

Job Description

Section A: Job Profile

The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Executive Director People, Transformation and Performance
Salary:	TBC
Grade:	Senior Management
Hours:	37 per week. We are open to discussions about flexible working.
Team:	Senior Leadership Team
Service Area:	People Services
Primary Location:	County Hall, Oxford, with opportunities for agile working.
Budget responsibility:	
Responsible to:	Chief Executive
Responsible for:	People services: Children's, Education, Public Health, Community Safety and Fire, Adult Social Care.
Political Restricted Post:	Yes

Job Purpose

Oxfordshire County Council is committed to the delivery of high-quality public services. We are focused on upstream prevention, working to address inequalities, and providing services to the most vulnerable in our communities. We have an ambitious transformational agenda, a changing national policy framework and a fundamental challenge with regards to the financial sustainability and operations of our highest spending services.

The Executive Director is an interim role established to oversee the design, establishment, and delivery of a transformational agenda across people services. Working directly to the Chief Executive and elected members the post holder is accountable for the development of transformational strategies across people services, ensuring the council has the culture, structures and processes to deliver its strategic priorities for users of adults and children's services.

Furthermore, the postholder holds a strategic leadership brief reshaping the council's wider transformation agenda to ensure that there are robust and strategic transformational plans in place to modernise and improve services and set out a strategy to deliver savings and efficiencies in line with the councils MTFs.

The role will provide transitional senior support to the CEO, ensuring that transformational programmes are developed and delivered at pace through Executive sponsorship of this portfolio.

Working within a complex political environment internally and externally, the post holder will drive effective strategy and transformational change to deliver the highest standards of service across the council and prepare services for future challenges.

Strategic Leadership Accountabilities

To provide strong, visible leadership and engage with stakeholders to facilitate the generation of ideas and delivery of new ways of working to support transformation, using exceptional leadership skills to secure delivery of effective and sustainable services in a challenging financial environment.

To work collaboratively with the leadership team, political leadership of the council and stakeholders to shape and deliver the council's objectives.

To provide inspirational and professional leadership to staff, fostering a strong culture of standards, performance, delivery and accountability.

To be a role model of the council's behaviours and leadership expectations and ensure that all approaches and outcomes are consistent with organisational and public service values.

To drive effective collaboration across the council, with members, suppliers and the wider partnership system.

To look beyond the council's boundaries to identify innovative approaches and best practice that could deliver improved outcomes.

To determine the most cost-effective use and deployment of resources to achieve corporate and functional objectives, ensuring compliance with statutory and financial obligations, and that effective systems operate to manage performance and risk.

To work inclusively with a diverse range of stakeholders and provide leadership on equality issues to promote equality of opportunity.

Job Responsibilities

- In conjunction with the Chief Executive and Cabinet to develop a robust transformation model for the council, identify key transformation priorities linked to place, people, and organisation, and to design and develop the necessary programmes. Develop and establish effective delivery and implementation arrangements.
- Provide visible and strategic leadership across the functions, setting clear and measurable direction, allocating resources, financial control, assessing impact and creating a working environment that enables people to flourish and deliver services to the highest possible standard.
- Lead on the development of the ICS agenda both as part of the ICB and in support of the Oxfordshire Place Director.
- Redefine the adult services transformation priorities linked to the government's Adult Social Care agenda, with a specific focus on prevention, early intervention, and demand management, identifying and implementing the next phase of community resilience (maximising opportunities to ensure robust links to the same agenda within Children's).
- Establish a robust programme of work in preparation for Adult Social Care inspection and to identify further opportunities for integration of services with the NHS, with particular focus on urgent and emergency care response, the governments community services agenda and mental health services (in conjunction with similar priorities in Children's Services), and community resilience.
- Revisiting, reviewing, updating, and agreeing specific transformational programmes for Children's and Education to reflect the service improvement, efficiency, and priority areas, building upon the mock inspection and any subsequent OFSTED inspection and to map a clear long-term sustainable programme.

- Establish a high performing programme management office and a quality management function to support the transformation, performance and improvement agenda within CEF.
- Oversee (through the DCS) the delivery of transformation programmes, establish an outcomes reporting and motoring framework. Maximise the use of technology, workforce and customer data and insight to inform evidence-based decision-making service development, leading the identification and reporting of relevant metrics.
- In Public Health, to support the development of locality profile work, including action planning and the implementation of the director of Public Health's priorities.
- Act as the executive sponsor for the councils emerging community hubs programme and ensure there are effective links to community health partners as well as family support partners.
- Take an active role in external professional networks and to seek opportunities to collaborate and work in partnership to ensure that leading edge thinking is brought into and applied to the organisation.
- To manage the corporate directors and officers who report to this post.
- To deputise for the Chief Executive as required.
- Any other duties as may be deemed necessary to carry out the full remit of the role.

Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

Section B: Selection Criteria/Person Specification

This section provides a list of essential (e) and desirable (d) criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

Person Specification

<p>Knowledge</p> <p>Demonstrable understanding of the changing role of local authorities, the issues facing local government and the wider economy and how they impact relevant service areas. (e)</p> <p>Up to date professional knowledge base of the key areas relevant to the role and authoritative insight into the relationship between different fields. (e)</p> <p>A thorough knowledge and demonstrable understanding of both transformation and continuous improvement approaches and techniques and the development of systems, service and performance plans. (e)</p>	<p>Assessment A/T/I</p> <p>A/T/I</p> <p>A/T/I</p>
<p>Skills and abilities</p> <p>Ability to communicate, persuade, negotiate and influence at all levels. (e)</p> <p>Ability to design and implement transformation programmes to deliver performance and financial objectives.</p> <p>Ability to apply discretion and initiative in dealing with complex sensitive issues. (e)</p> <p>Ability to think strategically with appropriate level of detail analysis to plan and execute. (e)</p> <p>Authoritative and influential with highly developed relationship management and networking skills, and the ability to foster joint working across service and organisational boundaries for the benefit of residents and communities. (e)</p> <p>Political sensitivity with an ability to make progress in complex policy areas and a strong belief in the value of local democracy and accountability. (e)</p> <p>Strong analytical and problem solving skills. (e)</p> <p>Commitment to our organisational values and behaviours and equal opportunity policy, with an ability to demonstrate personal leadership on the importance of diversity. (e)</p>	<p>A/T/I</p> <p>A/T/I</p> <p>A/T/I</p> <p>A/T/I</p> <p>A/T/I</p> <p>A/T/I</p> <p>A/T/I</p>
<p>Relevant experience</p> <p>Substantial sector relevant professional leadership experience, evidenced by a solid track record of success, of strategic leadership in a complex, devolved and dynamic organisation. (e)</p> <p>Track record of successfully leading and supporting services through significant transformation, leading new ways of working that achieve large scale</p>	<p>A/T/I</p> <p>A/T/I</p>

performance improvement and improved outcomes for residents / service users. (e)	
Experience of developing relationships and influencing multiple stakeholders at a local and national level (e)	A/T/I
Experience of working with Trade unions, staff and stakeholder groups to deliver change. (e)	A/T/I
Experience of effectively managing large (multi £m) complex budgets. (e)	A/T/I
Education, training and work qualifications	
Educated to degree level in a relevant discipline or with a relevant professional or management qualification at post graduate level, or demonstrable equivalent experience. (e)	A/T/I
Evidence of continued professional, managerial and personal development in relevant professional area. (e)	A/T/I

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		