



## **Director of Corporate Services**

**Salary: c £101,000 + benefits**

**This is a politically restricted post.**

### **The Council**

As a council, our shared aim is to make Portsmouth a place that is fairer for everyone: a city where the council works together with thriving communities to put people at the heart of everything we do. To help achieve our shared aim we are focussing on five new corporate priorities which we have set out on our Council Plan.

As a council, we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference. Our values are outlined in our Ways of Working and our Guiding Principles and if they reflect how you are and how you work then this could be the role that meets your expectations.

The council has a strong track record in forming strategic partnerships in the delivery of services; most notably with Health, Southampton City Council, the Isle of Wight Council and a unique and successful shared senior management arrangement with Gosport Borough Council and positioning the Council as a prominent Council in the South Hampshire region.

### **What is the role?**

The post holder will work across both Portsmouth and Gosport authorities, spanning both geographical and political boundaries.

You will be responsible for the effective leadership of a newly formed Directorate bringing together IT, Digital, Customer Services, Communications, HR, Legal, Democratic Services and Elections.

You will manage technical experts across the different support service functions. You will be responsible for formulating cohesive strategy to meet Member objectives, whilst managing interdependencies and actively engaging with stakeholders in the formulation and design of services to meet the needs of customers both now and in the future.

You will be genuinely innovative in your nature, leading service redesign, making best use of technology, whilst ensuring staff engagement, and delivering improvements in the overall customer experience. With an appetite to deliver value for money for residents, you will ensure joined up working across Support Services.

Working towards becoming a digital city and a digital council, you will help drive some of the council's key initiatives for a local full fibre network and smarter city.

You will also have a portfolio of high profile projects to deliver directly.

This is a highly influential role, providing advice and guidance to and supporting elected Members, the Chief Executive and the Management team in delivering the Council's wider strategic agenda. You will need to be politically astute to manage the political relationships and complexity/competing priorities as well as to safeguard and promote the reputation of the Council.

You will need to have sufficient understanding of the roles and responsibilities of the Monitoring Officer (MO) role and Democratic Services functions to ensure that the Council's legal obligations and constitutional requirements are met. You will act in the capacity of a critical friend to ensure compliance, providing the necessary development, support, mentoring and challenge to enable post holders to fulfil their obligations

You will ensure that services are delivered in accordance with the Corporate Governance Framework, You will ensure that defined outcomes, agreed with the relevant portfolio holder and Chief Executive, are delivered.

You will work with the senior managers of each of the functions to ensure all staff maintain their professional competencies and are able to provide effective specialist advice and offer flexibility in the delivery of the service to meet the needs of customers.

You will deputise for the Chief Executive as required and on a rotational basis with other Directors in the absence of the Chief Executive.

### **Who is the person?**

You need to have:

- Substantial experience of working at a strategic level and leading major programmes of transactional, organisational and cultural change that transform performance and cost.
- Substantial senior manager experience including strategic planning and policy formulation, the post holder will need to set the strategic direction, inspire and convey a compelling vision and make sure that this is implemented and achieved.
- Proven partnership skills with the ability to be form and maintain partnerships in challenging environments.
- Proven leadership skills/expertise - demonstrable ability to lead, motivate and develop a large multi-disciplinary workforce engaged in providing a wide range of services from personal to highly technical and financial

- Substantial experience of working in a political environment and be politically aware. There may be times when there are areas of conflict within the political relationships and the post holder will need to have the ability to mediate and resolve or manage these areas of conflict within the political arena.
- Can evidence strong commercial acumen and financial management skills that have brought about demonstrable improvements in efficiency and value for money through the transformation of services
- Ability to exercise sound judgement and be a strategic decision maker in order to advise the Council on all strategic matters regarding the support services
- Highly developed communication and influencing skills.
- A good knowledge and/or experience of all areas of legal process and monitoring officer functions and democratic services and codes of practice to ensure that the post holders undertaking these duties are doing so within the statutory requirements and where necessary the Service Director should have the knowledge to act as a critical friend and offer coaching, support and development.
- Proven presentation skills - to communicate to the Chief Executive, Elected Members and Chief Financial Officer and other Directors
- Proven project management skills to lead on the development of Corporate Policy and Strategy and to present to the relevant Boards
- Proven arbitration skills - resolving disputes
- Proven expert Business Planning skills
- Proven expert Risk Management skills - both operational and legal risks
- Be a leader who can inspire colleagues, stakeholders and partners to find the solutions that are best for Portsmouth City Council
- Be confident in identifying the options available and where required guide on appropriate levels of intervention, new initiatives and structures
- Provide high standards of excellence in service delivery and project and performance management
- Involve people in deciding what has to be done - working with partners, customers and teams to create a strategic approach and relevant action plans
- Communicate a compelling view of the future - recognising the need to offer an ever changing response to the needs of the organisation
- Clarify strategic activity and organisational drivers and set clear short and long term objectives
- Be part of the CRISIS management team and support the Council's civil contingencies and counter-terrorism responsibilities