

SOLIHULL METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

Post Title: Directorate Performance Manager.

Post Number: THE 12

Directorate: Community Services

Salary Grade: F

Location: Council House

Responsible to: Service Development Manager

About the Team:

The work of the Directorate will be underpinned by the new Service Development Team, which has been established to provide a lead for organisational development initiatives, change and performance management within the Directorate. The team will have a key role in implementing the corporate policies and programmes for Solihull MBC, by supporting the Service Director and giving the lead to the Head of StreetScene and Group Managers in delivering change within their service areas.

Direct reports: Management of:

- Service Improvement Team Leader
- Service Improvement Officers
- Service Technical Officer

Work Performed

Work Responsibilities

The post holder will be required to: -

- To lead in the facilitation of joint working across the Directorate on Performance Planning and delivery, ensuring all Group Managers contribute to corporate requirements relating to the production of the Directorate Performance Plan.
- Be responsible for development of robust performance monitoring and reporting systems which integrates with the corporate requirements of the council's system.

- Be responsible for the preparation of all performance monitoring reports for the Directorate, maintaining an up to date risk register for DMT.
- To be responsible for the verification of all individual divisional performance reports relating to the Directorate .
- Prepare a project plan for implementing and monitoring the Quality Area Initiative.
- Have responsibility for reviewing budget structures and creating redefined budget structures to meet current business need.
- Produce annual revenue and capital budget plans for the division, reflecting service pressures and business need.
- Have overall responsibility for monitoring the financial position of Transport, Highways and the Environment Division, providing exception and remediation reports for the Service Director.
- Provide on-going financial training for all budget holders.
- Promote improved budget management within the Directorate through ensuring qualitative financial information is provided by service teams.
- Undertake financial reviews with Group Managers, to ensure the most effective use and availability of both revenue and capital resources, identifying areas of both cashable and non-cashable efficiency savings in line the corporate target of 3%. Producing a report of recommendations for DMT.
- To plan and manage work of the technical/administrative support team, ensuring that the work is organised to achieve the division's business objectives, particularly in the area of Cabinet (decision session) and Scrutiny reports and Information Governance.
- To contribute to the successful delivery of the Performance Plan in respect of the Directorate Team.

This job description is intended as a general guide to the duties attached to the post and is not intended to be an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the Directorate, and always in consultation with the postholder.

Supervision and People Responsibilities

Various project teams through matrix working – direct line responsibility for a number of staff members.

Financial Responsibilities

The post holder will be accountable for a budget of approximately £500,000

Health and Safety

The post holder will be responsible for: -

Ensuring that the Authority's and Departmental Health and Safety policies are fully complied with.

Quality Assurance/Environmental Policies

The post holder will be required to:

Be aware of and responsible for complying with the Organisation's Quality Assurance system and Environmental Policies and ensure that these are upheld in the pursuance of their duties.

Conditions/Requirements

Service Conditions

Normal Local Government Conditions of Service will apply.

Travel

The post holder will be expected during the course of their duties, to travel around the Borough on a daily basis.

Training

The Council has achieved the Investor In People Award in recognition of its positive commitment towards training. Training needs reviews will take place every twelve months and training will be given where appropriate.

Appraisal

Staff appraisal will take place on an annual basis.

Smoking in the Workplace

The Council operates a No Smoking Policy and as such the post holder will be required to refrain from smoking in all Council work/office areas and all other work situations where other employees are in close proximity.

Mobility

Whilst this appointment is initially to a specific post, the post holder may exceptionally be required to transfer to any post commensurate to his/her grade at such a place in the Authority's service as required.

Working Conditions

The post holder will be required to work on site and outdoors and may as a result be exposed to some disagreeable, unpleasant and hazardous conditions. The Council will provide full protective personal equipment and clothing required to carry out any duty in safety.

Role Competencies

Competencies required at trained and proficient level			
Competencies	Level	Competencies	Level
Community Focus	Team Leader	Performance Management	Team Leader
Flexible Thinking	Team Leader	Listening & Learning	Team Leader
Integrity	Team Leader	Inspiring Others	Team Leader
Clear Communication	Team Leader	Collaborative Working	Team Leader