



## Job Description

### Generic Responsibilities

- To support and embrace our High Performance Environment Culture.
- To support the production and delivery of a service plan for the service, taking account of the Corporate Strategic Service Improvement Plan, budget, service standards and future developments or trends.
- Ensure that systems and processes are in place and followed within the service to support the delivery of improvement, value for money, performance management targets and our priorities.
- To develop, support and deliver corporate initiatives.
- To support the delivery of service objectives, ensuring that it is done within budgets and that the service delivers value for money.
- Support positive communication across the organisation, encourage constructive relationships, including with our key partner agencies.
- Understand the role in the context of the wider Council needs and to partner project teams across the Council as needed.
- Sustain a positive working partnership with elected Members and support their overview and scrutiny role. Provide advice as required, including preparing and presenting complex, quality and timely reports.
- To research, develop and recommend policies and strategies in respect of functions within service.
- To make contributions to corporate initiatives, as and when required, and corporate inspections.
- To support the delivery of a customer-focused service across the Council and to continuously improve the service area.
- Comply with the Council's Constitution, policies and governance arrangements.
- Ensure all services are delivered equally and fairly for all users and customers.
- To be positive and challenge inappropriate behaviours and act within our policies on equality and diversity, financial issues and customer care.
- To have consideration for, and adhere to, our Safeguarding Children, Young People and Vulnerable Adults policies at all times.