



Service	Education, Leisure and Housing
Job Title	Executive Director
Work Location	Council Offices, Kirkwall
Reporting To	Chief Executive
Salary	CO 37 £93,353 (including Distant Islands Allowance)
Competency Band	D

Main Purpose of Job

The Executive Director will provide leadership, vision and strategic direction across all Council services with a focus on demonstrating best value in the delivery of the Council's priorities and objectives while ensuring continuous improvement across their areas of responsibility.

In addition, the Executive Director will positively contribute to a corporate and integrated approach to the development and implementation of the Council's policies and strategic initiatives to ensure a consistent approach across the whole Council.

Role Specific

The Executive Director (Education, Leisure and Housing) will ensure the effective delivery and development of Services across the following key areas:

- Schools;
- Further and Higher education including Orkney College;
- Community Learning;
- Support services including Educational Psychology;
- Sport, Culture & Leisure Services;
- Library and Archive Services;
- Housing and Homelessness;
- School Care Accommodation Services;
- The postholder may be required, depending on their professional qualification and experience, to act as the Authority's Chief Education Officer.

Duties and Responsibilities

As a member of the Senior Management Team, to take collective responsibility and act as the main interface with Elected Members to ensure the most effective delivery of services consistent with political priorities and vision for the Council.

To work to ensure delivery of agreed national and other policy commitments including those in the Local Outcomes Improvement Plan and Corporate Strategic Plan.

To lead in the formulation and implementation of corporate strategic initiatives and identify clear management aims and objectives for the Council.

To lead the strategic management of resources, ensuring effective systems are in place which comply with council budget and procurement procedures.

To prepare in consultation with the Senior Management Team, Heads of Service and Finance staff, capital and revenue budgets in a genuinely corporate manner and thereafter to ensure that effective budgetary control is maintained and that expenditure occurs within the Council's policies and financial regulations.

To provide high level leadership and direction to the ongoing performance management of, and where appropriate to the development and redesign of Council services. To ensure that there is appropriate capacity and capability in place to enable service redesign to be effective.

To ensure that staff are supported, developed and managed in line with their Employee Review and Development / Personal Development Plan to enable them to maximise their contribution to the work of the Council and their potential including leadership and performance management capability.

To exhibit and exemplify leadership behaviours with all staff and other stakeholders and ensure effective partnership working with staff and external organisations.

To meet the key work objectives, targets and outcomes set as part of the Corporate Strategic Planning Framework, including relevant actions with the Council Delivery Plan and the ELH Service Plan and ensure that services are focused on continuous improvement.

To develop, maintain and encourage an organisational culture which promotes quality through continuous improvement.

To lead, drive and direct effective performance management to ensure that the Council's resources are most effectively utilised.

To demonstrate personal commitment to customer care by ensuring regular communication, visibility and feedback to service users and employees.

To develop and promote equality of opportunity both in terms of service delivery and in employment in all aspects of the Council's activities.

To promote and foster a culture which will ensure the most effective relationship with Elected Members.

To provide advice and guidance to Elected Members on policy and strategy.

To lead the continuous development of partnerships with community planning partners, other organisations and individuals as necessary. To identify, develop and implement new partnership opportunities to ensure delivery of national and local priorities.

To work strategically with the Chief Executive, other Executive Directors, Heads of Service and Managers to actively facilitate the integration of support services and the consistent application of Council policies.

To be responsible for the delivery of specific functions which will be changed as need requires.

To uphold and promote the highest personal and professional standards in the conduct of the Council's affairs.

To ensure the Council fulfils its duties in Corporate Parenting.

To lead, promote and drive delivery of corporate themes and associated strategic projects as allocated by the Chief Executive.

Directorate responsibilities and principal activities

To ensure:

the planning and delivery of high-quality education services with due regard for local and national priorities including Curriculum for Excellence

the development and delivery of appropriate capacity within the school estate and teaching and support staffing;

service development and delivery complies with the requirements of the regulatory and inspection frameworks; that any inspection recommendations are fully considered and addressed as appropriate;

effective planning and provision of school transport

the development and delivery of Educational Psychology, Library and Culture & Leisure services;

the development, provision and appropriate integration of vocational, further and higher education courses and employment & training services;

the Council delivers excellent services to its tenants, leaseholders and homelessness customers through the provision of effective and innovative housing and neighbourhood services;

the planning and management of housing development and policies for housing allocation;

the development and delivery of a supportive, responsive, efficient and effective school care accommodation service.

12. Corporate Responsibilities

As an employee of Orkney Islands Council; the postholder is required to:-

Observe the Council's policies regarding the data protection and confidentiality of information.

Observe the Council's Health and Safety and Risk Management policies

Be aware and adhere to the Council's policy on Equal opportunities and Diversity.

Undertake any training as necessary to carry out the duties of the post.

Participate in the Employee Review and Development Scheme as appropriate.

Undertake any other work as required by the Council or Chief Executive.

The post holder may be called upon to support the response required to an emergency in line with the Civil Contingencies Act 2004.

This post is classed as a politically restricted post under the provisions of the Local Government and Housing Act 1989.

Criminal Records Checks - please select the relevant option(s)

This post does not require a check on criminal conviction history

Under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015 you are required to disclose all criminal convictions from the 'offences which must always be disclosed' list and non-spent convictions from the 'offences which are to be disclosed subject to rules' list.

- This post requires a satisfactory Basic Police Act Disclosure check.
- This post requires a satisfactory Standard Police Act Disclosure check.
- This post requires a satisfactory Enhanced Police Act Disclosure check.
- This post requires PVG Scheme membership in respect of regulated work with Children.
- This post requires PVG Scheme membership in respect of regulated work with Adults.

14. Significant/Regular demands associated with the Role

Task	Relevant (please tick) ✓	Task	Relevant (please tick) ✓
Driving (Car/Van)		Exposure to Excessive noise	
Driving (HGV/PCV)		Use of vibrating tools	
Display screen use	✓	Contact with skin irritants	
Food handling		Contact with lung irritants	
Lone working		Work involving strenuous effort	
Shift working		Working at height	
Night working		Working in static and/or awkward positions	
Working with people requiring physical assistance		Working in confined spaces	
Working with people with challenging behaviour		Sea going post	
Working with vulnerable adults		Wearing breathing apparatus	
Working with children	✓	Working near traffic	
Administration of prescribed medication		Other (please specify)	

Unsocial and Other working arrangements relevant to this post

The working pattern for this post requires that contractually you are required:

- To work on a rota that requires regular 5 day over 7 working including weekends for which you will be paid 10% Unsocial Hours Allowance;
- To work on a rota that requires regular 5 day over 7 working including weekend and nights for which you will be paid 15% Unsocial Hours Allowance;
- To work all contracted hour at weekends, for which you will be paid a 25% Unsocial Hours Allowance;
- To work all contacted hours during the night, for which you will be paid a 33% Unsocial Hours Allowance;

- To participate in a rota of Sleep In cover at your place of work, for which you can claim sleep over allowance;
- To participate in a standby duty rota, for which you can claim standby allowance.
- To participate in the Senior Management Emergency Duty Rota.
- To work additional hours depending on the exigencies of the services.

Agreement of Job Description (digital electronic signatures only)

Manager: _____

Human Resources: _____