

CHIEF OFFICER JOB DESCRIPTION

POST REF: W/AA/AU002

DESIGNATION: HEAD OF PEOPLE AND PERFORMANCE

GRADE SENIOR HEAD OF SERVICE

RESPONSIBLE TO: MANAGING DIRECTOR

RESPONSIBLE FOR: HUMAN RESOURCES, ORGANISATIONAL DEVELOPMENT AND PERFORMANCE & DEVELOPMENT

DIRECTORATE: MANAGING DIRECTOR'S DIRECTORATE

LOCATION: CIVIC OFFICES

A/ MAIN PURPOSE OF POST

1. Act as the Head of Service for People and Performance & Development initiating and implementing strategies to support a culture of learning, organisational development, leadership and performance management.
2. Contribute to the effective strategic management of the Council and the Directorate of Resources as a member of the Corporate and Directorate Management Team.
3. Work with the Managing Director and other Heads of Service to provide leadership, management and strategic direction for the Directorate.
4. Deputise for the Managing Director as appropriate in the management of the Resources Directorate as required.
5. Ensure the delivery of 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.
6. Provision of advice, information and support to Cabinet Members, Scrutiny Members and all Elected Members in their wards.
7. Work in partnership with other Council Services and external organisations to achieve common objectives in accordance with the Corporate Plan and Community Strategy
8. Undertake the relevant functions, duties and responsibilities as set out in the Council's Constitution.

B/ CORPORATE RESPONSIBILITIES AND OBJECTIVES

9. Ensure the management, development and anticipation of effective people, performance management, leadership and organisational development strategies to support the delivery of the Council's Corporate Plan.
10. To ensure the provision of advice to the Corporate Management Team and the Council on matters relating to people management, performance management, communications, equalities and collaborative and partnership work.
11. Take a lead role in driving and evaluating transformational and cultural change activity across the Council ensuring that initiatives, policies and plans are implemented and properly embedded.
12. Promote a strong culture of organisational and individual learning to ensure high levels of performance, continuous improvement, resilience and future sustainability.
13. To ensure the maintenance and development of effective and transparent employee relations policies and practices to support the achievement of Council objectives and the employee contribution.
14. To support the delivery of the Council's budget priorities, its reshaping objectives and the wider and effective use of the Council's resources.
15. To anticipate, monitor and identify strategic issues and changes which affect the service area and develop effective responses to meet such changes
16. To ensure the commissioning, delivery and continuous improvement of services in accordance with the Council's aims and objectives.
17. To explore opportunities to improve the effectiveness and efficiency of services through collaboration and partnership working.
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. Attend and contribute to meetings of the Cabinet, Scrutiny and other Council meetings as appropriate

C/ OPERATIONAL RESPONSIBILITIES

20. Develop, lead and manage the Council's function in relation to Human Resources, Performance & Development and Organisational Development and achieve the appropriate and agreed quality standards.
21. To provide and promote clear leadership, direction and performance management within and across the service ensuring the effective performance of all managers.

22. Oversee the development and maintenance of performance management systems to ensure the meeting of targets and the continuous development of services
23. 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.
24. To ensure that there are clear communications and well defined accountabilities within the service area.
25. Maximise income and external funding opportunities in line with Council Policy
26. To ensure continuing compliance with Council policy, procedure and legislation including those related to the management of employees, health and safety, customer relations, safeguarding, information, equalities, the environment and those specifically set out in Financial and Contract Procedure Rules.
27. To perform any other duties imposed by law or which the Managing Director may reasonably require.

D/ DIRECTORATE TARGETS

This section will be reviewed and confirmed annually as part of the Appraisal Scheme for Chief Officers.

Performance and personal development plans will be agreed annually as part of the Appraisal process. These plans will ensure congruence between service and corporate objectives and the development needs of the individual.

In addition to the duties set out above, the postholder will be required to undertake such additional 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.