Generic Role Profile:  Strategic Leadership  Level B - Assistant Director

Role Purpose, Context and Scope:
- Accountable for developing and directing the corporate activities of the Council at a strategic delivery level.
- Horizon scanning 1-3 years; emerging practices and seek out the latest thinking and innovation across their service areas.
- Work with Councillors in setting and delivering the strategic aims and objectives of the Services they lead.
- Provide strong leadership, direction and guidance to senior managers regarding the allocation of resources, risk management, change management and management behaviours within the services they lead.
- To role model the values and behaviours of the organisation so others can see and hear, and learn from you.
- Lead on developing the capability of the workforce so the organisation has the right skills at the right time in the right place.

Indicative Accountabilities:
- To influence and contribute to delivering objectives set out in the Corporate Plan considering the impact of internal and external factors.
- Create and build effective relationships internally and externally with key stakeholders and instil in direct reports the imperative for accountability, responsibility and collaboration with others, for example: Councillors, other Boroughs, the communities we serve and partners.
- Lead and work collaboratively across all service areas with other senior managers (including those from partner organisations and agencies) in order to generate efficiencies.
- Effectively lead and manage staff (set, monitor and evaluate objectives on an annual basis).
- Drive significant cultural change through the corporate infrastructure.
- Be accountable for associated budget and have affordable plans in place to deliver the Medium Term Financial Plan.
- Provide assurance that the services are compliant and performance monitoring is part of the corporate rhythm, and exceptions have robust action plans.
- Lead and work collaboratively across programmes and service areas to ensure effective risk management and organisational resilience, including developing effective procedures to implement the Council’s policy and strategy.
- Be an ambassador for Haringey.

Example Job Titles at Level B:
- Assistant Director
- Director of Adult Social Services
- Programme Director Tottenham

Indicative Performance Measures:
- Specific measures from the Medium Term Financial Plan.
- Achievement of Council’s Corporate Priorities.
- Achievement of the outcomes within the Council’s Corporate Priorities and Workforce Plan within their service.
- Participate in external assessments e.g. Ofsted, Peer Review.

Indicative Dimensions:
- Work involves development of specific service areas and integration of internal services with some integration with external partners.
- Has a prime responsibility for the financial management of specific service area.
- Jobs at this level operate with a wide level of discretion over staffing, resources and decisions provided that actions are consistent with Council policies.
- Can lead and deliver in a political environment.

Haringey Values:
- Lives, and can articulate for others, our values: Human • Ambitious • Accountable • Professional

Leadership Qualities:
- Achieving Ambitious Outcomes – Makes sure that all activities contribute towards the organisation’s vision and goals. Typically looks two to three years ahead.
- Service Excellence – Continually strives for a better future. Measures success and takes action to achieve and maintain excellence.
- Thinks Differently – Has sharp thinking to look at information in a new way. Comes up with many ideas and advocates change/new approaches. Is comfortable being uncomfortable.
- Visible Leadership – Is a corporate leader, showing teams the strategic direction. Understands individuals, what motivates them and how to get the best from people.
- Work in Partnership; One Council – Uses initiative to build networks and relationships internally and externally, consulting widely, particularly with residents. Understands the nature of conflict and finds ways to deal with this.
- Open Communication - Assertive and influential. Maintains a calm and optimistic tone, and has the confidence to challenge and persevere, even in the face of strong opposition. Listens to and shows empathy for different perspectives.

Indicative Knowledge, Qualifications, Skills and Experience:
- Deep knowledge of concepts, principles and practices gained through extensive experience and development in a specific field.
- Degree level or equivalent qualification plus substantial post qualifying in specialised field.
- Membership of appropriate professional body by examination e.g. CIPFA, RICS or evidence of continuing professional development (CPD).
- Excellent communication skills.
- Ability to work with high level internal and external stakeholders.
Job Specific Profile

Job Title and Service Area:

Assistant Director for Corporate Transformation and Resources

Role Purpose:

This role acts as the Deputy to the COO for Resources and can be allocated with the Deputy S151 role for the person with the appropriate qualification.

This role is responsible for the allocation of corporate resources to the business but especially in relation to the corporate transformation programmes, both in support of the delivery of the Council’s Corporate Plan. The role is responsible for the lead business partners for Finance, HR, Digital & IT, Intelligence, Performance and Data as well as the corporate programme management office.

The role is a new role within the Haringey senior team and will need developing however this role forms the link between the corporate centre and the rest of the business so plays a lead business partner role across the Council and to the wider community.

The role will work closely with the Customer Service Centre and the Shared Service Centre to provide high quality services and support to the rest of the Council.

This role will lead on the co-ordination of transformation activity across the Council and will act as advisor and developer of ideas for transformation in support of other senior colleagues.

Main Responsibilities (in addition to indicative accountabilities on generic profile):

1. Act as the Council’s Deputy S151 officer if appropriate
2. Accountable for the development and management of the business partnering model of operation within the Council
3. Accountable for the overall co-ordination, monitoring and reporting of transformation programmes within the Council
4. Accountable for ensuring appropriate governance over the delivery of corporate plan outcomes and particularly the delivery of transformation programme outcomes
5. Responsible for the appropriate further development of the corporate resource allocation model and oversee the allocation of central resources to the business and transformation programmes
6. Delivery of corporate plan outcomes as appropriate
7. Develop and manage the areas of new functionality within the COO business unit (Business Partner Approach, Intelligence, Performance, Data Management)
8. Oversee the implementation of the IT Shared Service with LB’s Camden and Islington
9. Responsible for the appropriate management of external temporary and transformation resources (Agency, Interims, Consultants)

Knowledge, Qualifications, Skills and Experience (in addition to those on generic profile):

- Appropriate accounting qualification desirable but not mandatory
- Experience of operating in a dynamic and complex environment successfully managing a range of functions and services.
- Experience of managing significant organisational change and transformation
- Experience of developing and delivering complex and large transformation programmes relationship management skills
- Experience of working in a business partner environment
- Experience of developing cross-sector partnerships working both as a contributor and in a leadership role.
- Experience of high level strategic planning and the delivery of high quality services to meet local needs
- Able to provide thought leadership on future local government service delivery options
### Job Specific Profile

**Dimensions:**

- Role reports to: Chief Operating Officer
- No. Direct reports: 6
- No. Indirect reports: 0
- Total staff headcount: unknown – new area therefore will change
- Staff budget: unknown – new area therefore will change
- Other budget: unknown – new area therefore will change

**Other information:**

**Functional Areas**
- Finance
- HR
- Digital & IT
- Intelligence, Performance, Data Management
- Corporate Programme Management Office
- Close links to Shared Service Centre and Customer Service Centre

**Organisational Structure (attach as an appendix)***