

Job Description: Head of Paid Service (Corporate Director – Strategic and Corporate Services)

Date: October 2017

Grade: KR20

Responsible to: The County Council

Job Purpose

Corporate Management and operational responsibility as defined in law and KCC's Constitution. The Head of Paid Services is the County Council's principal advisor directing the management process and officers of the Council to deliver its strategic aims and objectives. Provide strategic leadership to the Corporate Management Team (CMT), developing dynamic and collaborative relationships within CMT and between Cabinet and Chief Officers as the leadership team, and delivering the strategic vision and whole organisation outcomes for the people of Kent.

Accountabilities

As Chair of the strategic leadership team, the post holder will work within the KCC Organisational Responsibilities for Senior Officers. In addition, the post holder will work closely with the Leader, Cabinet Members, and Corporate Directors to enable organisational responsiveness to elected members; secure the best approach to resource stewardship for the council's budget and finances; ensure that overall management attention, effort and controls are commensurate to risk and opportunity across the council's functions and activities; and enhance the reputation of Kent as a place as well as Kent County Council as the democratic agent of change in the region.

Lead and direct the Corporate Management team to deliver the organisation's strategic vision ensuring alignment between performance and the organisation's objectives.

Work with Cabinet to lead and develop relationships with key stakeholders in government, business and the communities in Kent, creating partnership to influence views and decisions for Kent's benefit.

Ensure governance arrangements provide appropriate oversight and effective audit and risk management of core programmes and activities.

Lead and direct organisation wide change and improved co-ordination and oversight, working with and through the appropriate governance and decision making forums.

Deliver, working closely with the Leader and Cabinet, the Commissioning Authority and Strategic Outcomes Frameworks and the budget narrative, setting out the Council's resource plan and policy statements

Working with and through CMT and with Members, deliver the savings programme, MTP and budget and ensure the organisation has appropriate staffing resource and succession planning in place.

Direct the development of Council wide policy, cross service strategy and joint working on key issues to enable the effective strategic management of the County Council.

Oversee all commercial and trading activity by the Council or its wholly owned companies in line with the Council's constitution. Play the lead officer role on the relevant Shareholder Boards of wholly owned companies and ensure the delivery of a critical client and contracting role with our trading companies.

The post holder has direct access to the Cabinet and Members in order to fulfil the statutory duties of this post.

This job description sets out the accountabilities specific to the role. These should be read in conjunction with the Organisational Responsibilities that apply to the Corporate Director and Director roles.

Direct Reports

Corporate Director – Adults Social Care & Health

Corporate Director – Children, Young People & Education

Corporate Director – Growth, Environment & Transport

Corporate Director – Finance

Corporate Director – Engagement, Organisation Design & Development

Strategic Commissioner

General Counsel

Director – Infrastructure

Director – Strategic Policy Relationships & Corporate Assurance