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| Designation: | Head of Community Services |
| Grade: | Stroud 9 |
| Hours: | 37 hours per week |
| Location: | Ebley Mill |
| Job Purpose: | To lead, inspire and develop high quality, value for money outcomes supporting sustainable, healthy communities |
| Responsible to: | Strategic Director of Communities |
| Responsible for: | Community Services Manager, Senior Community Services Officer, Project Manager Health and Wellbeing and Senior Youth Officer |

KEY DUTIES

- To support the Strategic Director of Communities in the coordination of community focused services within the Directorate and across the Council.
- To deputise for the Strategic Director of Communities where necessary.
- To prepare committee reports, working papers and executive summaries on service-related issues
- To provide leadership to support sustainable communities working in partnership to enable, facilitate and deliver good quality services.
- To be responsible for and provide leadership to ensure high quality waste, ground maintenance and car park services, including relevant contracts and associated duties related to Ubico governance.
- To be responsible for and provide leadership to deliver all aspects of leisure services including facilities and relevant contracts.
- To be accountable for the development and implementation of service delivery structures beyond the current contact term in 2024. (i.e., the LATC)
- To be responsible for and provide leadership for community health and wellbeing and physical activity strategies and programmes.
- To be accountable for and provide leadership in all aspects of community safety and associated partnership working including through the Stroud Community Safety Partnership and the Safer Gloucestershire Board.
- To assist in the development/achievement of the Stroud Council Plan.

- To ensure comprehensive compliance and assurance with statutory and regulatory requirements and that this is reflected in policies and procedures.
- To provide motivational leadership and manage staff resources in terms of recruitment, training and development support, conduct and performance.
- Be responsible and accountable for the setting, managing and control of budgets, performance and benchmarking for housing services, including identifying initiatives to develop the service provided to ensure continuous improvement is achieved.

Work subject to deadlines involving changing problems, circumstances or demand.

SKILLS AND KNOWLEDGE

- Educated to degree level or equivalent and with a professional qualification in a relevant subject
- Excellent communication skills both verbal and written
- Experience of staff management/supervision
- Experience of managing budgets and expenditure
- Experience of working with the public
- Ability to manage own time and workload
- Proven track record in:
 - Contract management and negotiation
 - Developing relevant policies and strategies
 - Service planning and improvement
 - Partnership working

COMPLEXITY AND CREATIVITY

- To develop and maintain partnerships which improve resources and enable better local delivery
- To continually seek efficiency savings whilst still meeting customer needs
- Implement innovative income generating ideas that are welcomed by the customer and are viewed as making a difference to their lives

JUDGEMENT AND DECISIONS

Required to exercise discretion and judgement in a range of areas which lead to the setting of working standards and/or decisions leading to changes in important procedures or service practice.

CONTACTS

- Members of the Council
- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- Members of the public

RESOURCES

- Financial management of the Waste Management Service budget
- Responsible for the proper use and safekeeping of large items, high value stocks and supplies
- Responsible for service fleet vehicles
- Responsible for all cash transactions' throughout the Councils Car parks

TRAVEL DESIGNATION

Mileage travelled on Council business will be reimbursed at the HMRC rate in accordance with the Council's Travel and Subsistence Policy.

GENERAL

- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives
- To work with colleagues across the organisation as required in support of organisational goals
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme
- To undertake all training and development initiatives as required
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act
- To work within the requirements of the Council's Environmental Policy and Management System
- Requirement to attend evening and weekend events/meetings

JOB DESCRIPTION

October 2022

- This post is politically restricted
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.