

Role Profile

Role:	Executive Director – Economy
Strategic theme:	Economy
Working style:	Flexible*
Salary:	Grade 15
Disclosure Barring Service Clearance:	None

Role Purpose:

As a member of the senior leadership team the post holder will attend, and contribute proactively, to the Strategic Executive Board (SEB). The postholder will be accountable to the Chief Executive and will provide effective corporate leadership to facilitate the delivery the Council's approved policy objectives and priorities.

The postholder will provide leadership and direction to services, programmes and projects allocated by the Chief Executive and will support, challenge and lead resources, sometimes in a matrix manner, in order to deliver the required outcomes.

The postholder will operate in a large, complex and dynamic business environment with responsibility for a portfolio of services that will be under constant review to enable the business to respond in an agile way to opportunities, challenges and a constantly changing environment.

The Executive Director will:

- be the strategic lead for the economy strategic portfolio, ensuring sustainable, inclusive growth in all parts of the city.
- be the strategic lead for skills.
- provide leadership within the economy strategic theme to ensure we have efficient, effective and consistently high performing services.
- lead the development, promotion and delivery of effective partnership arrangements and engage all key partners and agencies in delivering our ambitions for economy.
- be an ambassador for the Council and the City and ensure it is fully engaged with its stakeholders and community.
- be responsible for City Development, City Housing and City Economy & Partnerships.

Role Specific Responsibilities:

1. Lead the economy strategic theme to maximise the council's ability to support and deliver Our City, Our Plan.

2. To develop meaningful strategic relationships with a range of key stakeholders and partners, including businesses, government agencies, communities, local authorities, Universities, regeneration partners – all at a local, regional and national level to benefit our city.
3. Lead the economy, jobs and skills services to ensure an integrated and whole system approach to delivering outcomes for local people and businesses in our city.
4. To embed a sustained performance culture that connects the councils vision to action and accountability.
5. To operate in a matrix manner, supporting and leading on strategic priorities as set by the Strategic Executive Board and Cabinet.
6. To ensure that clear strategic objectives are monitored and achieved and that these reflect the priorities of the council.
Role Specific Accountabilities
<p>As a member of the Council's Senior Management Group, the post holder will be required to be accountable for leading the economy strategic theme, currently;</p> <ul style="list-style-type: none"> • City Development • City Economy & Partnerships • City Housing
Corporate Commissioning Responsibilities:
With regard to the economy strategic theme, the post holder will be accountable for:
1. Developing and implementing the Council's strategic approach to the commissioning and procurement of services, actively exploring all provider opportunities across the market, ensuring the provision of high-quality services at minimum overall cost.
2. Developing and implementing the Council's approach to commercial trading of services, exploring all opportunities across the market, ensuring the provision of high-quality services at minimum overall cost.
3. Ensuring the implementation of priorities set by the Council and SEB in relation to service delivery continues to reflect the needs and priorities of service users and local communities, working across service boundaries as necessary in order to ensure alignment and integration of services and achieve maximum financial efficiencies.
4. Ensuring the effective management of financial, human and physical resources in the relevant service areas in order to ensure value for money, including reporting as appropriate to the Cabinet and Council in accordance with the Council's financial regulations and timetable and that schemes of delegation are properly developed and maintained.

5. Ensuring employees of the Council are developed and supported to create conditions for high performance and innovation and to enable them to reach required competences to deliver services to both national and local standards.
6. Ensuring employees of other service provider organisations are aware of and meet their shared responsibility for improving outcomes and sharing information across the Council as necessary.
7. Performance monitoring and management of delivery against agreed strategic objectives, including the effectiveness of the deployment of all resources under the control of the Council.
Corporate Management Responsibilities:
In addition to the above, the post holder will be responsible for supporting Strategic Executive Board and the Chief Executive in respect of;
1. Developing and implementing the Council's approach to supplier engagement and contract management, whether provided through in house service delivery units, shared service delivery mechanisms, strategic partnerships or commissioned directly from the private, voluntary or social enterprise sector.
2. Social Value and ensuring that the best possible outcomes for residents are realised from every pound the Council spends with third parties. That the spend with third parties maximises the impact of each pound on the local economy (Wolverhampton Pound) and supports the creation of opportunities for high quality sustainable employment for local people.
3. Embedding equalities into everything we do, continuously seeking opportunities to improve inclusivity and fairness within our city and council.
4. Contributing and leading on the embedding the council climate change commitment to be carbon neutral by 2028.
5. The strategic direction of the Council and driving forward transformational change programmes across the organisation through focussing on delivering quality services and value for money.
6. Developing, supporting and promoting a culture of continuous improvement and customer focus across the Council, identifying weaknesses and ensuring remedial action as necessary.
7. The development of the Council as an organisation that embraces modern business methods, flexible management arrangements and agile working to enable fast and effective organisational change, to meet increasing customer expectations and improve value for money.
8. Championing customer focus, ensuring that policies and systems are in place to inform, receive and where possible, act upon feedback from service users, communities, partners, and employees.
9. Providing managerial leadership and support to service delivery managers which ensures achievement of positive outcomes for the service and the City as a whole.
10. Supporting Elected Members in undertaking their roles as community leaders.
11. Developing and fostering effective partnerships across the Council, the wider public sector, other agencies, the business sector and the community to deliver benefits for customers, service users, citizens and the organisation.

12. Contributing to the strategic planning process to ensure that the Council's vision and plans are fit for the future and responsive to changing circumstances.
General Responsibilities:
As a member of the Council's senior management team, the post holder will be required to;
1. Where required (and approved) act as the statutory officer to the Chief Executive and the Council as determined with regard to responsibilities falling in the remit of the post.
2. Take the lead role as directed on key corporate and cross-cutting projects and other issues or initiatives.
3. Adopt a collaborative and supportive approach, to colleagues across the Council and in partner organisations, providing strategic advice, assistance and support and leading by personal example as a role model of commitment and excellent performance.
4. Maintain up-to-date professional knowledge, relevant professional accreditation and ensure awareness of all strategic service and legislative developments.
5. Promote effective communications and act as an ambassador, both internally and externally, in order to support the council's objectives and promote the reputation of the Council and the City.
6. Participate as required within the Council's corporate resilience, emergency planning and business continuity arrangements.
7. Ensure active compliance with all relevant Council policies and procedures in the fulfilling of duties and responsibilities of the post.
8. Undertake all duties in accordance with the highest standards of behaviour as set out in the Council's management competency framework.
Dimensions:
People: The job involves direct high responsibility for supervision, direction, co-ordination and development of other employees.
Finance: The work involves being accountable for expenditure from an agreed budgets. The responsibility includes setting and monitoring the relevant budgets and ensuring effective spend.
Physical Resources: the work involves handling and processing of considerable amounts of computerised information where care, accuracy, confidentiality, and security are important.
Special Features: Post holder must comply with the Council's Equality and Health & Safety policies and the Data Protection Act 1998. Any other duties appropriate to the grade of the post, subject to any reasonable adjustments under the Disability Discrimination Act. Politically restricted post, as per Local Government Officers (Political Restrictions) Regulations 1990. Post holders will be required to demonstrate the behaviours and attributes that support the Council's core values.

Role Specification

Knowledge, Experience and Qualifications:

The post holder will be able to demonstrate, with evidence where required;

- Extensive local authority experience underpinned by relevant professional and managerial qualifications.
- Substantial experience at senior managerial level, including leadership responsibility for a large and complex multi-functional service portfolio.
- Experience of successfully implementing major change in a large and complex organisation, including the successful introduction of relevant business principles.
- Detailed understanding of and sensitivity to the political judgements influencing both the overall objectives of the City Council and ability to work with all political parties.
- Detailed understanding of the major strategic challenges facing local government and the public sector, along with a high level of awareness of the opportunities available for improved collaboration and partnership working required in order to respond to increasing service demands and substantial reductions in available resources.
- Extensive experience of providing sound strategic advice that informs and facilitates successful policy formation and aligns resources to corporate priorities.
- Demonstrable experience of working effectively in partnership with other organisations and agencies towards mutually beneficial objectives.
- A track record of corporate working and embedding a strong culture of performance management across a department.
- Relevant experience in providing services to support corporate activities at a service level.
- Successfully promoting equality of opportunity both in employment and service delivery.
- Excellent oral and written communication skills.

Management Competency Framework		
This table identifies and describes the generic behaviours and the technical skills and knowledge required for managers in this role.		
Competency	Assessment S – shortlisting I – interview	Weighting Low – 1 Medium – 2 High – 3
1. Thinking flexibly, using initiative Definition The ability to think strategically, view events, issues, or proposals from different perspectives to find creative solutions	S/I	3
2. Thinking analytically, using information Definition Managing information and intelligence to inform and/or formulate strategy	S/I	3
3. Communicate and engage with people, standards, and behaviour Definition Builds belief and confidence in self and others	S/I	3
4. Manage your resources and plan for high performance Definition Demonstrates how increased performance is influenced	S/I	3
5. Develop effective partnerships and collaboration Definition Demonstrates how customer focused changes provide opportunities for greater joint activity with local partners and external providers	S/I	3
6. Understand how the organisation works Definition Aims to deliver right services, first time, every time	S/I	3

7. Achieve outcomes for customers and communities Definition Demonstrates activity that focuses on the customer and contributes to culture change	S/I	3
Technical and professional Competencies		
Relevant technical knowledge	S/I	2
Excellent oral and written communication skills	S/I	3
Ability to demonstrate good organisational skills	S/I	2
Evidence of managing services in a complex organisational context	S/I	3
Experience		
Substantial senior management experience achieving measurable service improvement	S	3
Qualifications		
Educated to degree level or equivalent strategic experience	S	N/A
Relevant professional qualification	S	N/A
Track record of continuous personal and professional development	S	N/A