

Candidate Brief, March 2016

DIRECTOR OF MID KENT SERVICES

Job Purpose

This key role will drive new innovative ways of internal and external working to improve the quality, efficiency and resilience of services ensuring best practice. The role will be central to exploring and maximising joint opportunities with other public and private organisations to deliver cost savings and to drive additional income.

The Director leads Mid Kent Services (MKS) and is held accountable for service provision in line with the agreed governance arrangements. The postholder is responsible for the effective strategic direction, leadership and management of functions within MKS which currently include: Audit; Environmental Services (tbc); HR; ICT; Legal; Planning Support; Revenue and Benefits. In future the Director may have other line management responsibility for additional services within MKS.

As a member of the Corporate Leadership Team (Maidstone BC), the Strategic Management Team (Swale BC) and the Management Board (Tunbridge Wells BC) work with and support the Chief Executives in advising elected members, providing a clear sense of direction and purpose, assisting them in policy formulation to ensure the vision and strategic policy objectives of the Partnership are realised.

Main Responsibilities

1. Lead MKS and be held accountable for current and future service provision to the MKS Board and the Shared Service Boards in line with the strategic needs of the partner organisations.
2. As a member of the three Corporate Leadership Teams lead, plan and contribute to the Partnership vision and strategy driving the direction, development and operation of the shared functions.
3. Ensure that MKS interact and support key strategic aims and initiatives of the three Councils including maximising external partnerships, commercial opportunities, external funding and income generation as appropriate.
4. Directly line manage the shared Heads of Service ensuring that services perform to the highest level and meet joint priorities and shared objectives.
5. Coordinate the business case analysis, budget structure and financial management of functions within MKS ensuring effective shared service delivery, procurement, contract management and commissioning processes.
6. Explore and maximise opportunities for trading to drive additional income by developing, consulting and setting out proposals to include additional functions to be delivered within MKS in line with priorities and objectives of the Partnership.
7. Responsible for overseeing and delivering new business, as agreed will be

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Appendix 1

- within MKS, ensuring effective management and development of resources, processes and systems of the functions.
8. Lead the development of shared workplans for functions within MKS, which are maintained and monitored throughout the year and form the basis for prioritisation and resource planning.
 9. Oversee the activity of the Transformational Challenge Award project ensuring joint strategic leadership of the digital agenda by taking a forward looking approach to enhanced joint working, new developments and changing technologies.
 10. Raise the profile and represent MKS ensuring that the partnership effectively contributes, communicates, links and influences on a corporate, sub-regional, regional and national basis by focused involvement and leadership.
 11. Ensure that the statutory obligations of the Councils are met with regards to equal opportunities, Freedom of Information, Data Protection, Risk Management and Health and Safety, with regard to both employment and service delivery.
 12. Support the Chief Executives in relation to responsibility for the coordinated and integrated management of the Councils' emergency plan response systems.
 13. Carry out any other activities which fall within the broad purpose and scope of the responsibilities of the role and which are commensurate with the grade of the post.

This job description may be amended from time to time and, in addition to the duties set out, the postholder may be required to undertake additional or other duties nationally,