

CHIEF OFFICER JOB DESCRIPTION

POST REF: Y/LS/AA001

DESIGNATION: DIRECTOR OF LEARNING & SKILLS

GRADE CHIEF OFFICER

RESPONSIBLE TO: MANAGING DIRECTOR

DIRECTORATE: LEARNING & SKILLS

LOCATION: CIVIC OFFICES

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 exercise the functions of the Council with regard to the efficient and effective running of services within the Learning and Skills Directorate and in accordance with the requirements of the Education Act 1996.

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 the Lead on corporate areas of activity, policy and organisational development as required.
6. To take overall responsibility for managing and deploying the departmental budget and wider resources in order to meet the Council's current and longer range strategic objectives
7. To develop a culture of collaborative working relationships with colleagues from other agencies and across the Council 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 Learning and Skills Directorate and in order to meet the strategic objectives of the Council.
9. To undertake the statutory duties as Chief Education Officer in accordance with the Education Act 1996 and those covered within the Council's Constitution.
10. To work in collaboration with the Regional Joint Education Service in relation to the delivery of school improvement services (and other services as appropriate) whilst retaining client and statutory responsibility for such services.
11. To promote a strong culture of performance management to ensure high levels of performance, the meeting of performance targets and standards and the continuous improvement and development of services
12. To take overall responsibility for developing and managing the budget and wider resources across the service and schools in accordance with Council policies and procedures and the Council's longer range strategic objectives.
13. To continuously strive to improve services by challenging the way things are done and the appropriateness of current models of service delivery.
14. To provide and promote clear leadership across the service and the wider schools community ensuring effective performance of all Heads of Service, Managers and effective school governance.
15. To provide the Council with advice and guidance on the strategic issues facing the services within the scope of the service and ensuring that Council decisions in those areas are implemented.
16. To ensure that there are clear communications and well defined accountabilities within the service.
17. To explore opportunities to improve the effectiveness and efficiency of services through collaboration and partnership working.
18. To pursue sources of external funding to support service activities
19. To ensure a responsive customer focused approach in the delivery of services
20. To ensure that the principles of equality of opportunity are integrated and actively pursued both within the service, across schools and in all areas of service provision
21. To perform any other duties required by law, or which the Managing Director may reasonably require.

Functional / Service Responsibilities

- School Improvement
- Strategic planning and resources
- Culture and Community Learning
- Additional Learning Needs
- Social Inclusion and Wellbeing
- Complex Needs/Educational Psychology
- Catering Service

The service areas as set out above reflect the review of the Learning and Skills Directorate as approved by Cabinet in June 2016.

Responsibilities may be subject to amendment to reflect any future change or development of services or wider review/reorganisation.