

**DIRECTORS AND HEADS OF SERVICE RESPONSIBILITIES AND PAY BANDINGS (WITHIN £5,000) (FEBRUARY 2012)**

<b>JOB TITLE</b>	<b>RESPONSIBILITIES</b>
<p>Chief Executive (£149,997 – actual)</p>	<ul style="list-style-type: none"> <li>• To act as Head of the Paid Service.</li> <li>• To advise the Council as appropriate, and to ensure the proper and efficient conduct of Council business.</li> <li>• To facilitate and assist elected Councillors in their political, representative and policy duties by the provision of appropriate services, information and support.</li> <li>• To advise on the appropriate structure of the Council's functions and ensure the effective implementation and operation of the structure.</li> <li>• To lead and manage the Directors' team and to implement corporate initiatives.</li> <li>• To ensure the delivery of Council services within a formal framework of cost and quality service standards. To co-ordinate service plans / service level agreements and service contract arrangements to the requirements of individual services users.</li> <li>• To exercise overall strategic management at officer level and ensure appropriate liaison with elected representatives in the overall co-ordination and management of service provision to agreed priorities and within budgets.</li> <li>• To ensure appropriate arrangements for regular consultation with residents in order to develop understandings of service needs and priorities as the basis for planning provision and building democratic participation.</li> <li>• To establish and maintain working relationships and partnerships with employees and Trade Unions, external agencies, authorities and organisations in the voluntary, public and private sectors and develop the role of the Council in local governance and civic leadership.</li> <li>• To proactively implement the Council's equal opportunity policies and practices in employment and service delivery.</li> <li>• To fulfill the role of Director for Schools and Learning.</li> </ul>
<p>Deputy Director – Schools and Education Services (£101,460 - £106,460)</p>	<p>To provide strategic leadership to the Directorate securing high quality for education services to children and young people with particular regard to the standards agenda. Provide professional advice to leading Members, the Council and Chief Executive on policy and management issues relevant to Children and Young People's service functions, with particular regard to schools.</p> <ul style="list-style-type: none"> <li>• Lead and develop an effective education services team and ensure that the Council's services are designed, commissioned and delivered in the most effective, efficient and equitable manner.</li> <li>• Ensure that service provision meets with all relevant legislation and statutory guidance.</li> <li>• Provide strategic advice and expertise in respect of education settings and services</li> <li>• Ensure that all services are developed through consultation and participation with key stakeholders and partner organisations and all commissioned services, programmes and related activities are centred on the identified needs of children, young people and their families.</li> <li>• Establish effective working relationships with partner agencies including the Isle of Wight College, Work-based Learning Providers and relevant Government departments to establish strategic priorities to align resources, including pooled budgets that facilitate the commissioning and delivery of effective and integrated services where appropriate.</li> <li>• Operate as project director for the delivery of the Council's School's Capital Programme by providing professional advice and support to the Members of the Council, in particular Cabinet Members.</li> <li>• Act as the lead senior officer in providing strategic liaison with Southampton City Council in the development work on school improvement related activities</li> <li>• Act as the commissioner for secondary education external providers.</li> <li>• Contribute to the corporate management of the Council across the full range of its functions; build effective and constructive relationships between the Council and its key stakeholders, partner organisations, communities, and residents in order to promote successful partnership arrangements for service delivery.</li> </ul>

<b>JOB TITLE</b>	<b>RESPONSIBILITIES</b>
Strategic Director: Community Well-being and Social Care (£120,982 - £125,982)	To provide strategic direction, leadership and policy implementation to all services affecting adults, children and community wellbeing and provide service management of housing and community development, community safety, culture and heritage and, adult and children's social care, including safeguarding.
Deputy Director: Children's Safeguarding and Family Services (£87,202 - £92,202)	To act as the lead advisory officer in promoting and developing safeguarding practices across all services for children and young people and provide service management of child protection; referral and assessment; looked after children; children with disability and family support/children in need services.
Head of Commissioning for Community Well-being (£82,000 - £87,000)	To act as the lead advisory officer in homelessness and housing options services and providing service management in the delivery of affordable housing; private sector renewal; disabled facilities grants; decent homes; empty properties; culture and heritage based activities (including libraries, Ventnor Botanic Garden, archives, archaeology, museums and the arts) the Islands Youth Service and community safety (including drug and alcohol services, CCTV, street wardens, youth offending team and targeted youth support) .
Head of Commissioning for Adult Social Care (£72,500 - £77,500)	To act as the lead advisory officer in the commissioning and delivery of community care services and the service management of the service for people with learning and physical disability; mental health services for older people, out of hours duty service; hospital and integrated dementia service; safeguarding of adults; occupational therapy services, business development unit; performance; and Integrated Community Equipment Service.
Strategic Director: Economy and Environment (£110,235 - £115,235)	To provide strategic direction, leadership and policy implementation in the areas of economy, tourism, public realm and leisure; fire and rescue; highways and waste; planning and regulatory services; highways PFI scheme and Procurement and Contract Management.
Deputy Director: Economic Development (£86,652 - £91,652)	To act as the lead advisory officer for economic growth and development, inward investment, tourism, strategic asset management, commercial services, leisure, the public realm and sustainability and the business and performance management of the Council functions and services related to these areas.
Head of Planning and Regulatory Services (£77,400 - £82,400)	To act as the lead advisory officer in all areas of planning and service management of building control; including policy development under the Planning Acts and processing of Planning applications and associated submissions, planning enforcement , matters relating to tree preservation orders, high hedge applications and village greens. Lead advisory officer for Environmental Health, Licensing and Trading Standards.
PFI Programme Director (£145,000 - actual)	To act as the lead advisory officer in the preparation and delivery of the highways PFI scheme and in particular : <ul style="list-style-type: none"> <li>• to deliver the Highways PFI Project to time, cost and quality;</li> <li>• manage the preparation and delivery of the PFI procurement process;</li> <li>• continue to improve stakeholder engagement through effective communication;</li> <li>• continue development of the Highways PFI team to build an effective Contract Management Team;</li> </ul> support the Council's Economy and skills agenda, whilst maintaining focus on managing the Highways PFI procurement process to deliver value for money.
Chief Fire Officer (£95,883 - actual)	To act as the executive, operational and administrative lead to the Fire and Rescue. Responsible to the Fire Authority for the discharge of requirements under the Fire and Rescue Services Act, National Framework and obligations in regard to Emergency Planning preparedness.
Deputy Chief Fire Officer £78,272	To effectively manage the day-to-day operations of the Fire and Rescue Service and to be proactive in delivering continuous service improvement through influencing at strategic level. To forge strong links with external partners and other agencies, as well as providing advice and guidance within the Service. The Deputy Chief Fire Officer deputises for the Chief Fire Officer.

JOB TITLE	RESPONSIBILITIES
<p>Strategic Director: Resources and Section 151 Officer  <b>CONTRACT ARRANGEMENTS:</b>  The Post is currently filled on a fixed term contract basis whereby the contractor is responsible for all employer overheads, sickness etc. The comparable equivalent current salary would be £99,606 p.a.</p>	<p>To provide strategic direction, leadership and policy implementation in all areas of financial management, strategic projects, compliance and procurement; exchequer and resident services; ICT and strategic asset management. To act as the section 151 officer and make arrangements for the proper administration of the financial affairs, in collaboration with the Monitoring Officer to ensure good and improving governance arrangements. Operating funds, provisions and reserves and pension fund investment. Approval of the Council tax base for each financial year.</p>
<p>Deputy Director of Resources (Corporate Governance) and Monitoring Officer  (£94,606 - £99,606)  (£80,000 - which reflects pro rata for a four day week)</p>	<p>To act as the Deputy Director for Resources, with specific responsibility for Legal Services, Democratic Services and Human Resources, providing strategic direction, leadership and policy implementation and ensuring good governance and effective decision making. Chair of the Equalities and Diversity Board; Procurement Board; Information Governance Board; and the Health and Safety Board. A qualified solicitor to act as the Council's Monitoring Officer, (a statutory post personally responsible for ensuring the Council acts within the law and for taking action to ensure Isle of Wight Councillors and Parish Councillors comply with the code of conduct), and the Council's Data Protection Officer and Caldicott Guardian (responsible for ensuring that the Council uses personal information appropriately and stores it securely).</p>
<p>Head of Human Resources  (£66,381 - £71,381)</p>	<p>To provide strategic direction, advice and policy implementation in all aspects of human resource management. Responsible for organisational development, professional human resource advisory services; health, safety and welfare; and equality and diversity together with the commissioning of staff development requirements. To act as the custodian of staffing data, its control, monitoring and use in workforce planning. To act as the interface on employee relations matters with recognized trade unions and the commissioning, contract management of HR transactional services.</p>
<p>Head of Financial Management  (£68,320 - £73,320)</p>	<p>To act as the lead advisory officer in all aspects of financial management and service management of accounting functions; budget management and monitoring; financial strategy and budget planning; resource allocation including matching resources to corporate priorities; financial advice; stewardship of public funds; treasury management and pension fund accounting; business effectiveness and business intelligence; performance and risk management; value for money.</p>
<p>Head of Resident Advice and Shared Services  (£68,320 - £73,320)</p>	<p>To act as the lead advisory officer in all aspect of exchequer and resident services and service management of Shared Services; payments; customer accounts, HR / payroll, pensions administration, revenues and benefits, car parks administration, property services estate management, corporate contact centre and help centres.</p>
<p>Head of ICT  (£58,050 - £63,050)</p>	<p>To act as the lead advisory officer in technology solutions and service management of ICT support services; Infrastructure; change; configuration and release management; ICT procurement; software development; service development and ICT security.</p>

**STRATEGIC MANAGERS' RESPONSIBILITIES AND PAY BANDINGS (WITHIN £5,000) (FEBRUARY 2012)**

<b>JOB TITLE</b>	<b>RESPONSIBILITIES</b>
Strategic Manager: Resident Information and Consultation (£54,115 - £58,631)	To act as the lead officer for resident information and consultation and service management of media relations; internal communications; web content; corporate and civic events; printing services; publications and graphic design; advertising; media campaigns; civic affairs; lieutenancy, cabinet and CX business support; corporate consultation; public relations, strategic partnerships, youth council support.
Strategic Manager: Procurement Contract Management (£54,000 - £59,000)	To act as the lead advisory officer and service management of procurement and contract management; insurance services; legal services relating to contract and commercial law, contracting and procurement; waste management, street cleansing and public conveniences; facilities management; design and programme.
Strategic Manager: Highways and Transportation (£55,000 - £60,000)	To act as the lead advisory officer and manage all highways and public transport services including; highway and bridge maintenance; street lighting; public transport; network management; rights of way; accessibility and safety improvements, coastal management and development control.
Strategic Manager: Recreation, Leisure and Public Spaces (£54,115 - £58,631)	To act as the lead officer for leisure services and service management of leisure centres, seasonal sites, parks, beaches, countryside management, ecology and estuaries officers and sports and play development. In addition to act as the lead officer for the environment officer service, bereavement services, parking services and West Wight Landscape Partnership.
Strategic Manager: Assets (£55,000 - £60,000)	To act as the lead advisory officer in respect of strategic asset planning; the power to buy and sell land; entering into and granting leases and licences; managing landlord and tenant negotiations; undertaking feasibility studies for and making applications to develop property and buildings.
Strategic Manager: Economy, Tourism and Events (£54,115 - £58,631)	To act as the lead officer on tourism development and service management of tourist information centres, tourism development including Island breaks web site, economic strategy, inward investment, business support, commissioning of and support for major events, and sustainability.
Strategic Manager: Legal Services (£58,050 - £63,050)	To act as the lead advisory officer in respect of legal services excluding contract and procurement law which is the responsibility of the Strategic Manager: Procurement and Contract Management, ensuring that timely, high quality and effective advice is provided across Council's services to ensure ethical governance and lawful decision making and service management of teams that instigate and defend legal proceedings; maintain and improve Information governance; advise on and undertake land/property transactions; keep the Council and Members advised of changes in legislation and undertake training where appropriate; identify areas of work required on key projects and provide, if appropriate using external advisors, appropriate legal advice and to act as Deputy Monitoring Officer.