



JOB DESCRIPTION

JOB TITLE: Corporate Director - Economic Growth, Environment and Infrastructure

DEPARTMENT: Economic Growth, Environment and Infrastructure

GRADE: SM2

DIRECTLY RESPONSIBLE TO: Chief Executive

DIRECTLY RESPONSIBLE FOR: Directors within the Economic Growth, Environment and Infrastructure Directorate

Main Purpose of the Job

1. To play a full and active part in the corporate and strategic leadership and management of the Council, to improve and deliver quality of life outcomes for people who live, work, study or who are cared for in Trafford.
2. To promote economic growth within Trafford through effective working with GMCA, other North West regional partners and agencies as well as national bodies and central government.
3. To be responsible for the strategic direction for the Council's property assets, providing leadership to Trafford's Investment strategy ensuring a balanced portfolio of assets is achieved that delivers immediate outturns alongside longer term development opportunities that will generate income and create growth.

Corporate Leadership

- 1) To be a full and active member of the Corporate Management Team; providing mutual support for members of that team.
- 2) To provide confident corporate leadership and a clear sense of direction and purpose that enables the Council to deliver its vision, values, policies and priorities.
- 3) To form strategic alliances and develop effective working relations with partners, government departments, user groups, business and industry, voluntary sector groups, including championing the interests of Trafford's

community, stakeholders and partners.

- 4) To lead, facilitate and be accountable for corporate, cross service and agency working to achieve the most effective services possible for Trafford's communities, and ensuring Trafford plays a full part in national, regional and sub regional activities.
- 5) To act as an ambassador for the Council by promoting its interests, building a positive image and managing its reputation.
- 6) To provide clear and timely strategic advice, guidance and support to Members and the Chief Executive and to actively contribute to strategic, corporate and service policy and decision making.
- 7) To lead through personal example, open commitment and clear action, ensuring a positive approach to valuing diversity, resulting in equality of opportunity, access and treatment in service delivery, employment and external communications.

Leadership of the Economic Growth & Investment Directorate

- 8) To be accountable to the Chief Executive for the strategic leadership, delivery and operational effectiveness of the Economic Growth & Investment Directorate to continuously improve services including the leadership, management and development of an effective senior management team.
- 9) Play a key role in leadership both internally and with external partners and stakeholders, breaking down silo mentality and encouraging an innovative borough-wide approach, in line with Members' expectations.

Service Portfolio Responsibilities including

- 10) To lead and deliver economic growth, development and regeneration across Trafford, to ensure Trafford optimises its economic base and weight as the development of the City region emerges.
- 11) To ensure the effective strategic acquisition, management and development of land and property and use of Council assets, land and buildings for the benefit of Trafford, in conjunction with the Private Sector where appropriate.

Other Duties and responsibilities

- 12) To carry out any other duties and responsibilities commensurate with the post as required by the Chief Executive.

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 & 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.

Confidentiality

To adhere to the Council's policies and procedures on confidentiality and the management and sharing of information.

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

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STAGE ONE: Disabled candidates are guaranteed an interview if they meet the essential criteria

<i>MINIMUM ESSENTIAL REQUIREMENTS</i>	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
<ul style="list-style-type: none"> An appropriate professional qualification within the remit of the directorate with evidence of continuous professional development (CPD). 	A, C
2. Experience	
<ul style="list-style-type: none"> A proven track record of corporate and strategic leadership and management experience at a senior level within local government or a large complex organisation. 	A, I
<ul style="list-style-type: none"> Demonstrable experience of working successfully and effectively as part of a corporate senior management team and of formulating corporate strategies, policies, objectives, and targets. 	A, I
<ul style="list-style-type: none"> A proven track record of leading, motivating and managing multi-disciplinary teams and of developing a culture that has achieved a high level of performance and continuous service improvement. 	A, I
<ul style="list-style-type: none"> A proven track record in leading economic growth, development and regeneration including developing robust relationships with partner agencies and central government 	A, I

<ul style="list-style-type: none"> • An ambitious manager looking to prove their capability in a complex organisation facing considerable internal and external challenges • Success in developing and building a multi-disciplined team of effective managers in a large and complex organisation. • A proven track record of working effectively in cooperation and partnership with a wide range of communities, partner agencies, private sector providers, public agencies, voluntary bodies and statutory authorities. • Evidence of success in providing professional advice to Councillors or board members and handling of sensitive political issues. • Evidence of leading on resource and financial management, including evidence of managing and developing budgets at a strategic level, and ensuring rigorous monitoring and control procedures. • Clear and demonstrable understanding of business principles, economic drivers and sound commercial skills • Proven experience of promoting the interests and positive images of a large organisation and of managing organisational reputation, both internally and externally. • A record of success in promoting diversity and creating equality in service delivery and employment. 	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
<p>3. Knowledge</p>	
<ul style="list-style-type: none"> • A clear understanding and knowledge of the current issues facing local government and the wider public sector. • A clear understanding and knowledge of current regeneration and economic development issues facing local government and the wider public sector in the context of a reform agenda. • Good knowledge and understanding of the legislative framework and key issues relevant to the allocated service portfolio. • A broad understanding of the value and use of new technologies in improving services, and modernising working processes. 	<p>I</p> <p>I</p> <p>I</p> <p>I</p>
<p>4. Skills & Abilities</p>	
<ul style="list-style-type: none"> • Ability to think, plan and act corporately and strategically. • Ability to lead and motivate others to high performance, especially in difficult times and through transformational change. • Political sensitivity and high-level influencing and interpersonal skills and the ability to establish credibility quickly. • Effective presentation, communication and interpersonal skills and the ability to adapt personal style to meet the needs of the 	<p>I, AC</p> <p>I, AC</p> <p>I, AC</p> <p>I, AC</p>

<p>audience.</p> <ul style="list-style-type: none"> • Ability to analyse complex issues and adopt a creative approach to problem solving and service delivery in challenging circumstances with competing priorities. • Ability to build positive relationships and lead and/or work in multi-functional teams to create improvement in service delivery or corporate working • Ability to foster partnerships, work collaboratively across organisational boundaries and achieve performance and results through others. • Excellent influencing and negotiation skills. • Robust and resilient. • Ability to communicate and promote the organisation's vision, values, policies and priorities. • Ability to work irregular hours as required to meet the demands of the post, including the attendance at evening and weekend meetings and civic functions as required. 	<p>I,AC</p> <p>I, AC</p> <p>I, AC</p> <p>I, AC</p> <p>I, AC</p> <p>I, AC</p>
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