

CHIEF OFFICER JOB DESCRIPTION

POST REF: Y/PH/AA001

DESIGNATION: HEAD OF STRATEGY, COMMUNITY LEARNING AND RESOURCES

GRADE CHIEF OFFICER

RESPONSIBLE TO: DIRECTOR OF LEARNING AND SKILLS

DIRECTORATE: LEARNING AND SKILLS

LOCATION: PROVINCIAL HOUSE/CIVIC OFFICES

A/ MAIN PURPOSE OF POST

1. To act as the Head of Service for the relevant service area within Learning and Skills.
2. Develop and manage the implementation of the Service Plan, so as to ensure that agreed priorities and policy objectives are met.
3. To work with the Director of Learning and Skills to provide leadership, management and strategic direction for the Directorate.
4. Deputise for the Director of Learning and Skills as required.
5. Work with and support Cabinet Members, Scrutiny Members and all Elected Members in their ward roles.
6. Ensure the commissioning, delivery and continuous improvement of services in accordance with the needs of the people of the Vale of Glamorgan and the Council's improvement agenda.
7. Work in partnership with other Council services and external organisations to achieve common objectives in accordance with the Corporate Plan and Community Strategy.

B/ CORPORATE RESPONSIBILITIES AND OBJECTIVES

8. Contribute to the effective strategic management of the Council and the Directorate of Learning and Skills as a member of the Departmental Management Team and to promote and represent the work of the Council and our partner agencies.

9. To support the delivery of the Council's budget priorities through the robust management of resources within the postholder's service and by ensuring that services are provided cost effectively.
10. 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.
11. To anticipate, monitor and identify strategic issues and changes which affect the service area and develop effective responses to meet such changes
12. Contribute to transformational change across the Council and to ensure that organisational development initiatives, policies and plans are implemented and properly embedded.
13. To ensure a responsive customer focused approach in the planning, commissioning and delivery of services
14. To explore opportunities to improve the effectiveness and efficiency of services through collaboration, partnership working and continuous challenge.
15. Produce an annual Service Plan and ensure the development of Team Plans for the Service area concerned
16. To ensure that the principles of equality of opportunity are integrated and actively pursued both within the department and in all areas of service provision
17. Attend and contribute to meetings of the Cabinet, Scrutiny and other Council meetings as appropriate
18. Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures

C/ OPERATIONAL RESPONSIBILITIES

19. Develop, lead and manage the following functions in relation achieving appropriate and agreed quality standards:
 - Strategic Planning and Development
 - School place planning and asset management
 - School admissions
 - School budgets and financial advice
 - Information Management and ICT software support for schools
 - Adult Community Learning Services
 - Governor Support Services
 - Art Development Services
 - Library Services
 - Catering Services
20. To provide and promote clear leadership and performance management within the service ensuring the effective performance of all managers.

21. Oversee the development and maintenance of performance management systems to ensure the meeting of targets and the continuous development of services
22. 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.
23. To ensure that there are clear communications and well defined accountabilities within the service area
24. Maximise income and external funding opportunities in line with Council Policy
25. Develop and maintain operational procedures to assist and guide staff to meet both statutory and Council policy requirements.
26. To undertake any other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may be required by the Chief Learning and Skills Officer from time to time.

Signed: _____ Date: _____
Head of Strategy, Community Learning and Resources

Signed: _____ Date: _____
Director of Learning and Skills