

## Job Description

<b>DIRECTORATE:</b>	Communities
<b>POST:</b>	Corporate Director
<b>GRADE OF POST:</b>	JNC Salary Scale
<b>RESPONSIBLE TO:</b>	Chief Executive

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### JOB PURPOSE:

To work with the Chief Executive and Cabinet to ensure the development of effective strategies and policies which support the overall objectives of the council.

To take lead responsibility for and manage and develop the council's Communities portfolio of services: Planning & Development; Strategic Regeneration; Economy, Natural Resources & Sustainability; Cleaner Streets & Waste; Highways & Green Spaces; and Corporate Landlord.

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### PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To contribute to the effective leadership of the council, helping to develop, deliver and implement strategic plans to achieve the vision of 'One Council working together to improve lives' and the council's Wellbeing Objectives.
- To contribute to the effective corporate management of the council, including providing professional advice on services delivered by the directorate, cross organisational issues, integrated business and resource planning, corporate governance, risk management, financial and performance management.
- To lead key strategic projects on a local or regional basis to ensure a corporate and collaborative approach is adopted, including Cardiff Capital Region City Deal.
- To promote and take a lead role in working in partnership to achieve substantial operational service change, to shift the responsibility for the delivery of services, where appropriate, from the council to town and community councils, the third sector and citizens to ensure they remain sustainable and to ensure relevant help and support is made available to help this happen in an effective way.

- To lead and manage the services within the Communities portfolio such that they are resourced to be fit for purpose and operate safely and in accordance with the standards required by the council, and the council's commitment to continuous improvement.
- To provide managerial leadership that enables the development and implementation of customer focused services and an exemplar of the council's values and culture; promoting leadership and competent management by building and developing the strengths and talents of all employees to enable them to deliver quality services.
- To discharge the duties of the post conscientiously, undertaking such other duties and training as may be considered appropriate by the council including such reasonable out of hours working as may be necessitated by the duties of the post.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children's Safeguarding Assessment Team.