

Job Description and Person Specification

Assistant Director
Corporate Delivery

A Lambeth to be proud of



Job Title: Assistant Director Corporate Delivery

Department: Communities Governance and Change

Division: Corporate Delivery

Business Unit:

Grade: SMG2

Reports to: Corporate Director of Communities, Governance and Change

Responsible for:

Context

Our One Lambeth agenda recognises the need for a significant shift in the way we work – a stronger grip on delivery, promoting shared ownership of our priorities across the council; changes to how we empower and work with our communities; and putting equity and justice at the heart of all we do.

A new Communities, Governance & Change Directorate has been established to strengthen capacity and resource at the centre of the Council.

The function of the centre is not just to ensure effective use of budgets and decision-making: our 2030 aspirations and the priorities in our Corporate Delivery Plan place a significant premium on coming together as One Lambeth, being ambitious for our borough and changing how we work with our communities as partners to bring about change. We need to make sure we have capacity and accountability in the system to bring people together to do this important work including:

- Ensure a relentless focus on our Lambeth 2030 aspirations with collective ownership and improved delivery of priorities, driven by a strong centre
- Bring people together across the Council to tackle and make progress against shared priorities, including our commitment to becoming a Borough of Equity & Justice
- Coordinate a more joined up offer to the community around engagement, funding, access to help and support that puts our communities, their experiences and outcomes to the fore of our approach
- Inject challenge into the system, ensuring robust governance and delivering change

Job Purpose

To lead the council's drive to change, improve and develop the Council's services and culture so that the ambitions, commitments and aspirations set out in the Lambeth 2030 plan can be realised.

Development and delivery of the Council's approach to transformation and corporate delivery, ensuring a relentless focus on customers and their experience interacting with Lambeth

Provide expertise and draw from a range of professional approaches to service design to help good services become even better, and support poor services with rapid improvements

Responsibilities

1. Taking the lead on transformation projects and programmes that typically cut across the Council, ensuring that the Council has a robust approach to transformation that meets operational and budgetary requirements.
2. To drive change and transformation by developing and delivering innovative solutions, continually challenging the status quo to identify improvement opportunities.
3. Ensure the council's delivery and planning is informed by high quality data, customer insight about community need and service quality
4. Manage the integrity and control of projects and programmes in line with the corporate objectives and capacity to deliver.
5. Lead the delivery and development of transformative, innovative and improved services, created by the principles of co-production & engagement. This includes the maximization of digital solutions, taking a proactive role in engaging and influencing partners and the community
6. Lead on developing partnership networks and relationships with stakeholders to deliver effective change.
7. Take a lead role in the regular review and revision of the council's Lambeth 2030 aspirations, taking account of complex factors and relationships including, but not limited to, financial constraints, new legislation and government policy, sustainability, partnership opportunities and other strategic considerations.
8. To maintain effective horizon scanning with respect to external influences on the change and transformation work of the council, acting as a hub for gathering, interpreting and disseminating intelligence to shape policy and future direction of the council.
9. To provide professional leadership for the Corporate Delivery team, develop and agree an annual work programme for the team to ensure and promote the performance and professional competence of staff by ensuring an enabling, outcomes focussed approach which helps deliver the Corporate Delivery Plan.
10. To make effective and efficient use of the council's resources through a solid risk management strategy and approach; working with external suppliers and contractors to ensure the team and authority can achieve value for money and positively impact on outcomes and maximising opportunities to generate income on behalf of the council through agreed levels of contribution to the teams income target.
11. Ensure through all your work you are committed to all aspects of inclusion and diversity and take responsibility for tackling racism and promoting good community relations.

PERSON SPECIFICATION

<p>It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
<p><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></p>			
Key Knowledge			
	K1	In depth understanding of project management methodologies and systems.	√A
	K2	An ability to demonstrate effective leadership and engagement in developing policy initiatives.	
	K3	Political and commercial acumen.	
	K4	Highly developed analytical skills and the ability to exercise and apply critical judgement to complex issues	
	K5	Demonstrate a collaborative approach to partnership working with colleagues and external organisations to develop joined up solutions.	
Relevant Experience			
	E1	A track record of delivering significant service improvements within a large organisation with clear outcomes for customers/residents	√A
	E2	Track record of developing and leading professional teams.	√A
	E3	A proven track record of providing clear, balanced advice and guidance on transformational change	A
	E4	Demonstrable success in performance management, organisational change and project management.	√A
	E5	Experience of working in a political environment	√A
Qualification			
	Q1	Relevant professional qualification or equivalent experience	√A

CORE VALUES AND BEHAVIOURS



- Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.
- Ensure fairness and justice is at the heart of my decision making and support to my team and others.
- Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.
- Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part.
- Take positive action to ensure everyone in my team has opportunities to learn and grow at work.
- Encourage everyone to be themselves at work and value who they are.
- I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.

- Treat each member of my team with respect and dignity just as I would want for myself.
- Encourage each member of my team to do their very best work and am available to them to provide support and guidance.
- Personalise my support to each team members and look out for them, lending a hand wherever I can
- Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together
- Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard
- Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.
- Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.
- Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.



- I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way.
- I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.
- I ensure my team plan ahead, getting the basics right and take swift action when problems arise.
- I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.
- I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.
- I share my learning, knowledge and skills with others through coaching and mentoring and encourage others to do the same.
- I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.
- I encourage my team to learn and grow and ask questions to find the information they need to do their jobs.

Accountability behaviours



One Lambeth
CONNECTED BY PURPOSE

Ambition behaviours



One Lambeth
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- Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.
- Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.
- Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together.
- Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes.
- I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.
- Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.
- Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.