



EMPLOYMENT (SENIOR OFFICER) COMMITTEE

To: Councillors: Avery, Bick, Blencowe, Hart, Herbert and Price

Despatched: Thursday, 1 September 2016

Date: Wednesday, 7 September 2016

Time: 4.30 pm

Venue: Chief Executive's Office

Contact: Sarah Steed

Direct Dial: 01223 457013

AGENDA

Procedural Notice

The Committee will first be asked if it is content to proceed with its meeting, despite having been summoned less than five clear days before the meeting. The agenda has been published at the earliest opportunity, today, 6 September 2016. Officers are also recommending that the reports are excluded from publication.

1 To Appoint a Chair for the Meeting

2 Apologies for Absence

3 Declarations of Interest

Members are asked to declare at this stage any interests, which they may have in any of the following items on the agenda. If any member is unsure whether or not they should declare an interest on a particular matter, they are requested to seek advice from the Head of Legal Practice before the meeting.

4 Minutes of the Previous Meeting (Pages 5 - 6)

To note the attached minutes of the meeting held on 21 June 2016.

5 Public Speakers

6 Exclusion of the Public

Items 7, 8 & 9 relate to information, which are not for publication as they contain exempt information. If this information is likely to be discussed the

Employment (Senior Officer) Committee is recommended to exclude members of the public from the meeting on the grounds that, if they were present, there would be disclosure to them of information defined as exempt from publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

7 To consider the Job Description and Person Specification for the Strategic Director role (Pages 7 - 10)

To review and agree the attached job description and person specification for the Strategic Director role.

8 To consider the recruitment arrangements for the vacant Strategic Director role

To consider and agree the recruitment arrangements for the vacant Strategic Director role.

9 To consider the use of interim arrangements for the Strategic Director role

To consider the use of interim arrangements whilst recruitment is undertaken to the Strategic Director role.

10 Date for Next Meeting

To be confirmed

Information for the Public

Location	<p>The meeting is in the Guildhall on the Market Square (CB2 3QJ).</p> <p>Between 9 a.m. and 5 p.m. the building is accessible via Peas Hill, Guildhall Street and the Market Square entrances.</p> <p>After 5 p.m. access is via the Peas Hill entrance.</p> <p>All the meeting rooms (Committee Room 1, Committee 2 and the Council Chamber) are on the first floor, and are accessible via lifts or stairs.</p>
Public Participation	<p>Some meetings may have parts that will be closed to the public, but the reasons for excluding the press and public will be given.</p>
General Information	<p>Information regarding committees, councilors and the democratic process is available at http://democracy.cambridge.gov.uk/</p>

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EMPLOYMENT (SENIOR OFFICER) COMMITTEE

21 June 2016
10.00 am - 4.00 pm

Present: Councillors Avery, Bick, Blencowe, Hart and Price

Chief Executive: Antoinette Jackson

Head of Human Resources: Deborah Simpson

FOR THE INFORMATION OF THE COUNCIL

16/39/ESOC Apologies for Absence

None.

16/40/ESOC Declarations of Interest

Members and officers present declared if any of the candidates were known to them and in what capacity.

16/41/ESOC Minutes of the Previous Meeting

The minutes of the meeting held on 15 June 2016 were circulated and agreed.

16/42/ESOC Public Speakers

None

16/43/ESOC Monitoring Officer Arrangements

The Committee considered a report from the Strategic Director and a recommendation to Full Council on Monitoring Officer Arrangements.

The Committee resolved unanimously to recommend to Council to:

Approve the designation of Maria Memoli, the Interim Head of Shared Legal Practice, as the Council's Monitoring Officer for the period 1 August to 21 August and that Tom Lewis, the new Head of the (Shared) Legal Practice, is designated the Council's Monitoring Officer from the 22 August 2016.

16/44/ESOC Exclusion of the Public

The Committee resolved to exclude members of the public from the meeting on the grounds that, if they were present, there would be disclosure to them of information defined as exempt from publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

16/45/ESOC Interviews and Selection Process for the Strategic Director Role

The Committee received feedback on the assessment centre on 20 June 2016 and interviewed 3 short list candidates for the Strategic Director role. Following the conclusion of the interviews the Chief Executive was asked to undertake the appointment stages of the selection process for the agreed candidate and any subsequent action if required.

16/46/ESOC Agenda and Date for Next Meeting

No further meetings of the Committee have been scheduled at this time.

The meeting ended at 4.00 pm

CHAIR

Job Description

Strategic Director

Overall purpose of the job

To be responsible for the corporate management of the organisation as part of the Council's Strategic Leadership team

To lead a corporate culture which values diversity, innovation and creativity and delivers outcomes that support the council's values and objectives

To provide vision, direction and strategic leadership for a portfolio of services, projects and programmes, ensuring they contribute to the delivery of wider council objectives and those of our shared service partners

To work with a range of partners and stakeholders at a local, sub-regional and national level to promote and advance the Council's objectives

To be a source of strategic advice to elected Members of the city council and partner authorities

Main accountabilities

Lead an effective and efficient portfolio of services which will change over time

Provide clear and visible leadership to council staff ensuring they are well informed and engaged, can maximise their potential and are able to embrace the need for continuous change

Contribute proactively to the corporate leadership and management of the council, leading a range of projects and transformation programmes

Contribute to the development and delivery of the Council's financial strategy, developing entrepreneurial approaches and more efficient ways to deliver services, driving out savings and prioritising resources effectively

Work with the Chief Executive, the senior leadership team, heads of service and elected Members to ensure council objectives are translated into effective plans to achieve the council's desired outcomes

Identify and maximise opportunities for joint working and shared services with other partners and more commercial ways of delivering services.

Develop and maintain effective relationships with partners at all levels to inform long term strategic planning and ensure maximum influence with regard to council objectives and the future of the Greater Cambridge area.

Represent the council on relevant partnership bodies

Manage relationships with a diverse range of stakeholders ensuring they have the opportunity to engage with the council's decision making and policy development processes.

Develop good working relationships with elected Members and promote strong governance, by providing effective support, clear and accurate advice and appropriate challenge.

Ensure there is good governance and sound management of risks and performance throughout the council, providing appropriate support and challenge to heads of service

Deputise for the Chief Executive and other Directors as required.

Person Specification Director 1

Knowledge and experience

Track record of managing successfully at a senior level in a large, complex organisation, leading and adding value to multifunctional teams

Experience of working within, or with, public service organisations

Track record of operating at a senior level, managing complex and varied programmes and stakeholder relationships to deliver effective outcomes.

Track record of implementing programmes by marshalling resources across organisational boundaries to achieve efficiencies and service improvement.

Track record of developing and delivering long term strategy in collaboration with others

Track record of successfully leading staff through complex change

Track record of operating in a commercial environment and successfully developing new businesses and commercial approaches

Track record of developing shared services or services in partnership with other organisations

Skills and Attributes

Ability to act as an ambassador to represent Cambridge City Council in a range of situations and take responsibility for the direction and performance of the organisation as a whole.

Politically astute, with high levels of self-awareness and emotional intelligence, outstanding communication and interpersonal skills and the ability to flex leadership and communication styles to inspire and motivate different audiences

Ability to operate in complex governance structures whilst ensuring high standards of probity and transparency are maintained.

Robust programme and project management skills and a track record of delivering complex projects to deadline and budget.

Proven ability to lead and inspire multi-disciplinary, cross-organisational teams.

Excellent interpersonal skills and the ability to build successful relationships and trust with a wide range of partners.

Proven ability to find creative and innovate solutions to complex problems and to work with a range of partners to ensure implementation.

Excellent Influencing and negotiating skills.

Excellent leadership, motivational and change management skills.

High levels of personal integrity and honesty.

Resourceful, resilient with complex problem-solving, decision-making and analytical skills.

Demonstrable commitment to promoting strong customer engagement and diversity in service delivery and employment.

Qualifications

Relevant Management Qualification - Desirable

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