

Job description

Job title: Corporate Director for Digital and Change
Grade: Chief Officer, £86,700 - £112,000

Purpose and impact

To work with the Chief Executive, Executive Directors and other Corporate Directors and Elected Members to develop, shape and embed the Council's strategic vision into transformational plans; working across the whole organisation, actively fostering collaborative working across services and the organisation to deliver the intended service outcomes.

Responsible for driving growth, continuous service improvement, innovation and good practice across the function's allocated services. Providing corporate leadership for employees within the Council, and with wider partnership bodies and agencies.

The allocated operational units within the portfolio currently contain the following functions and remit:

- Enterprise Architecture and Strategic Solutions
- Programme Management Office
- Strategic Projects including Shaping Dorset Council Programme
- Digital Solutions

The postholder leads a Directorate of circa 54 people with a staffing budget of 1.4 million (subject to confirmation)

This is a generic job description applicable to Corporate Directors. It summarises the major responsibilities of the post and is not intended to exclude other activities. The allocation of services may change at the discretion of the Chief Executive and Executive Cabinet.

Corporate Accountabilities

- Providing a clear strategic direction and fostering a culture of collaboration and excellence.
- Promoting an integrated approach to the management and delivery of allocated services and leading on such corporate initiatives as may be allocated from time to time by the Chief Executive and Executive team.
- Ensuring that all services are delivered within budget and that available resources are used to best effect.
- Ensuring robust and effective corporate governance with financial, performance and risk assurance systems and processes in place.
- Driving a customer-focused and innovative organisational culture, taking controlled risks to achieve greater success and outcomes for our residents.



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- Representing and promoting the Authority at local, regional and national levels, raising the profile of Dorset and sharing best practice from a range of sources to influence national policy making.
- Promoting the delivery of a strong digital agenda and encouraging the use of new technologies.
- Recognising and promoting all opportunities to share service provision and facilitate entrepreneurial new income generation opportunities.
- Complying with risk management and health and safety standards.
- Recruiting, selecting and developing Heads of Service and other colleagues within the Directorate, instilling positive leadership behaviours within a continually developing cultural environment.

This is a politically restricted post as required by the Local Government and Housing Act 1989.

Specific Professional Responsibilities:

- Working with the Chief Executive and leadership team to develop a vision for securing leading edge technological advantage, overseeing its design and delivering it to our residents with a focus on adding real value.
- Driving, leading and managing major and complex change, at pace, with the aim of increasing efficiency and improving outcomes for Dorset, engaging and involving key stakeholders.
- Developing a Programme Management Office to support service transformation.
- Driving a range of strategic in- train projects through to completion, ensuring that evaluation is used effectively to inform future development.
- Developing strategy for the digital enablement of new business processes as prioritised across the Council.
- Leading on developing the Council's ambitions into effective enterprise change by creating and communicating the key insights (requirements, principles, models) that describe future state and enable sustainable transformation.
- Exploiting emerging technologies and innovation to improve organisational efficiency, effectiveness and agility. Ensuring that systems effectively support business processes, adding value and are flexible to changing service needs.
- Participating in the Council's Duty Gold / Silver on-call rota providing resilience and major incident response leadership when required and to undertake appropriate training as set out in the emergency response plan and ensure these skills are kept up to date.
- Ensuring appropriate business continuity planning and emergency response procedures are in place.



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NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to: Executive Director for Corporate Development

Responsibility for: Change and Transformation Programmes, ICT Enterprise Architecture

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations
Required by law, and/or essential to the performance of the role
1. Educated to degree level or equivalent.
2. Relevant profession or managerial qualification.
3. Evidence of continued professional, managerial and personal development.
Experience
4. Experience of working successfully, as a senior leader in a large, complex organisation.
5. Experience of successfully leading large scale system wide transformation and cultural change programmes at pace.
6. Experience of successfully implementing new operating models from conceptual to detailed design.
7. IT literate with experience of implementing digitally enabled changes to business processes and working practice.
8. A record of achievement in leading and influencing decision making, policy formulation and service delivery.
9. Understanding the broad range of issues facing local government and the implications for service provision and delivery.
10. The ability to interpret and understand complex financial and budgetary information to effectively manage resources.
11. Experience of delivering significant improvements through robust individual and service performance management.
12. Success in developing effective working relationships, building trust and influencing partnerships to deliver services.
13. Experience of making difficult or contentious decisions and the ability to constructively manage conflict.
Skills, abilities & knowledge
14. Be creative and innovative in developing, and leading initiatives to support the achievement of organisational goals.
15. Be an inspirational leader able to support and motivate people at all levels within the organisation.
16. Be collaborative, flexible and personally able to foster a positive organisational culture in an ever-changing environment.
17. Able to deliver successful outcomes through others using leadership and motivational skills, as well as directly inspiring and developing high performance in direct reports.
18. Able to carefully exploit technology to disrupt traditional service models without exposing customers and services to unacceptable risk.
19. Have the tenacity and professional courage to oversee the successful resolution of significant issues and projects.



Personal Attributes	
20.	A high degree of political awareness, sensitivity and commitment to working closely with all councillors, local organisations and communities.
21.	Exceptional communication skills as a credible and convincing advocate for the Council, relating to people at all levels both inside and outside the organisation. An open, facilitative and persuasive manner with highly developed interpersonal skills.
22.	Highly developed negotiation and influencing skills.
23.	Professional credibility and self-awareness to build rapport, credibility, trust and confidence.
24.	A proven ability to challenge others respectfully and constructively, driving colleagues' performance through coaching/mentoring skills.
25.	Self-motivated with a strong sense of purpose and drive for achievement.
26.	Consistently demonstrates resilience under pressure.
27.	Personal commitment and evidence of achievement in the promotion of equality and diversity, both in service delivery and employment.
Behaviours	
28.	Respect
29.	Responsibility
30.	Recognition
31.	One Team: Collaboration

Approval			
Manager		Date	

