for certain aspects of the service.

## OPERATIONAL MANAGER JOB DESCRIPTION

<b>POST/REF</b>	<b>R-REG/PLAN-AA003</b>
<b>DESIGNATION OF POST</b>	<b>OPERATIONAL MANAGER REGENERATION</b>
<b>GRADE</b>	<b>OPERATIONAL MANAGER 1</b>
<b>RESPONSIBLE TO</b>	<b>HEAD OF REGENERATION AND PLANNING</b>
<b>DIRECTORATE</b>	<b>RESOURCES</b>
<b>DIVISION</b>	<b>REGENERATION AND PLANNING</b>
<b>LOCATION</b>	<b>DOCKS OFFICE (OR AS REQUIRED TO MEET THE NEEDS OF THE POST).</b>

### **A/ MAIN PURPOSE OF POST**

1. To take responsibility for the development and operational management of the Council's Regeneration, Economic Development, Countryside, Private Sector Housing Renewal, Tourism and Arts Development functions.
2. Develop and deliver effective and clear operation management arrangements to ensure the Council's statutory obligations and policy objectives are met.
3. Work with the Head of Service in the strategic management of the Service.
4. Deputise for the Head of Service, as appropriate.
5. Deliver and commission services that are effective, efficient and economic, that address the needs of the people of the Vale of Glamorgan, and that meet the challenges of the Council's improvement agenda.
6. Work with a support Cabinet and Scrutiny Members and all Elected Members in their Ward roles.
7. Work in partnership with other Council Services and external organisations to deliver common objectives in accordance with the Corporate Plan and Community Strategy.

### **CORPORATE RESPONSIBILITIES AND OBJECTIVES**

8. Contribute to the strategic management of the Directorate and promote and represent the work of the Council and our partner agencies.

9. Manage operational services in order to achieve improved performance and a culture of continuous improvement and encouraging creativity and innovation in service delivery.
10. Manage services in line with the Council's performance management framework, ensuring effective planning and monitoring of performance and providing accurate performance measurement as required.
11. To contribute to and support the Council's ongoing improvement and transformation agenda.
12. Place the customer at the heart of service delivery promoting a high standard of customer care and service delivery, and deal with complaints rapidly and fairly.
13. Participate in the introduction of policies, procedures and practice guided by themes of customer focus, integrity, continuous improvement, involvement and fairness.
14. Regularly analyse and review service objectives and policies. Prepare, implement and monitor Action Plans and produce Team Plans.
15. Plan, manage and control operational budgets, ensuring that services are provided cost effectively. Accountable to the Head of Service for ensuring that the budget is effectively controlled within the cash limits available.
16. Remain aware of changes in the external environment, which will affect the service including national and local trends, legislation and policy change.
17. Prepare strategic plans/reports as appropriate and ensure that all plans and reports are written to a high standard, ensuring that corporate requirements are met.
18. Attend and contribute to meetings of the Cabinet, Scrutiny, and other Council meetings as necessary.
19. Implement and comply with all corporate plans and strategies, including the Human Resources Strategy, Communications Strategy, and Medium Term Financial Plan.

### **OPERATIONAL RESPONSIBILITIES**

20. Develop, lead and operationally manage the Council's function in relation to the Regeneration, Economic Development, Countryside, Private Sector Housing Renewal, Tourism and Arts Development functions.
21. Provide and promote clear leadership and performance management within the relevant service area ensuring the effective support, development and performance of managers and all staff.
22. Develop and maintain management information systems as required to deliver the Service Plan and Team Plans.

23. Ensure the effective management, planning and deployment of the budget and wider resources across the relevant service areas in accordance with service plans and the longer range strategic objectives of the Council.
24. Develop proposals to maximise income and external funding opportunities in line with Council policy.
25. Promote effective communication, engagement and consultation with staff, customers and internal and external stakeholders.
26. Hold regular team meetings with staff to disseminate information listen and respond to staff views and improve services.
27. Oversee and manage the system of Personal Development Reviews within the operational area(s).
28. Develop and maintain operational procedures to assist and guide staff to meet service, statutory and Council policy requirements.
29. Comply with Council policy and legislation, remaining up-to-date with changes, including Occupational Health; Safety and Welfare, Safeguarding, Equal Opportunities; Environment Policy; Standing Orders and Financial Regulations; Data Protection and Risk Management.

In addition to the mentioned duties, the postholder must be prepared to undertake such additional/comparable duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility accorded to the post.

## **Responsibilities under the Constitution and operational areas\*\***

### ***Responsibilities covered within Article 12 of the Constitution and including the following operational areas:***

- Economic Development
- Regeneration (Urban/Rural)
- Tourism and Events
- Town Centre Management, Barry Regeneration, Business Support
- Countryside Services including Country Parks, Heritage Coast, Commons
- Landscape Architects,
- Rights of Way
- Communities First
- Marketing and Promotion (Tourism and Countryside)
- Tourist Information
- Arts Development
- Private Sector Housing Renewal
- Housing Renovation Grants and Renewal areas

#### **PLEASE NOTE \*\***

The list of service areas as set out above are not exhaustive and will be subject to amendment to reflect any future change or development of services or wider review/reorganisation. The postholder will take overall responsibility for the planning, commissioning and effective delivery of all the services as set out above together with the more direct operational responsibilities for certain aspects of the service



**THE VALE OF GLAMORGAN COUNCIL**  
**PERSON SPECIFICATION**

<b>POST NO:</b>	<b>DESIGNATION:</b>	Director of Environment and Housing Services	<b>DIRECTORATE:</b>	Environment and Housing Services
<b>SECTION:</b>	<b>COMPLETED BY:</b>		<b>DATE:</b>	June 2015

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
<b>1. SKILLS AND APTITUDES</b>	<ul style="list-style-type: none"> <li>• Demonstrable strategic management skills</li> <li>• Ability to plan, commission and ensure the effective delivery of high quality services</li> <li>• Excellent leadership, motivation and engagement skills</li> <li>• Excellent performance and financial management skills</li> <li>• Ability to manage service transformation effectively</li> <li>• Ability to anticipate future service needs and plan and manage resources effectively to meet such needs</li> <li>• Ability to work effectively with Elected Members.</li> <li>• Work in partnership and collaboration with other organisations.</li> <li>• Excellent communication and interpersonal skills</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>2. KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Relevant and recent strategic/operational leadership experience within the range of services areas</li> <li>• Proven track record of large-scale service development</li> <li>• Demonstrable experience of effective strategic change management</li> <li>• Experience of successful financial management</li> <li>• Evidence of successful performance management.</li> <li>• Experience of developing innovative models of service delivery</li> <li>• Understanding of the wider social and economic environment within the Vale of Glamorgan</li> <li>• Extensive knowledge of Local Government, its services and the wider Public Sector</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
	<ul style="list-style-type: none"> <li>• Demonstrable experience of partnership/collaborative working</li> <li>• Knowledge/Understanding of Project Management</li> </ul>		
<b>3. ATTITUDE AND MOTIVATION</b>	<ul style="list-style-type: none"> <li>• Highly motivated and committed to delivering a high quality service.</li> <li>• Able to successfully use a range of leadership styles.</li> <li>• Ability to motivate and encourage colleagues.</li> <li>• Good understanding of service needs in the context of the wider Council agenda.</li> <li>• Ability to influence and present a sound business case on issues relating to service and to the Council as a whole.</li> <li>• Commitment to the Council's equalities agenda, excellent customer service and staff engagement</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>4. QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>• Qualified to degree level or equivalent experience</li> <li>• Relevant professional qualification</li> </ul>	Relevant management qualification	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>5. OTHER (PLEASE SPECIFY)</b>	<ul style="list-style-type: none"> <li>• Personal and professional credibility</li> <li>• Drive, energy and enthusiasm to sustain an extensive agenda</li> <li>• Capacity to work outside of normal office hours and attend evening meetings as and when required.</li> <li>• Ability to drive/travel throughout the Vale or between locations as appropriate</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>





**THE VALE OF GLAMORGAN COUNCIL - PERSON SPECIFICATION**

<b>POST NO:</b>	Head of Visible Services and Transport	<b>DIRECTORATE:</b>	Environment and Housing Services
<b>SECTION:</b>	<b>COMPLETED BY:</b>	<b>DATE:</b>	June 2015

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
<b>1. SKILLS AND APTITUDES</b>	<ul style="list-style-type: none"> <li>• Ability to plan, commission and ensure the effective delivery of high quality services</li> <li>• Excellent performance management and leadership skills</li> <li>• Ability to manage change and service transformation effectively</li> <li>• Ability to anticipate future service needs and plan and manage resources effectively to meet such needs</li> <li>• Ability to work effectively with Elected Members.</li> <li>• Ability to work effectively in partnership and seek out and exploit opportunities for collaboration</li> <li>• Excellent communication and interpersonal skills</li> <li>• Strong planning, organisational and problem solving skills</li> <li>• Excellent staff management and engagement skills</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>2. KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate relevant and recent strategic/operational leadership experience within a large organisation.</li> <li>• Relevant knowledge/understanding within the range of service areas.</li> <li>• Proven track record of large-scale service development</li> <li>• Experience of successful financial / performance management</li> <li>• Knowledge of Local Government and the wider Public Sector</li> <li>• Understanding of the wider social and economic environment within the Vale of Glamorgan</li> <li>• Demonstrable experience of successfully managing change and service/organisational transformation</li> <li>• Demonstrable experience of partnership/collaborative working</li> <li>• Experience of developing new business approaches/models and</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>

<b>ESSENTIAL</b>		<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
	<ul style="list-style-type: none"> <li>exploiting new business opportunities</li> <li>Knowledge/understanding of project management</li> </ul>		
<b>3. ATTITUDE AND MOTIVATION</b>	<ul style="list-style-type: none"> <li>Highly motivated and committed to delivering a high quality service.</li> <li>Able to successfully use a range of leadership styles.</li> <li>Ability to motivate and encourage colleagues.</li> <li>Good understanding of service needs in the context of the wider Council agenda.</li> <li>Ability to influence and present a sound business case on issues relating to service and to the Council as a whole.</li> <li>Commitment to the Council's equalities agenda, excellent customer service and staff engagement.</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>
<b>4. QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>Qualified to degree level or equivalent experience</li> <li>Relevant professional qualification</li> </ul>	Relevant management qualification  Project management training/qualification	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>
<b>5. OTHER (PLEASE SPECIFY)</b>	<ul style="list-style-type: none"> <li>Personal and professional credibility</li> <li>Drive, energy and enthusiasm to sustain an extensive agenda</li> <li>Capacity to work outside of normal office hours and attend evening meetings as and when required</li> <li>Ability to drive/travel throughout the Vale or between locations as appropriate.</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>

**THE VALE OF GLAMORGAN COUNCIL**  
**PERSON SPECIFICATION**

<b>POST NO:</b>	<b>DESIGNATION:</b>	Operational Manager – Highways and Engineering	<b>DIRECTORATE:</b>	Environment and Housing Services
<b>SECTION:</b>	<b>COMPLETED BY:</b>		<b>DATE:</b>	June 2015

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
<b>1. SKILLS AND APTITUDES</b>	<ul style="list-style-type: none"> <li>• Ability to successfully plan/manage strategic service delivery at a senior level</li> <li>• Excellent leadership skills</li> <li>• Excellent performance and financial management skills</li> <li>• Ability to manage change effectively</li> <li>• Ability to anticipate future service needs and plan and manage resources effectively to meet such needs</li> <li>• Ability to work effectively in partnership and seek out and exploit opportunities for collaboration</li> <li>• Excellent communication and interpersonal skills</li> <li>• Staff management and engagement skills</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>2. KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate relevant and recent operational management at a senior level</li> <li>• Relevant knowledge/understanding within the range of service areas</li> <li>• Understanding of relevant legislative and regulatory framework</li> <li>• Proven track record of service development and change management</li> <li>• Experience of successful financial management</li> <li>• Evidence of successful performance management.</li> <li>• Understanding of the relevant social, economic and environmental context within which the postholder will operate</li> <li>• Knowledge of Local Government and the wider Public Sector</li> <li>• Demonstrable experience of partnership/collaborative working</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>

<b>ESSENTIAL</b>		<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
	<ul style="list-style-type: none"> <li>• Experience of developing new business approaches/models</li> <li>• Understanding/knowledge of project management</li> </ul>		
<b>3. ATTITUDE AND MOTIVATION</b>	<ul style="list-style-type: none"> <li>• Highly motivated and committed to delivering a high quality service.</li> <li>• Able to successfully use a range of leadership styles.</li> <li>• Ability to motivate and encourage colleagues.</li> <li>• Good understanding of service needs in the context of the wider Council agenda.</li> <li>• Ability to influence and present a sound business case on issues relating to service and to the Council as a whole</li> <li>• Commitment to the Council's equalities agenda, excellent customer service and staff development.</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>4. QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>• Qualified to degree level or equivalent experience</li> <li>• Relevant professional qualification</li> </ul>	<p>Relevant management qualification</p> <p>Project management training/qualification</p>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>5. OTHER (PLEASE SPECIFY)</b>	<ul style="list-style-type: none"> <li>• Personal and professional credibility</li> <li>• Drive, energy and enthusiasm to sustain an extensive agenda</li> <li>• Capacity to work outside of normal office hours and attend evening meetings as and when required.</li> <li>• Ability to drive/travel throughout the Vale or between locations as appropriate.</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>



**THE VALE OF GLAMORGAN COUNCIL**  
**PERSON SPECIFICATION**

<b>POST NO:</b>	<b>DESIGNATION:</b>	<b>DIRECTORATE:</b>	<b>Environment and Housing Services</b>
<b>SECTION:</b>	<b>COMPLETED BY:</b>	<b>DATE:</b>	<b>June 2015</b>

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
<b>1. SKILLS AND APTITUDES</b>	<ul style="list-style-type: none"> <li>• Ability to successfully plan and manage strategic service delivery at a senior level</li> <li>• Excellent leadership skills</li> <li>• Excellent performance and financial management skills</li> <li>• Ability to manage change effectively</li> <li>• Ability to anticipate future service needs and plan and manage resources effectively to meet such needs</li> <li>• Ability to work effectively in partnership and seek out and exploit opportunities for collaboration</li> <li>• Excellent communication and interpersonal skills</li> <li>• Staff management and engagement skills</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>2. KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate relevant and recent operational management at a senior level</li> <li>• Relevant knowledge/understanding within the range of service areas</li> <li>• Understanding of relevant legislative and regulatory framework</li> <li>• Proven track record of service development and change management</li> <li>• Experience of successful financial management</li> <li>• Evidence of successful performance management.</li> <li>• Understanding of the relevant social, economic and environmental context within which the postholder will operate</li> <li>• Knowledge of Local Government and the wider Public Sector</li> <li>• Demonstrable experience of partnership/collaborative working</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
	<ul style="list-style-type: none"> <li>• Experience of developing new business approaches/models</li> <li>• Knowledge/understanding of project management</li> </ul>		
<b>3. ATTITUDE AND MOTIVATION</b>	<ul style="list-style-type: none"> <li>• Highly motivated and committed to delivering a high quality service.</li> <li>• Able to successfully use a range of leadership styles.</li> <li>• Ability to motivate and encourage colleagues.</li> <li>• Good understanding of service needs in the context of the wider Council agenda.</li> <li>• Ability to influence and present a sound business case on issues relating to service and to the Council as a whole</li> <li>• Commitment to the Council's equalities agenda, excellent customer service and staff development.</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>4. QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>• Qualified to degree level or equivalent experience</li> <li>• Relevant professional qualification</li> </ul>	Relevant management qualification Project management training/qualification	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>5. OTHER (PLEASE SPECIFY)</b>	<ul style="list-style-type: none"> <li>• Personal and professional credibility</li> <li>• Drive, energy and enthusiasm to sustain an extensive agenda</li> <li>• Capacity to work outside of normal office hours and attend evening meetings as and when required.</li> <li>• Ability to drive/travel throughout the Vale or between locations as appropriate.</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>

**THE VALE OF GLAMORGAN COUNCIL - PERSON SPECIFICATION**

<b>POST NO:</b>	Head of Regeneration and Planning	<b>DIRECTORATE:</b>	Resources
<b>SECTION:</b>	<b>DESIGNATION:</b>	<b>DATE:</b>	June 2015
	<b>COMPLETED BY:</b>		

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
<b>1. SKILLS AND APTITUDES</b>	<ul style="list-style-type: none"> <li>• Ability to plan, commission and ensure the effective delivery of high quality services</li> <li>• Excellent performance management and leadership skills</li> <li>• Ability to manage change and service transformation effectively</li> <li>• Ability to anticipate future service needs and plan and manage resources accordingly to meet such needs</li> <li>• Ability to work effectively with Elected Members.</li> <li>• Ability to work effectively in partnership and seek out and exploit opportunities for collaboration</li> <li>• Excellent communication and interpersonal skills</li> <li>• Strong planning, organisational and problem solving skills</li> <li>• Excellent staff management and engagement skills</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>2. KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate relevant and recent strategic/operational leadership experience within a large organisation.</li> <li>• Relevant knowledge/understanding within the range of service areas.</li> <li>• Proven track record of large-scale service development</li> <li>• Experience of successful financial / performance management</li> <li>• Knowledge of Local Government and the wider Public Sector</li> <li>• Understanding of the wider social and economic environment within the Vale of Glamorgan</li> <li>• Demonstrable experience of successfully managing change and service/organisational transformation</li> <li>• Demonstrable experience of partnership/collaborative working</li> <li>• Experience of developing new business approaches/models and</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
	<ul style="list-style-type: none"> <li>exploiting new business opportunities</li> <li>Knowledge/understanding of project management</li> </ul>		
<b>3. ATTITUDE AND MOTIVATION</b>	<ul style="list-style-type: none"> <li>Highly motivated and committed to delivering a high quality service.</li> <li>Able to successfully use a range of leadership styles.</li> <li>Ability to motivate and encourage colleagues.</li> <li>Good understanding of service needs in the context of the wider Council agenda.</li> <li>Ability to influence and present a sound business case on issues relating to service and to the Council as a whole.</li> <li>Commitment to the Council's equalities agenda, excellent customer service and staff engagement</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>
<b>4. QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>Qualified to degree level or equivalent experience</li> <li>Relevant professional qualification</li> </ul>	Relevant management qualification  Project management training /qualification	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>
<b>5. OTHER (PLEASE SPECIFY)</b>	<ul style="list-style-type: none"> <li>Personal and professional credibility</li> <li>Drive, energy and enthusiasm to sustain an extensive agenda</li> <li>Capacity to work outside of normal office hours and attend evening meetings as and when required.</li> <li>Ability to drive/travel throughout the Vale or between locations as appropriate.</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>



**THE VALE OF GLAMORGAN COUNCIL**  
**PERSON SPECIFICATION**

<b>POST NO:</b>	<b>DESIGNATION:</b>	Operational Manager – Development Management	<b>DIRECTORATE:</b>	Resources
<b>SECTION:</b>	<b>COMPLETED BY:</b>		<b>DATE:</b>	June 2015

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
<b>1. SKILLS AND APTITUDES</b>	<ul style="list-style-type: none"> <li>• Ability to successfully plan/manage strategic service delivery at a senior level</li> <li>• Excellent leadership skills</li> <li>• Excellent performance and financial management skills</li> <li>• Ability to manage change effectively</li> <li>• Ability to anticipate future service needs and plan and manage resources effectively to meet such needs</li> <li>• Ability to work effectively in partnership and seek out and exploit opportunities for collaboration</li> <li>• Excellent communication and interpersonal skills</li> <li>• Staff management and engagement skills</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>2. KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate relevant and recent operational management at a senior level</li> <li>• Relevant knowledge/understanding within the range of service areas</li> <li>• Understanding of relevant legislative and regulatory framework</li> <li>• Proven track record of service development and change management</li> <li>• Experience of successful financial management</li> <li>• Evidence of successful performance management.</li> <li>• Understanding of the relevant social, economic and environmental context within which the postholder will operate</li> <li>• Knowledge of Local Government and the wider Public Sector</li> <li>• Demonstrable experience of partnership/collaborative working</li> <li>• Experience of developing new business approaches/models</li> <li>• Understanding/knowledge of project management</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
<b>3. ATTITUDE AND MOTIVATION</b>	<ul style="list-style-type: none"> <li>• Highly motivated and committed to delivering a high quality service.</li> <li>• Able to successfully use a range of leadership styles.</li> <li>• Ability to motivate and encourage colleagues.</li> <li>• Good understanding of service needs in the context of the wider Council agenda.</li> <li>• Ability to influence and present a sound business case on issues relating to service and to the Council as a whole</li> <li>• Commitment to the Council's equalities agenda, excellent customer service and staff development.</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>4. QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>• Qualified to degree level or equivalent experience</li> <li>• Relevant professional qualification</li> </ul>	<p>Relevant management qualification</p> <p>Project management training/qualification.</p>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>5. OTHER (PLEASE SPECIFY)</b>	<ul style="list-style-type: none"> <li>• Personal and professional credibility</li> <li>• Drive, energy and enthusiasm to sustain an extensive agenda</li> <li>• Capacity to work outside of normal office hours and attend evening meetings as and when required.</li> <li>• Ability to drive/travel throughout the Vale or between locations as appropriate.</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>



**THE VALE OF GLAMORGAN COUNCIL**  
**PERSON SPECIFICATION**

<b>POST NO:</b>	<b>DESIGNATION:</b>	<b>DIRECTORATE:</b>	Resources
<b>SECTION:</b>	<b>COMPLETED BY:</b>	<b>DATE:</b>	June 2015

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
<b>1. SKILLS AND APTITUDES</b>	<ul style="list-style-type: none"> <li>• Ability to successfully plan and manage strategic service delivery at a senior level</li> <li>• Excellent leadership skills</li> <li>• Excellent performance and financial management skills</li> <li>• Ability to manage change effectively</li> <li>• Ability to anticipate future service needs and plan and manage resources effectively to meet such needs</li> <li>• Ability to work effectively in partnership and seek out and exploit opportunities for collaboration</li> <li>• Excellent communication and interpersonal skills</li> <li>• Staff management and engagement skills</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>2. KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate relevant and recent operational management at a senior level</li> <li>• Relevant knowledge/understanding within the range of service areas</li> <li>• Understanding of relevant legislative and regulatory framework</li> <li>• Proven track record of service development and change management</li> <li>• Experience of successful financial management</li> <li>• Evidence of successful performance management.</li> <li>• Understanding of the relevant social, economic and environmental context within which the postholder will operate</li> <li>• Knowledge of Local Government and the wider Public Sector</li> <li>• Demonstrable experience of partnership/collaborative working</li> <li>• Experience of developing new business approaches/models</li> <li>• Understanding/knowledge of project management</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
<b>3. ATTITUDE AND MOTIVATION</b>	<ul style="list-style-type: none"> <li>• Highly motivated and committed to delivering a high quality service.</li> <li>• Able to successfully use a range of leadership styles.</li> <li>• Ability to motivate and encourage colleagues.</li> <li>• Good understanding of service needs in the context of the wider Council agenda.</li> <li>• Ability to influence and present a sound business case on issues relating to service and to the Council as a whole</li> <li>• Commitment to the Council's equalities agenda, excellent customer service and staff development.</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>4. QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>• Qualified to degree level or equivalent experience</li> <li>• Relevant professional qualification</li> </ul>	<p>Relevant management qualification</p> <p>Project management training/qualification</p>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>5. OTHER (PLEASE SPECIFY)</b>	<ul style="list-style-type: none"> <li>• Personal and professional credibility</li> <li>• Drive, energy and enthusiasm to sustain an extensive agenda</li> <li>• Capacity to work outside of normal office hours and attend evening meetings as and when required.</li> <li>• Ability to drive/travel throughout the Vale or between locations as appropriate.</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>