



JOB DESCRIPTION

JOB TITLE:	Director of One Trafford Partnership
DIRECTORATE:	Economic Growth, Environment and Infrastructure
GRADE:	SM3
DIRECTLY RESPONSIBLE TO:	Corporate Director - Economic Growth, Environment and Infrastructure
DIRECTLY RESPONSIBLE FOR:	All services delivered by the One Trafford Partnership including Street Lighting, Environmental Services, Highways, Professional and Technical Services

MAIN PURPOSE OF THE JOB

Strategically lead a highly valued and engaging working interface between the Council and the service provider(s) of the One Trafford Partnership contract.

Strategically lead on the high profile One Trafford Partnership contract and stakeholders, identifying and mitigating risks that may arise through the operation of the contract and ensure effective robust financial and operational controls are in place.

Continually drive performance improvement, challenging any gaps between contractual commitments and actual delivery ensuring ongoing value for money and efficiency.

MAIN DUTIES

1. To proactively embed strategic leadership and management of the One Trafford Partnership contract by identifying risks and implementing seamless and robust operational solutions.
2. To create strategic and highly effective working relationships with key stakeholders to continuously review operational practices to ensure that services are delivered in an inventive and ambitious way to meet partnership goals, customer demand and efficiency targets.
3. To work in partnership with key stakeholders to ensure that the partnership agreement operates flexibly to allow innovation and efficiency gains to deliver an offer greater commerciality and ongoing economic growth.
4. To facilitate the formation of partnership performance targets, suitable systems and processes that supports the management, analysis and development of the partnership whilst working within council regulations.

5. To assess Service provider performance, identifying and implementing agreed actions to address under-performance. To agree and deliver continuous improvement plans with suppliers to ensure that contracts remain competitive throughout their full period.
6. To facilitate and serve as a lead for the planning and execution of innovative ideas which allow all involved parties to meet strategic goals.
7. To demonstrate dynamic leadership, influence, negotiation and accountability for the achievement of commercial outcomes which achieve partnership goals.
8. To be forward thinking by drawing on insights about the current and future dynamics in the economy to seize opportunities to stimulate economic growth and develop a long term partnership vision.
9. To work in partnership with stakeholders to ensure compliance with all relevant legislation, policies, standing orders and financial regulations.
10. To keep abreast of existing and emerging national, regional and local policy and funding developments, joint ventures and other delivery models to ensure that Trafford is at the forefront of innovative thinking on service design, commissioning and delivery.
11. To deputise in the absence of the Corporate Director of EGEI as required.
12. Carry out other duties as may be required, commensurate with the responsibilities of the post.

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities and Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.



PERSON SPECIFICATION

JOB TITLE: Director of One Trafford Partnership
DIRECTORATE: Economic Growth, Environment and Infrastructure
GRADE: SM3
STAGE ONE: Disabled candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
Educated to degree level or equivalent	A and C
2. Experience	
Significant experience of managing and performance monitoring large scale, complex contracts to deliver services efficiency	A and I
Significant experience of interpreting quantitative and qualitative data and link to strategic planning	A and I
Significant experience of developing and implementing strategic and operational policies	A and I
Experience of successful financial management including capturing savings and cost-effective approaches in a contract	A and I
Significant experience of influencing and negotiating successfully to a high standard to achieve and maintain necessary levels of performance and best value	A and I
Experience of establishing and maintaining innovative and effective relationships across diverse stakeholders including private sector and contracted partners	A and I
Significant experience of working with a variety of stakeholders, demonstrating the ability to mitigate between different agendas, resolve conflict and achieve positive outcomes.	A and I
Successful experience in working with or alongside senior managers and politicians within local government or the wider public sector	A and I
3. Knowledge	

Extensive knowledge of contract and client management and procurement utilising strategic methodologies to ensure best value.	A and I
Detailed knowledge of relevant policies, strategies, latest developments, market trends and alternative service delivery models and the way in which they can be utilised by Trafford Council.	A and I
Detailed understanding of Legal and Legislative requirements in Local Government, particularly highways and street lighting	A and I
Highly developed understanding of the national, regional and local political and economic context in which the public sector and Trafford Council operates	A and I
Clear and demonstrable understanding of business principles, economic drivers and commercial skills	A and I
Knowledge of commercial drivers that will influence service providers and the levers that can be used in negotiating/influencing contractual arrangements	A and I
4. Skills & Abilities	
Ability to make difficult and challenging decisions that support strategic aims and a long term vision.	A and I
Demonstrable and highly developed analytical, data and knowledge management skills, and an understanding of how business intelligence is used to commission, manage and develop effective service outcomes.	A and I
Demonstrable tenacity and drive, with a proven ability to identify pragmatic and imaginative solutions to complex issues without compromising end goals and aims.	
Highly developed interpersonal and diplomatic skills with the ability to question and challenge the value being delivered through commercial arrangements with delivery provider	A and I
Proven management ability; able to influence and coordinate across a broad range of colleagues, stakeholders and partners	A and I
Strong partnership skills whilst ensuring that the Council's interests/priorities delivered at all times	A and I
Excellent communication, inter-personal and presentation skills, commensurate with the level and sphere of influence within the role	A and I

*** Method of Assessment**

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test, **AC** = Assessment centre

Date prepared/revised: 1/3/17

Prepared/revised by: SE