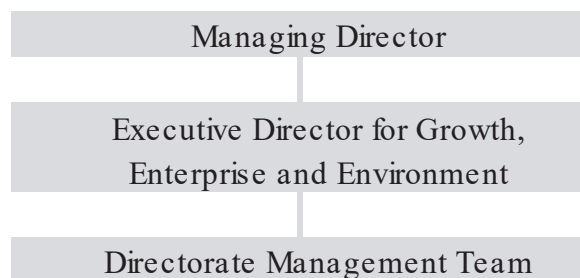




## Job Description

Post Title	Executive Director for Growth, Enterprise and Environment
Grade	Director 1
Directorate	Growth, Enterprise and Environment

### Reporting line:



### Directorate Purpose:

The directorate brings together resources in planning, transport, business growth, employment and skills, environmental services, and climate, to deliver the Council's vision "a flourishing future".

### Job Purpose:

The Executive Director's role is to:

- Contribute to the leadership of the whole council team as part of the Executive Management Team.
- Lead, manage, inspire and develop the Growth, Enterprise and Environment teams to deliver on all of the council's corporate plan priorities:
  - **Tackling Climate Change and Enhancing the Natural Environment**
  - **Meeting Residents' Needs**
  - **Improving the Physical Appearance of the Borough and Enhancing Prosperity**
  - **Investing for the long-term**
- Harness the skills and capacity of partners within the borough and across the Tees Valley and beyond to help deliver those objectives.
- To live and promote the Council's values of:
  - **To keep communities central to what we do**
  - **To be caring and respectful**
  - **To be bold, ambitious and aspirational**
  - **To promote equality of opportunity**
  - **To always aim to get the job done, to the best of our ability within available resources**



## Relationships:

**External:** The Executive Director will build and maintain excellent relationships with key organisations including, but not limited to the Tees Valley local authorities, Tees Valley Combined Authority, South Tees Development Corporation, Police and Fire services and other key public bodies, housing associations, relevant government agencies and departments, and the business community generally.

**Internal:** The Executive Director will need to develop and maintain effective working relationships with Elected Members, the Cabinet and the Executive Management Team, and work collaboratively with colleagues in all service areas across the council.

**Accountable to:** The Managing Director, working closely with Executive Management Team colleagues.

**Accountable for:** The management and performance of the directorate and its staff.

**General:** The Director will develop and make effective use of their influence and relationships across the Tees Valley, northeast region, nationally and the wider global economy, to ensure that the council continues to develop its profile and accesses the maximum level of opportunities and funding to support delivery of its priorities.

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## Key duties and responsibilities:

### 1. Strategy/Policy

- a. Develop the Corporate Plan and the people, money and place plans that support it.
- b. Develop specific strategies in relation to Growth, Enterprise and Environment such as, for example, the Local Plan, area growth plans, climate strategy, housing and transport strategies.

### 2. Leadership

- a. Lead and inspire the directorate to ensure that it provides excellent and efficient services, contributing proactively at local, regional and national levels to improve prospects for economic growth and ensure that corporate plan priorities are delivered
- c. Ensure that Redcar and Cleveland is ideally placed to influence and develop the strategies of both the Tees Valley Combined Authority and South Tees Development Corporation, so that their respective influence, resources and services deliver better outcomes for this Borough.
- e. Proactively support the Council and the Managing Director in the corporate leadership of the Council to lead, plan and deliver the Council's priorities, promoting best practice and learning from others.
- f. Achieve an organisational culture consistent with the Council's one-team approach, ensuring that employees are motivated and driven to achieve for the people and communities of the Borough, drawing on their skills, creativity, passion and commitment.

### 3. Services

- a. Develop and implement a service plan for the Directorate that delivers excellent services and improves quality across the Directorate, in line with the Corporate Plan.
- b. Develop strong partnership arrangements to support the Council and Directorate in achieving the best possible outcomes for the Borough.
- c. Use these services and partnership arrangements to promote employment, social inclusion, participation in climate reduction opportunities, physical development, environmental improvements and sustainability of opportunity for the citizens of Redcar and Cleveland.

### 4. Organisation Performance

- a. Ensure organisational planning, monitoring and reviewing is consistent with the Corporate Plan and drives improvements in the quality and efficiency of service provision.
- b. Create and implement a framework for high performance working within the Directorate that drives continuous improvement in efficiency, quality and standards.
- c. Develop strong working relationships with external regulators, auditors and inspectorates to ensure that the requirements of external assessment frameworks are exceeded.

### 5. Financial Management

- a. Ensure that the Directorate's budget planning, expenditure and monitoring is in accordance with the Council's standards and that financial resources are used to achieve high quality, effective and efficient services providing maximum value for money.
- b. Maximise the identification and accessing of external resources to deliver growth, enterprise and an excellent sustainable environment.

### 6. People Management

- a. Recruit, manage and develop employees ensuring their well-being at work in order to deliver services to the highest standards in a changing and challenging environment, whilst maintaining a one-team approach.
- b. Draw on the skills and expertise of staff across the organisation, working alongside other Directors, to corral the best possible support for the effective delivery of our growth, climate and environmental ambitions.
- c. Create and implement a robust communication framework, that ensures all staff within the directorate are kept well informed of key Council decisions and ensures that effective day to day communication channels within the directorate.

## 7. Partnership Working

- a. Develop and maintain efficient and effective partnership arrangements across all sectors and across Tees Valley and beyond.
- b. Develop and implement effective communication and engagement plans with stakeholders and partnership agencies to engender high level of understanding of roles for the delivery of high-quality services.
- c. Develop and implement systems which help partners in the development of strategy and plans and work to the benefit of sustainable economic growth.

## 8. Statutory Responsibilities

- a. Ensure that all statutory responsibilities contained in all relevant legislation are met, delivering successful outcomes for the benefit of regeneration activities.

### General/Corporate Responsibilities:

1. To undertake such duties as may be commensurate with the seniority of the post.
2. To ensure that the Council's corporate Health & Safety policy is followed, and training is undertaken in all pertinent health and safety procedures.
3. To partake in the Council's and Directorate's staff training and development policies.
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner.
5. To demonstrate a commitment to the principles of equal rights both in relation to employee issues and service delivery, and adhere to the policies of the Council in the performance of your duties.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives.
7. To ensure the highest standards of customer care are met at all times.
8. To ensure the principles of Best Value in service delivery are fundamental in all aspects of involvement with internal and external customers.
9. To participate in the Council's system of performance appraisal.
10. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.

Last Updated: June 2022



## Person Specification

JOB TITLE	GRADE	DIRECTORATE
Executive Director for Growth, Enterprise and Environment	Director 1	Growth, Enterprise and Environment

### NOTE TO APPLICANTS

Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	NECESSARY REQUIREMENTS		* M.O.A.
	Essential	Desirable	
EXPERIENCE	<ul style="list-style-type: none"> <li>• Proven record of successful strategic leadership in fields relevant to the post, the direct management and development of professional staff and the establishment of performance management processes.</li> <li>• Proven record of participation in corporate management and the development of corporate objectives, policies and strategies in an organisation of comparable size and complexity.</li> <li>• Experience of developing and maintaining strategic partnerships.</li> <li>• Experience of business development and property development in the private and public sectors.</li> <li>• Experience of identifying and developing funding opportunities.</li> <li>• Successful leadership, programme management and delivery of major corporate and high-profile cross boundary regeneration projects.</li> <li>• A record of success in creating equality in service delivery and employment.</li> </ul>		AIR



<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Strong leadership and motivational skills.</li> <li>• Able to develop, communicate, persuade and gain ownership in the creation of a clear vision and direction.</li> <li>• Ability to think, plan and act strategically and corporately with high levels of creativity and innovation.</li> <li>• Ability to provide professional advice to EMT colleagues and Members.</li> <li>• Highly developed networking and advocacy skills and the ability to apply these to a variety of audiences.</li> <li>• Ability to be an enthusiastic and effective ambassador for the Council, its stakeholders, and partners.</li> <li>• Excellent written and oral communication skills.</li> </ul>		A C I R
<b>EDUCATION/ QUALIFICATIONS/ KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Degree level or equivalent.</li> <li>• Knowledge and a significant understanding of Regeneration and key issues relevant to the portfolio of service responsibility.</li> <li>• Clear understanding and knowledge of the workings of local government including its legal, financial, political and social contexts and processes.</li> </ul>		C I
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Flexible approach to work by responding to the needs of the services including at time requirements to work beyond normal working hours.</li> <li>• Highly motivated, flexible approach.</li> <li>• Evidence of own personal development.</li> <li>• Strong team player, committed to an ethos of continuous improvement.</li> </ul>		I R

<b>CRITERIA</b>	<b>NECESSARY REQUIREMENTS</b>		<b>* M.O.A.</b>
	<b>Essential</b>	<b>Desirable</b>	
<b>COMMITMENT TO EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities.</li> <li>• Knowledge of equality and diversity in terms of best practice and current trends in legislation.</li> </ul>		A I
<b>COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE</b>	<ul style="list-style-type: none"> <li>• Evidence of providing a customer focused service and the ability to recognise the needs of different service users.</li> <li>• Provide evidence of linking day to day duties to performance management framework.</li> </ul>		I R

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION  
T = TEST AC = ASSESSMENT CENTRE R = REFERENCES