

## **Job Description – Director**

### **Sandwell Children's Trust - Director of Operations**

**Grade:** £88,953 - £103,731

**Responsible to:** Chief Executive

**Responsible for:** Senior Managers

### **Job Purpose**

The role of the Director is to work with the Trust Board, the Chief Executive and the Executive Management Team of the Trust to provide management direction and leadership for services within the remit of the post – and to drive performance improvement in these services.

To develop, support and promote a culture of continuous improvement and customer-focus within the services, with an emphasis on the delivery of excellent frontline public services, value for money and cost-effective systems for setting targets, managing and monitoring performance, identifying weaknesses and delivering improvement.

To embrace modern business methods, flexible management arrangements and agile working to enable fast and effective organisational change to meet increasing customer expectations, continuously reduce costs and manage in a cost-effective and efficient manner all of the services allocated to the post.

To carry out statutory duties allocated to the post and act as expert officer as required by the Trust as appropriate.

To deputise for the Chief Executive as required.

To take particular responsibility for cross-cutting themes as required by the Board.

## **Corporate Responsibilities**

To act as a member of the Trust's Executive Management Team of Directors and contribute to the achievement of all the Trust's corporate objectives and priorities.

To promote effective communications and act as an ambassador, both internally and externally, in order to support the Trust's corporate objectives and promote the reputation of the Trust and Sandwell Borough.

To build active working partnerships with external agencies in the public, private and voluntary/charitable sectors, and with local businesses and community representatives.

To undertake a key role within the Trust's corporate resilience, emergency planning and business continuity arrangements (this includes requirements to participate in an emergency contact rota and be available in the event of an emergency to perform the duties allocated to the post within the Emergency Plan and Business Continuity Plan, or allocated to you by the Chief Executive).

To undertake such other duties as may be appropriate to achieve the objectives of the post or to assist the Trust in the fulfilment of its corporate priorities commensurate with the post holder's salary, grade, abilities and aptitudes.

To have regard at all times for matters of health, safety and welfare, equal opportunities, and the safeguarding of vulnerable children and adults.

## **Job Accountabilities – Generic**

To be accountable to the Chief Executive and Executive Management Team for all policies, services and functions within the remit of the post.

To support Board Members in formulating the strategic policy, direction and performance of services.

To take a strategic and long-term view of services, in order to ensure that the Trust's vision and plans are fit for the future and proof against changing circumstances.

To act as lead officer for relevant Trust meetings, statutory committees, etc. To provide professional advice, reports and briefings to Trust Board Members, employees and external bodies on all matters relating to the services and to ensure that policies, strategies and decisions are based on evidence and sound technical principles.

To act as Principal Adviser to the Chief Executive, Executive Management Team, Board Members and the Trust on all matters within the remit of the post.

To adopt a collaborative and supportive approach, maintain up-to-date professional knowledge and provide strategic advice, assistance and support to colleagues across the Trust and in partner organisations.

To provide motivational leadership and support to Managers and their teams ensuring clarity of direction, effective communication and development and realisation of personal potential.

To hold regular performance management meetings with Managers to review performance and the delivery of objectives within agreed timescales. To ensure effective remedial action in the event that objectives appear unlikely to be met.

To lead the development of services within the remit of the post as part of a confident learning organisation that effectively monitors, plans and develops its workforce and reacts to changes locally and nationally in the labour market.

To manage capital and revenue budgets delegated to the post to deliver agreed outcomes and performance targets on time and within budget, in accordance with the Trust's Financial Regulations and Procedures and Contracts Procedures Rules.

## **Job Accountability Statement**

After appointment, the post holder will agree a Job Accountability Statement with the Chief Executive and Board Members – see attached detail.

The Job Accountability Statement will then provide the basis for appraising the performance of the post holder. Job Accountabilities will be reviewed, amended and up-dated or replaced through the appraisal process.