

Central
Bedfordshire
Council
Priory House
Monks Walk
Chicksands,
Shefford SG17 5TQ



TO ALL MEMBERS OF THE APPOINTMENTS SUB-COMMITTEE

29 July 2013

Dear Councillor

APPOINTMENTS SUB-COMMITTEE – FRIDAY, 2 AUGUST 2013

Further to the agenda and papers for the above meeting, previously circulated, please find attached the following report which was marked to follow:-

5. Appointment of Director of Regeneration and Business Support

To consider a report setting out a draft job description and person specification for the post of Director of Regeneration and Business Services together with a timetable for the recruitment process.

Should you have any queries regarding the above please contact me

Yours sincerely

Leslie Manning
Committee Services Officer

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Meeting: Appointments Sub-Committee
Date: 29 July 2013
Subject: Appointment of Director of Regeneration and Business Support
Report of: Cllr James Jamieson, Leader of the Council
Summary: The report proposes a job description and person specification to be used in the recruitment of the Director of Regeneration and Business Support. Also a timetable for the process of recruitment and selection.

Advising Officer: Louise Manley, HR Business Partner
Contact Officer: Louise Manley, HR Business Partner
Public/Exempt: Public
Wards Affected: All
Function of: General Purposes Committee

CORPORATE IMPLICATIONS

Council Priorities:

The appointment to this post will support all council priorities.

Financial:

1. Appointment to this post is budgeted for in the Council's Medium Term Financial Plan.

Legal:

2. The appointment will be carried out according to the Council's constitution and will not breach any relevant legislation.

Risk Management:

3. No risks identified.

Staffing (including Trades Unions):

4. Not Applicable.

Equalities/Human Rights:

5. This post will be responsible for the legal implementation of equalities and human rights policies.

Public Health

6. Not applicable

Community Safety:

7. Not Applicable.

Sustainability:

8. Not Applicable.

Procurement:

9. A recruitment partner is being appointed through a competitive process in line with the Council's procurement rules

RECOMMENDATIONS:

The Sub-Committee is asked to:

1. **Endorse the attached job description and person specification**
2. **Note the proposed timetable for the recruitment and selection process**

Job Description and Person Specification

10. A draft job description and person specification for the post is attached at Appendix A. The Sub-Committee is asked to ratify the job description and person specification for use in the recruitment process.

Recruitment Timetable

11. In consultation with various stakeholders and taking account of other diarised meetings, it is proposed that the recruitment timetable will be as follows:

Dates	What	Comments
02/09	Advert appears	
01/10 – 7/10	Closing date for applications	
8/10	Appointments Sub-Committee long listing	Clr Hollick unavailable
9/10 – 17/10	Long listed candidates are interviewed and tested, and meet (informally) the Leader and Chief Executive	
18/10 – 25/10	Appointments Sub-Committee short listing	
28/10	Appointments Sub-Committee interviews and agrees successful candidate	
29/10 – 30/10	Executive notification process	Will proceed to offer if there are no well founded objections
31/10 – 1/11	Offer of appointment made	

Appendices:

Appendix A – Draft job description and person specification

Background Papers: (open to public inspection)

None

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Job description

JOB TITLE:	Director of Regeneration and Business Support
DIRECTORATE:	Regeneration and Business Support
SERVICE:	Regeneration and Business Support
GRADE:	Director Grade
DATE PREPARED:	May 2013

REPORTS TO:	Chief Executive
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JOB PURPOSE:

To lead the Directorate, which develops and delivers the Regeneration Strategy for Central Bedfordshire in the context of the Council's ambition to make the area a great place to live and work.

To ensure that the council works with businesses in Central Bedfordshire to nurture and support sustainable growth, to the benefit of local residents.

To contribute to building a resilient and skilled local workforce which can make the most of opportunities for employment in Central Bedfordshire.

To lead the Planning, Business Support and delivery functions to create a coherent and aligned offer to our residents, developers and other key stakeholders.

MAIN ACCOUNTABILITIES:

1. To develop and guide the Local Development Plan process to achieve an agreed plan that meets the needs of Central Bedfordshire and to continue to develop and implement the plan;
2. To work with colleagues, elected Members and key partners to develop, agree and implement a strategy to maximise the economic and business potential of Central Bedfordshire;
3. To design and deliver major programmes, prioritising key dependencies and managing the process to concrete outcomes, such programmes to include, for example, the M1/A5 link;
4. To forge productive partnerships with key businesses and business representatives in Central Bedfordshire, understanding and reflecting their needs and deploying appropriate council resources to meet them;
5. To understand the dynamics of the employment and skills market in Central Bedfordshire, intervening with council services or with key

Appendix A

- partners to secure maximum opportunities for Central Bedfordshire residents;
6. To lead and embed an organisational culture which is collaborative and aligned to our priorities, through engaging teams and individuals;
 7. To work with the Chief Executive and as a member of the Council's Management Team to develop, deliver and monitor the Council's corporate strategies, objectives and priorities;
 8. To ensure that the whole directorate is united in the common purpose of delivering the regeneration strategy and that officers work effectively with each other and across organisational boundaries to achieve this aim;
 9. To ensure that all employees in the directorate are appropriately skilled and highly motivated to achieve the aims of the council, participating in and contributing to development programmes;
 10. To ensure the business strategy incorporates relevant and high quality customer feedback and is positively communicated and understood throughout the organisation;
 11. Communicate and promote the Council's vision, values, objectives and priorities effectively to staff, partners and the public and demonstrate these values in action;
 12. To take a lead role in regional or other partner agencies such as SEMLEP or Citydeal;
 13. To ensure that the Directorate has processes to ensure continual improvement and deliver efficiencies as set out in the Medium Term Financial Plan.

CONTACTS:

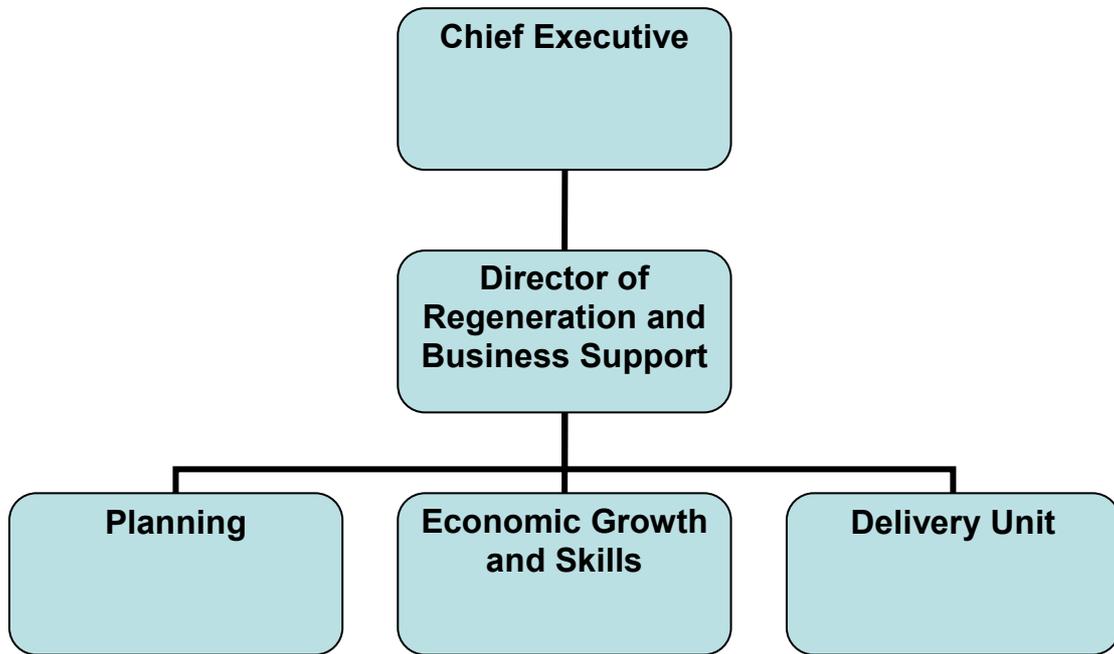
- Chief Executive other Senior managers from all directorates in the Council
- Elected members
- Partners from the Public, Private, independent and Voluntary and Community Sectors

RESOURCE CONTROLLED:

- 3 Direct Reports; about 200 staff in total
- Budgets:

Type	Revenue	Capital	Total
To be advised by the Chief Finance Officer			

ORGANISATION CHART:



PERSON SPECIFICATION

	Essential Criteria
1. Qualifications	<ul style="list-style-type: none"> • Educated to Degree level or equivalent. • Evidence of continuing professional and management development.
2. Relevant Experience	<ul style="list-style-type: none"> • Experience of leading at least one of the services areas outlined, whether in the public or private sector, with a track record of improving service quality and performance standards. • Experience of successfully developing and delivering regeneration strategies. • Experience of identifying opportunities and risks for regeneration activities and delivering benefits through the tactical and strategic management of those opportunities and risks. • A ‘deal maker’ – understanding how to get the best for the organisation and the population we serve whilst not compromising on probity or due process. • Extensive experience of working with businesses and helping them to grow.
3. Skills and Abilities	<ul style="list-style-type: none"> • Knowledge of the challenges facing local government and an understanding of the political and corporate environment in which it operates. • Strategic awareness and the ability to develop effective relationships and networks that enable the delivery of organisational goals. • Ability to deliver ambitious objectives through effective prioritisation, project management and the efficient use of resources. • Ability to make clear management and financial decisions that take full account of value for money, cost management, efficiency and risk. • A thorough understanding of customer care principles, systems and methods. • Highly developed oral, written and presentational skills, able to influence negotiate, develop and implement communication strategies for a large and complex organisation. • Ability to recognise where change is needed, to embrace and create an enthusiasm for change and to work effectively with others to deliver outcomes.

	<ul style="list-style-type: none">• Ability to operate effectively within the democratic processes ensuring effective relationships with elected Members built on mutual trust, confidence and respect.• Ability to provide strong, visible and supportive leadership, enabling, motivating and developing the workforce in a culture of mutual respect.• Ability to propose, develop and implement effective strategies, making clear informed, appropriate and timely decisions, enabling the achievement of agreed outcomes.
4. Style and Behaviour	<ul style="list-style-type: none">• Inspirational, highly motivated, enthusiastic leader, with a clear vision and unrelenting commitment to business transformation.• Politically astute and sensitive with an ability to make progress in complex policy areas.• High levels of energy, stamina and resilience.• Strong corporate orientation and a commitment to work in a broad cross cutting manner across the Council and its partners.• Personality, conduct and credibility that engages and commands the confidence of elected Members, colleagues and other stakeholders.• Commitment to improving equality of opportunity in services and employment.

<p>CRB Disclosure Required (Please indicate the legal reason enabling the Council to obtain a CRB disclosure– if in doubt discuss with HR)</p>	<input checked="" type="checkbox"/>	Not required
	Regulated or Controlled Activity (Safeguarding Vulnerable Groups Act 2006): Enhanced Check	
	<input type="checkbox"/>	'Regulated Activity': (care <u>or</u> teaching <u>or</u> training <u>or</u> advice <u>or</u> treatment <u>or</u> transport of children <u>or</u> vulnerable adults ¹)
	<input type="checkbox"/>	'Regulated Setting': (any other work in a school <u>or</u> children's centre <u>or</u> children's home or adult care home)
	<input type="checkbox"/>	'Regulated Activity': (Working in a Fostering <u>or</u> Adoption Agency)
	<input type="checkbox"/>	'Regulated Activity': (Access to ContactPoint)
	<input type="checkbox"/>	'Controlled Activity': (Other opportunity for contact with children <u>or</u> vulnerable adults ¹ <u>or</u> access to personal social care records <u>or</u> arranging direct payments)
	<input type="checkbox"/>	'Regulated Activity' Specified Position ² : (Chief Executive <u>or</u> Director of Children's Services <u>or</u> Adult Social Care)
	Other:	
	<input type="checkbox"/>	Registered health professional (Enhanced Check)
	<input type="checkbox"/>	Officer empowered to execute magistrate's warrants (Standard Check)
	<input type="checkbox"/>	Solicitor or Legal Executive (Standard Check)
<input type="checkbox"/>	Chartered or Certified Accountant (Standard Check)	
<input type="checkbox"/>	Other – please identify the relevant legislation	
<p>Work Related Travel (Please indicate as appropriate)</p>	<input type="checkbox"/>	Not required
	<input type="checkbox"/>	Ability to travel around the county
	<input checked="" type="checkbox"/>	Provide car for business use (Essential User)
<p>Health & Safety Risk Assessment (Please indicate which are applicable)</p>	<input type="checkbox"/>	Manual Handling activities
	<input checked="" type="checkbox"/>	Regular exposure to mental pressures and demands
	<input checked="" type="checkbox"/>	Visual Display Equipment – regular use
	<input type="checkbox"/>	Exposure to substances hazard to health
	<input type="checkbox"/>	Exposure to infection
	<input type="checkbox"/>	Risk of verbal abuse
	<input type="checkbox"/>	Risk of physical assault
	<input type="checkbox"/>	Working alone
	<input type="checkbox"/>	Adverse environmental conditions
	<input type="checkbox"/>	Use of dangerous machinery
	<input type="checkbox"/>	Driving PSV/HGV vehicles

¹ Defined as adults in receipt of special services because of their identified vulnerability

² As identified in Safeguarding Vulnerable Groups Act 2006