

Post Specification

Date	December 2023
PG Number	PG7139
Post Title	Directorate Support Manager
Job Family	Organisational Support
Job Family Role Profile	OS15
Final Grade	Grade 15

To be read in conjunction with the job family role profile

Service Area description

Working to the Director of Thriving Communities

Purpose of this post

To improve outcomes for people in Westmorland and Furness through leading the development, coordination and delivery of the Thriving Communities directorate's business management, corporate governance and strategic planning processes; supporting continuous improvement and successful collaboration.

Key job specific accountabilities

1. Lead the planning, development and delivery of efficient and effective strategic planning, managing the directorate business and corporate governance systems for the Directorate.
2. To be responsible for the smooth and efficient operation and flow of key directorate business meetings including forward planning, horizon scanning, liaising with key stakeholders to develop and implement a framework within which the directorate can function effectively in all areas of its internal and external business.
3. To ensure the directorate is adhering to and contributing to the effective operation of corporate strategic planning, democratic and governance processes; for example, the Environment and Community Scrutiny Board, including compliance with timescales for the production and sign off of reports; supporting the Director and Assistant Directors within the Directorate.
4. Work closely with Directorate Management Team and the Extended Directorate Leadership Team, to enable effective collaborative working, integration, strategic planning and continuous improvement.
5. Develop, maintain and continuously improve the business processes of the Directorate ensuring that monitoring, planning, internal audits, performance, risk, budgets, staffing, efficiencies, management information and other relevant aspects of business management and corporate governance function meet the needs of the Directorate as well as customer and corporate requirements.
6. Support the directorate in the management and monitoring of the council's scheme of delegation, annual governance statements and other key expectations to ensure full compliance for the Directorate.

7. To contribute to the delivery of the Directorate's and Council's corporate priorities and to co-ordinate the input for the directorate on corporate initiatives and/or projects as shall be required from time to time.
8. Lead projects and research, making recommendations for best practice within the two directorate.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> • None
Staff Management Responsibilities	<ul style="list-style-type: none"> • Supervision and matrix management of staff on projects
Other	<ul style="list-style-type: none"> • None

Essential Criteria - Qualifications, knowledge, experience and expertise

- Degree and/or relevant professional qualification and/or equivalent recent and relevant experience in the service areas of Thriving Communities.
- Excellent organisational and planning skills
- Excellent understanding of governance and democratic processes
- Problem solving and solution focused approach
- Experience of working with managers and partners at all levels
- Ability to negotiate and influence
- Change management experience
- Excellent presentation and report skills
- Political awareness

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	<ul style="list-style-type: none"> • none
Physical Demands	<ul style="list-style-type: none"> • none
Working Conditions	<ul style="list-style-type: none"> • none

Other Factors

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