



Role Profile

Job Title Executive Director – Enterprise and Environment			
Reference No.	Chief Officer	Type	
Service	Enterprise & Environment		

Purpose
Being accountable, as a member of the Council Executive Team, for the overall strategic leadership and management of the functional service areas within a Directorate.
Contributing to the wider management of the Council as part of the Council Executive team, with specific lead responsibility for areas of corporate policy as allocated by the Chief Executive

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Contribute to the strategic management of the Council as a member of the Council Executive Team and work with elected members and officers in this regard	Educated to SCQF Level 9	✓	
Lead as appropriate, or contribute to, the development and management of community planning policy and programmes	Appropriate advanced managerial qualification		✓
	Senior leadership experience within a large complex publicly accountable organisation	✓	
	Effective partnership working	✓	

E = Essential Criteria D = Desirable Criteria

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<p>Ensure Services are responsive and properly integrated, both at corporate and area level, in conjunction with other Executive Directors, Heads of Service and Senior Managers</p> <p>Represent the interests and views of the Council to CoSLA, Scottish Government and other relevant external bodies</p> <p>Create an operating strategy from the vision, ambitions and challenges in the Council's Plan For Fife, scanning the political and legislative horizon to ensure the strategy continues to be effective and fit for purpose.</p>	<p>Astute political awareness coupled with a high degree of political sensitivity</p> <p>Knowledge of relevant statutory roles</p> <p>Ability to develop and maintain effective relationships</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>
<p>Provide a clear vision and leadership so that Services achieve the Council's strategic objectives</p> <p>Ensure that Services deliver best value in accordance with the Council's corporate policies, agreed service objectives and statutory requirements</p> <p>Ensure that proper arrangements are in place for the effective discharge of both statutory and non-statutory functions within the remit of the Directorate</p> <p>Provide advice to the Council and Committees and appropriate partnership bodies on all aspects of the relevant service areas in conjunction with the appropriate Heads of Service/Senior Managers,</p>	<p>Delivery of strategies through effective programme management</p> <p>Responsibility for a broad operational portfolio and managing change, cultural change and organisation development</p> <p>Proven achievements in specific areas of local government or equivalent</p> <p>Delivery of integrated services with partner organisations</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>

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<p>except on matters affecting the discharge of statutory functions that are specifically delegated to a Head of Service or Senior Manager</p> <p>Ensure effective arrangements for the management of multi-service projects and policies</p> <p>Promote the integration of Service and development of joint or alternative working arrangements with other services and key partner organisations to improve services or reduce delivery costs</p>	<p>Ability to think strategically, innovate and deliver change</p> <p>Ability to manage change effectively and sensitively</p> <p>Ability to work effectively under pressure and to respond positively to challenge</p> <p>Excellent analytical skills</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
<p>Ensure the development and maintenance of good employee relations in partnership with staff and trade unions/representative bodies through informal and formal processes of communication and involvement</p> <p>Ensure effective performance management through continuous improvement, using performance indicators, managing risk and managing budgets</p> <p>Ensure effective arrangements for developing employees and maintaining professional standards</p>	<p>Proven leadership and teambuilding skills</p> <p>Ability to motivate others to perform to the highest standards</p> <p>Persuasive and effective communicator able to represent Directorate and Corporate responsibilities effectively at all levels in writing and orally</p> <p>Excellent negotiating skills over a wide range of issues</p> <p>Knowledge of relevant policy agenda</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	

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<p>Ensure all managers are monitoring and appraising performance and expected behaviours in accordance with corporate policies, with a particular focus on behaviours required to deliver the change agenda</p> <p>Maintain effective budgetary, workforce and service planning and performance management arrangements. Taking responsibility for managing the budgets allocated to the Services, ensuring there is appropriate financial monitoring information, budgetary control, risk management and business continuity planning to enable the Service to comply with requirements.</p> <p>Actively model desired behaviours, ensuring efficient management of resources, capacity building, and harnessing technologies which demonstrate transparent Best Value in all activities of the Service.</p>	<p>High standard of personal and professional integrity</p>	✓	
<p>Carry out any such other corporate and management tasks as delegated by the Chief Executive</p> <p>To discharge a range of statutory and specific responsibilities as set out in the Council's Scheme of Delegation</p>	<p>Must be prepared to work flexibly and outwith office hours when necessary</p>	✓	
<p>Undertaking all other duties as required for the role. Duties will be in line with the grade.</p>			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.