

APPENDIX C

Senior Leadership Team Restructure

Updates to job descriptions and corporate responsibilities

Corporate responsibilities for Assistant Directors and Directors have been reviewed as part of this restructure process to clearly set out expectations of members of the Senior Leadership Team in relation to not only delivering effective services, but also wider responsibilities as leaders of the organisation.

The updates corporate responsibilities are set out below and are part of the consultation process, with feedback on them welcomed.

- You will provide strategic and operational leadership to your service areas actively promoting council values, behaviours and corporate policies.
- You will ensure that all activities within the service comply with the council's Constitution, Standing Orders, financial regulations, health and safety and safeguarding responsibilities and that effective systems operate within the service to manage performance and risk.
- You will uphold and promote the aims of the council's equality and diversity policies to ensure non-discriminatory practices in all aspects of work, and that diversity is embedded in everything, from workforce planning and policy development to service delivery.
- You will ensure tight budgetary control, demonstrating a high standard of probity and prioritise use of resources and assets to support the delivery of the council's corporate vision and help ensure that the council receives value for money from its expenditure.
- You will participate in the Council's Emergency Planning arrangements and provide senior management cover out of hours as required.
- You will participate in and deliver staff development activities as required promoting an environment of continuous learning & development.
- You will provide inspirational and professional leadership to staff, demonstrating organisational values and behaviours and holding others to account when they do not.
- You will deputise for the CEO/Directors as required.
- You will be a member of the Corporate Management Team/Senior Leadership Team and be visible across the organisation, positively promoting and representing the Council and the borough at all times.
- You will help to shape and communicate the Council Plan vision and priorities and your services role in delivering against it, supporting your services understanding and engagement in its delivery.
- You will provide a strong vision and delivery ethos for the Service areas which you are responsible for, bringing innovation, creativity and forward thinking approaches, whilst ensuring that strategies are well evidenced and evaluated.
- You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.

- You will work with other members of the senior leadership team to take collective responsibility and drive forward a range of cross-council initiatives which are required to ensure changes are embedded in a sustainable way throughout the organisation.
- You will assist the Corporate Management Team in championing and delivering the Council's transformation programme and digital strategy, delivering against our council priority to be an innovative and customer focused council that is well run and forward thinking.
- You will attend meetings of the Cabinet, Council, Overview and Scrutiny Committees and other corporate committees and working groups, providing reports and briefing as required.
- You will have positive and effective working relationships with external partners to ensure the Councils' priorities and objectives are met.

To support Senior Leadership Team members with their wider organisational responsibilities and engage the group more in decision making a review of SLT meetings will take place prior to the establishment of the new structure.

In addition, job descriptions and person specifications will be updated with any changes based on the proposals above and in a refreshed template.