

Isle Of Wight Council – Chief Officer Responsibilities and Pay January 2025

Chief Executive

Salary: £148,484

Statutory Duties:

Undertake the responsibilities of the Head of Paid Service as defined in law and the council's constitution and to be the council's principal advisor, directing management processes and officers of the council to deliver the objectives of the Administration. Hold overall accountability for the management of staff and propose a culture that demonstrates a positive outlook and continuous improvement to meeting the challenges despite financial constraints. To review as necessary the staffing structure, capacity, skills and performance of the Council to ensure that they match the needs of the community, financial constraints, strategic priorities and statutory obligations.

Manage the interface between elected members and officers to ensure effective delivery of the vision and corporate plan. Work with elected Members to build and develop strong relationships with existing and potential key partners (local, regional and national) across all sectors to develop effective partnership working and collaboration for the benefit of the Island community.

Overarching Job Role Responsibilities:

To lead and manage the delivery of the corporate plan, medium-term budget strategy, change management and overall council performance.

Strategic Director of Adult Social Care and Housing

Salary: £116,798 – £125,484

Statutory Duties:

Provide professional leadership for all council staff and those across local partnerships in the provision of adult social care services. Take accountability for ensuring that relevant professional and occupational standards and standards of conduct are maintained across adult social care services provided by or commissioned by the Council. Responsibility for undertaking a strategic needs assessment for adults and families with actual or potential social care needs across the local authority area in conjunction with the Director of Children's Services and Associate Director of Public Health.

Overarching Job Role Responsibilities:

- To provide strategic leadership and policy implementation to all services affecting adults.
- To ensure that there is effective integration and co-ordination of care across all sectors of health and social care provision.

Service Director Commissioning

Salary: £92,259 – £99,214

Statutory Duties:

Provide strategic leadership and management of the commissioning and partnership functions of the department, influencing people through motivation and effective communication. Ensure that safeguarding arrangements are robust across all commissioned services. Delivery of integrated service strategies and plans. Contribute to the necessary activities and actions for system resilience for the Isle of Wight. Secure the successful delivery of local authority objectives through effective performance management of financial and staffing resources. Oversee the delivery of major change/complex multi-disciplinary programmes and provide directional control as required, ensuring that the resources required to deliver projects/programmes are secured together with clear and assigned accountabilities. Actively develop partnership working between the department and other council departments, the local and regional NHS, independent and voluntary and community sector organisations and other providers for the mutual benefit of person-centred service provision. Represent the local authority at relevant Boards, such as the Better Care Fund, overseeing the section 75 agreement between the NHS and Local Authority. Ensure that commissioning is fully compliant with all relevant legislation, codes, standards and best practice and that commissioning is based upon evidence informed service development. Ensure that all audit and reporting requirements are fully met and that robust systems are in place to ensure full benefit is gained from audits and complaints to change practice and improve performance. Implement and monitor the council's risk management policy, identifying and taking mitigating actions relating to high-risk areas in relation to operational, financial and political issues. Be accountable for all related service budgets and activity for service provision and monitor and manage in accordance with organisational requirements to ensure that the service is delivered within agreed budget and savings programmes.

Overarching Job Role Responsibilities:

- To lead all the commissioning functions across adult social care and housing needs – ensuring that our commissioning strategies are co-produced with users, carers and providers and underpinned by outcomes based and alliance constituted commissioning approaches.
- To lead the Council's duty to deliver a vibrant and high-quality market for adult social care – focusing on engaging the independent and voluntary and community sectors as equal partners.
- To lead the department's business development functions – ensuring that we adopt an increasingly commercial approach across key functions such as deputyship and dynamic purchasing systems.
- To ensure that the department's system-wide management of Continuing Healthcare processes deliver fairness, equity, transparency and value for money.
- To engage in system resilience systems and ensure collaborative working with health partners that delivers against national targets and secures improvement in service user experiences.
- To participate in the collective leadership of the department in ensuring that it adheres to corporate policies and procedures, upholds the reputation of the Council, and meets departmental performance and financial targets.

Service Director – QA and Practice and Development

Salary: £92,259 – £99,214

Statutory Duties:

Lead and control the Quality, Assurance, Practice Development, Programme Management Office, Contract Management, and Service Administration functions to deliver significant operational and /or professional expertise services which support the achievement of the aims and desired outcomes of the Council and Adult Social Care and Housing Needs. Develop and lead on the reform agenda for Adult Social Care and associated business strategies, programmes, governance frameworks, and policies and procedures. Perform the role and functions of the Principal Social Worker and provide professional leadership, advice, guidance and development for social work and social care practice across the directorate and partners.

Overarching Job Role Responsibilities:

- Provide highly effective strategic leadership and management to the Quality, Assurance, Practice Development, Programme Management Office, Contract Management, and Service Administration functions of the Adult Social Care and Housing Needs Department. Ensuring effective long-term planning to delivery positive outcomes for service users and the performance and motivation of staff.
- Design, develop, and lead the business strategy to deliver the reform agenda for Adult Social Care and associated outcomes for our community. Undertake all necessary consultation with stakeholders across the service, councillors, and our partners and the community ensuring all understand the vision and are engaged.
- Ensure that all relevant policies, procedures, practice and interactions across adult social care and housing needs are co-produced with local people, their carer's, and providers and underpinned by outcomes.
- Oversee the planning, development and implementation as the Senior Responsible Officer of strategic programmes within the directorate ensuring benefit and outcome delivery. Provide effective leadership and control on the implementation of all relevant policy, systems, contracts, processes, performance criteria, standards, governance frameworks, and procedures. Ensure internal and external reporting requirements and ensure compliance with legislation and regulations and council policy.
- Develop and lead the business strategy to deliver excellence in social work and social care practice throughout the service and across partners. Develop effective governance frameworks that ensure performance standards are met, roles are understood, practice is systematically audited, and lessons are learnt. Implement and ensure a culture of peer support and challenge and quality assurance, proving all necessary tool kits and leading on all change management initiatives.
- Lead on the design and implementation of evidence informed practice, working with our Departmental Learning and Development lead to engage positively with Research in Practice for Adults. In leading departmental activity as it relates to quality and assurance, to have responsibility for ensuring that the following is in place and established as 'business as usual' through all areas of practice:
 - Robust quality audits
 - Case review framework

- Learning Management Reviews (LMR's)
- Complaints and compliments process
- Responsible for advising the Director, Cabinet Member and Council on the development of best professional practice in social work and social care together with the implementation of social care reform as it relates to Assurance and CQC Inspection. Support the Director in discussions with the Care Quality Commission relating to whole system quality.
- Lead on the directorates workforce strategy that ensure development and delivery of new ways of working and best practice activities are embedded across the whole department, focusing on improving the quality of the services we offer together with outcomes for both our staff and local people. Develop and implement effective workforce plans, internal talent management arrangements, and learning to ensure the future workforce. Be an advocate for career development and ensure the development of robust career pathways including but not limited to:
 - Social work apprenticeships,
 - The Assessed and Supported Year in Employment
 - Post qualification awards such as Approved Mental Health Practitioner under the Mental Capacity act and Best Interest Assessor under the Deprivation of Liberty Safeguards.
- Actively develop partnership working between the department and other council departments, the local and regional NHS, independent and voluntary and community sector organisations and other providers for the mutual benefit of person-centred service provision. Collaborative with health partners to improve system resilience to deliver against national targets and secure improvement in service user experiences. Chair and lead for the established Adult Social Care Partnership Advisory Board (formerly the Ethical Task and Finish Group).
- Ensure that adult social care practice and commissioning are fully compliant with all relevant legislation, codes, standards and best practice and that the departments activities are based upon evidence informed service development. Ensure that all audit and reporting requirements are fully met and that robust systems are in place to ensure full benefit is gained from audits and complaints to change practice and improve performance.
- Implement and monitor the council's risk management policy, identifying and taking mitigating actions relating to high-risk areas in relation to operational, financial and political issues. Be accountable for the related service budgets and activity and monitor and manage in accordance with organisational requirements to ensure that the service is delivered within agreed budget and savings programmes.

Service Director - Housing

Salary: £92,259 – £99,214

Statutory Duties:

To lead and control the delivery of housing solutions for Island residents including Housing needs, Housing renewals and Housing enabling which support the achievement of the aims and desired outcomes of the Council and Adult Social Care and Housing Needs. To develop and lead on the transformation of the councils housing offer and associated business strategies, programmes, governance frameworks, and policies and procedures. To perform the role and functions of the

Service Director of Housing and provide professional leadership, advice, guidance and development for housing practice across the directorate and with partners.

Overarching Job Role Responsibilities:

- Provide highly effective strategic leadership and management to shape and deliver housing solutions through ensuring effective long-term planning to delivery positive outcomes for Island residents and the performance and motivation of staff.
- Design, develop, and lead the business strategy to deliver the reform agenda for housing and associated outcomes for our community. Undertake all necessary consultation with stakeholders across the service, councillors, and our partners and the community ensuring all understand the vision and are engaged.
- Ensure that all relevant policies, procedures, practice and interactions across housing are co-produced with local people and providers and underpinned by outcomes.
- Oversee the planning, development and implementation as the Senior Responsible Officer of strategic programmes within the directorate ensuring benefit and outcome delivery. Provide effective leadership and control on the implementation of all relevant policy, systems, contracts, processes, performance criteria, standards, governance frameworks, and procedures. Ensure internal and external reporting requirements and ensure compliance with legislation and regulations and council policy.
- Develop and lead the business strategy to deliver excellence in housing and housing practice throughout the service and across partners. Develop effective governance frameworks that ensure performance standards are met, roles are understood, practice is systematically audited, and lessons are learnt. Implement and ensure a culture of peer support and challenge and quality assurance, proving all necessary tool kits and leading on all change management initiatives.
- Lead on the design and implementation of evidence informed practice, working with our departmental Learning & Development lead to engage positively with Research in Practice for Adults and other relevant resources. In leading departmental activity as it relates to quality and assurance, to have responsibility for ensuring that the following is in place and established as 'business as usual' through all areas of practice:
 - Robust quality audits
 - Case review framework
 - Learning Management Reviews (LMR's)
 - Complaints and compliments process
- Responsible for advising the Director, Cabinet Member and Council on the development of best professional practice in housing together with the implementation of housing reform. Support the Director in discussions with MHCLG and other regulators.
- Actively develop partnership working between the department and other council departments, registered provides, independent and voluntary and community sector organisations and other providers for the mutual benefit of person-centred service provision. Collaborate with housing partners to improve system resilience to deliver against national targets and secure improvement in service user experiences.
- Ensure that housing practice and commissioning activities are fully compliant with all relevant legislation, codes, standards and best practice and that the departments activities are based upon evidence informed service development. Ensure that all audit and reporting requirements are fully met and that robust systems are in place to ensure full benefit is gained from audits and complaints to change practice and improve performance.
- Implement and monitor the council's risk management policy, identifying and taking mitigating actions relating to high-risk areas in relation to operational, financial and political issues. Be accountable for the related service budgets and activity and monitor and

manage in accordance with organisational requirements to ensure that the service is delivered within agreed budget and savings programmes.

- Provide leadership, oversight and escalation for housing practice throughout the department.

Strategic Director of Children's Services

Salary: £116,798 – £125,484

Statutory Duties:

To be the Council's statutory designated director for children's services in accordance with the Children's Act 2004 and statutory guidance and school place planning, educational standards and improvements on the Isle of Wight. Lead the development of an innovative and integrated approach to the delivery of a new children's services directorate model that underpins the council's ambitions and corporate priorities. Work in partnership with statutory agencies to ensure robust and effective safeguarding arrangements. Foster a continued culture of clear aspiration, innovation, collaboration and continuous improvement in educational practices and standards. Lead the design and delivery of the council's plans and strategies for children and young people. To oversee the council's plans and strategies to raise educational standards and improve educational outcomes in schools, with clear oversight of school place planning. Provide strategic direction, vision, leadership, and management to the functional services within remit, proactively identifying and maximising opportunities cross council to deliver as one organisation to bring about measurable improvements, efficiencies, and better outcomes for the Island's children and young people. Contribute to the overall leadership of the organisation, acting as an ambassador for the Island and building a high calibre, well-motivated, effective, and engaged workforce.

Overarching Job Role Responsibilities:

- Act as the council's principal advisor to executive members and corporate management team on all aspects of directorate portfolio.
- Work closely with elected members, council officers and partners to improve outcomes for Island children and young people, including those in the care of the local authority, those leaving care and those in need of help and protection and to meet the needs of children and young people with special educational needs and/or disabilities. Ensuring that there is an integrated approach to identified community issues and challenges and for customer focus to be at the heart of everything.
- Afford strategic leadership and management of a service portfolio that includes children, young people safeguarding, social care and education; ensuring that teams are empowered to be innovative and creative; risk aware; highly motivated and aligned to the delivery of key corporate priorities and which underpins a one council approach.
- Ensure that the Council's planning for school places and programmes for capital investment in schools are designed to achieve the best outcomes for learners within the resources available.
- Working closely with schools, teachers, governing bodies and other stakeholders to ensure the effective delivery the Council's plans for learning, raising of educational standards, school place planning and skills.
- Promote strong and effective relationships across the education community, supporting the Council's ambitions for all schools to be good or outstanding.

- Acting as a role model, initiate, develop, and lead the delivery of cultural change that delivers the council's stated values and behaviours, and which ensures that the customer is central to strategy, policy and service design in the successful delivery of the council's corporate priorities.
- Through direct reports, at an operational level, ensure highest standards of customer service and best value is obtained in all work undertaken by employees, contractors, and partners.
- Actively develop, promote, and sustain partnership working with key community partners, statutory agencies and other relevant organisations, including DFE, Ofsted and government as necessary to drive innovation, enhancement in the quality of life for all and brings about long-lasting improvements for the delivery of services.
- Contribute proactively at the national level to shape and influence the direction of strategies for education and children's safeguarding and social care. Promote best practice and learn from others.
- Lead and manage effective relationships between elected members, political groups, officers, public and media in all aspects of directorate portfolio.
- Manage the resources and budgets of the directorate effectively, in accordance with the council's scheme of delegation and financial regulations to ensure the most cost-effective delivery of services, within available resources and maximising the potential for income generation.
- Manage employees within service areas in accordance with council's human resource policies.
- Promote the health and safety of employees at work and of service users through the implementation of the council's health and safety policy and relevant statutory requirements.
- Maintain up to date knowledge of best practice within areas of responsibility and ensure compliance with all relevant legislation, providing professional advice to elected members.
- Establish and maintain appropriate business continuity arrangements for the areas of responsibility and contribute to emergency planning arrangements for the council.
- Undertake horizon scanning to ensure that the council does not miss any opportunities that present, responding to any obstacles that may hinder a response to them.
- Ensure that there are appropriate metrics in place to measure contract performance and service delivery and progress towards strategic goals.
- Take overall responsibility for the directorate's risk and reputation management by ensuring it operates in an open, respectful, accountable, and democratic manner, while challenging traditional thinking and identifying risk aware innovative solutions that enhance the potential for improvement.
- Ensure the chief executive and elected members are kept apprised of critical matters that may affect the delivery of service strategy, directing remedial action to respond accordingly.
- Participate in mandatory emergency planning training and emergency planning activities including training, exercises and responding.

Service Director – Childrens Social Care

Salary: £92,259 – £99,214

Statutory Duties:

To lead, plan and deliver the Council's Children's social care services that support and underpin the successful customer focused delivery of corporate priorities and outcomes, managing relationships and developing partnerships with school leaders, politicians, and other relevant stakeholders.

Provide strategic leadership and direction, operational management, and financial control for the Children's social care service areas including:

- Early Help and Family hubs
- Children and Safeguarding Team (CAST)
- Resilience Around the Family Team (RAFT)
- Children with Disabilities
- Children in Care
- Strategic Development and Commissioning
- Youth Offending Services
- Children's social care services delivered on behalf of the Council by Hampshire County Council through buy back arrangements e.g. School improvement, Education Psychology, Out of Hours.

Providing senior professional leadership, advice, guidance, and development for Children's social work and social care practice across the directorate and partners.

Ensuring that the statutory duties of the council in relation to Children's social care services (as defined in the Children Act) are delivered to the highest standard.

Overarching Job Role Responsibilities:

- Provide highly effective leadership and management to shape and deliver Children's social care services.
- Ensuring effective long-term planning to delivery positive outcomes for Island children and young people. Provide an extensive range of services to meet the requirements of children, families and carers who have special needs and to fully integrate the service across Children Services Directorate.
- Design, develop, and lead the business strategy to effectively deliver Children's Services and associated outcomes for our community. Undertake all necessary consultation with stakeholders across the service, councillors, and our partners and the community ensuring all understand the vision and are engaged.
- Provide effective leadership and control on the implementation of all relevant policy, systems, contracts, processes, performance criteria, standards, governance frameworks, and procedures. Ensure internal and external reporting requirements and ensure compliance with legislation, regulations, and council policy.
- Ensure that planning, monitoring, and reviewing is consistent with the corporate framework, and drives improvements in the quality and efficiency of service provision.
- Ensure work is undertaken within a framework for high performance working which drives continuous improvement in efficiency, quality, and standards.

- Work with partner agencies in order to provide the highest quality services, efficiently and quickly; ensure children are safe and protected and have the benefit of education to the highest standards.
- Promote the wellbeing of children and young people, preventing them being at risk and providing appropriate support for those who are.
- Ensure budget planning, expenditure and monitoring is in accordance with Hampshire County Council's standards and financial resources are used to achieve high quality, effective and efficient services and provide value for money.
- Continuously review the resources and performance required, and ensure the appropriate systems and processes are in place to provide an effective and efficient service.
- Ensure that the right organisational structures, performance measures, development opportunities, and appropriate systems and processes are in place in order to achieve an organisational culture in which employees are motivated and fully able to meet the requirements of their role.
- Lead on the directorates workforce strategy that ensure development and delivery of new ways of working and best practice activities are embedded across Children's Service. Develop and implement effective workforce plans, internal talent management arrangements, and learning to ensure the future talent pipelines.
- To put in place and maintain efficient and effective partnership arrangements between services for children and young people on the island.
- Work with partners to develop and implement systems which ensure that strategy and plans work to the benefit of children and young people.
- Develop and implement effective communication and engagement plans with children, young people, families, carer's, stakeholders, and partnership agencies so that there is a high level of understanding of roles and delivery of high-quality services.
- Ensure all statutory responsibilities contained in the Children Act and other relevant legislation are met, delivering successful outcomes for the benefit of children and young people.
- Implement and monitor the council's risk management policy, identifying and taking mitigating actions relating to high-risk areas in relation to operational, financial, and political issues.
- Responsible for advising the Strategic Director, Cabinet Member and Council on the development of best professional practice in Children's social work and social care.
- Promote and safeguard the welfare of children and young vulnerable people that you are responsible for or come into contact with.
- Provide leadership in risk management, emergency response and business continuity both corporately and as part of your directorate, being available for response rotas as required.
- Deputise for the strategic director. Supporting the strategic director in providing overall strategic leadership to the directorate and internal and external meetings, as necessary.

Service Director – Education, Access and Inclusion

Salary: £92,259 – £99,214

Statutory Duties:

To lead, plan and deliver the council's education services that support and underpin the successful customer focused delivery of corporate priorities and outcomes, managing relationships and developing partnerships with school leaders, politicians, and other relevant stake holders.

Provide strategic leadership and direction, operational management and financial control for the Education service areas including:

- Special Educational Needs Service
- Virtual School
- Governor Services
- Services for Young Children
- Primary Behaviour Service
- Skills and participation including Outdoors education, apprenticeship delivery and specialist education.
- Inclusion Commissioning and Support Services
- Educational Psychology
- Specialist Teacher Advisory Service
- School Admissions
- School Transport
- School place planning

Ensure that the statutory duties of the council in relation to education standards, sufficiency of education and children with special educational needs are delivered to the highest standard.

Be accountable for the performance of the education service area and the delivery of high-quality strategic aims. Support the strategic director for children's services to deliver the desired culture and aims of the Council. To ensure a focus on the most vulnerable children in education promoting an inclusive system.

Overarching Job Role Responsibilities:

- Be an active member of the children services directorate leadership team shaping and developing an innovative and inclusive one council approach that delivers excellent services for education and inclusion across the Isle of Wight through an ambitious and successful function that is integrated across the council.
- Lead the development and implementation of the education and inclusion service strategies, plans, objectives, policies, systems, and processes to deliver council priorities, ensuring they meet internal and external reporting requirements and comply with legislative and regulatory frameworks.
- Ensure that educational services work cohesively alongside children's social care services so that the council has one coherent system for children and families.
- Develop, lead, and contribute to major programmes aligned to the council's overall corporate strategy and objectives which provide for improvements within island schools, children experiencing vulnerability, and those with special educational needs and those open to social care.
- Take a strategic lead for innovation and transformation across education and inclusion services, being a catalyst for change and ensuring innovation is embedded in practice

including taking the lead in the strategic development of services and organisational delivery models emerging through key policy initiatives while delivering cost effective, high-quality services that improve outcomes for children and young people.

- Ensure that strategic change is successfully developed, led, and delivered, across a complex organisational landscape with significant and differing challenges and partnership arrangements.
- Work alongside residents to put community outcomes at the heart of service design and decision making, removing barriers, and enabling staff to be imaginative and innovative, collaborating with stakeholders across departmental and organisational boundaries to design joined-up services that are efficient, effective and enable residents and communities to thrive.
- Responsibility for services delivered directly as well as by providers through commissioned arrangements that promote, maintain, and further improve the high standards of education, the quality of teaching in all settings, and the skills, attainment and progress of all children and young people.
- Lead on improving educational outcomes for children experiencing vulnerability, such as those living in circumstances of relative poverty, those with special educational needs and those open to social care.
- Work with the cabinet and relevant member portfolio holder as the council's expert on education and inclusion, to provide advice, guidance, clarity and insight into functional delivery and performance.
- Build and maintain successful partnerships between, schools, academies, colleges, and the council to ensure a coherent approach to inclusion and access across settings and lead the drive across all schools and settings for improved standards and attainment, supporting the council's ambitions for all island schools to be good or outstanding.
- Actively develop, promote, and sustain partnership working with statutory agencies and other relevant organisations, including DFE, Ofsted and government as necessary to drive innovation, enhancement in the quality of life for all and brings about long-lasting improvements for the delivery of services.
- To ensure that the local authority meets the requirements of relevant Ofsted framework in relation to education and skills and contributes to the Ofsted requirements for children's social care. Ensure that all services meet the requirements of inspections.
- Ensure effective people management practice is conducted throughout the service, and staff are motivated and have the necessary skills and knowledge to undertake their role. Develop and implement effective workforce plans, internal talent management arrangements, and learning to ensure the future workforce.
- Take overall responsibility for children's services facilities management and property portfolio ensuring that the department's needs are met in the most efficient manner to support service delivery.
- Take overall responsibility for the efficient and effective delivery of school transport services.
- Represent IWC at partnership, public and other high-profile events, influencing opinions and actions both internally and externally. • Be the department's lead for schools' funding and schools' forum, working with finance and education service colleagues to ensure that school funding and associated processes are managed effectively and in a way that

promotes positive partnership working with schools. • Manage the budgets of education and inclusion service effectively, in accordance with the council's scheme of delegation and financial regulations to ensure the most cost-effective delivery of services, within available resources and maximising the potential for income generation.

- Ensure that education practice and commissioning are fully compliant with all relevant legislation, codes, standards, and best practice and that the departments activities are based upon evidence informed service development.
- Promote and safeguard the welfare of children and young vulnerable people that you are responsible for or come into contact with.
- Provide leadership in risk management, emergency response and business continuity both corporately and as part of your directorate, being available for response rotas as required.
- Deputise for the strategic director. Supporting the strategic director in providing overall strategic leadership to the directorate and internal and external meetings, as necessary.

Director of Corporate Services

Salary: £108,618 – £116,729

Statutory Duties:

Provide leadership and direction across the portfolio of services for which responsible. Lead the development and operation of the council's strategic corporate governance and workforce management and development frameworks that enable the council to remain compliant with its statutory duties and responsibilities. Take the lead in the development and execution of corporate strategies necessary to deliver the council's strategic priorities, in particular those relating to people management; workforce planning and development and digital transformation, ensuring that there are clear delivery plans in place to underpin priority business transformation projects/programmes to succeed. Assist the chief executive in leading the successful delivery of the council's "BIG" cultural change programme. Undertake horizon scanning to ensure that the council does not miss any opportunities that present, responding to any obstacles that may hinder a response to them. Ensuring that there are appropriate metrics in place to measure council performance and progress towards strategic goals.

Overarching Job Role Responsibilities:

- To act as the lead for the development and execution of key council people, business process and organisational digital strategies that underpin the delivery of the corporate plan vision, priorities and intended outcomes and which ensure the council remains compliant with its statutory duties as both employer and business processes.
- To act as chief professional advisor to the Chief Executive, senior management team and elected members on matters affecting the organisation within the corporate services portfolio of services.
- Provide strategic leadership and management of the council's administrative, technological and professional advisory functions and ensuring that services operate efficiently, effectively and are customer centric.
- To act in the capacity as the council's returning officer and electoral registration officer.

Assistant Director of Corporate Services

Salary: £92,259 – £99,214

Statutory Duties:

Provide strategic leadership and management of the council's corporate governance and professional advisory services that underpin the successful delivery of the council's corporate priorities and be accountable for ensuring that professional expertise and statutory duties required of services are delivered in line with relevant legislation, professional standards and best practice. To be the council's monitoring officer, fulfilling all the statutory duties and responsibilities associated with this role.

Overarching Job Role Responsibilities:

- Provide strategic leadership and management of the council's legal and democratic services; election services and professional advisory services (including human resources; health and safety; insurance and information governance) ensuring that teams have clear direction in service delivery are highly motivated to deliver efficient customer focussed services that are efficient and afford high performance in the delivery of key corporate and service priorities.
- Lead the production, development and delivery of key strategies for the effective discharge of the council's legal duties and constitutional requirements.
- Establish and develop good working relationships with elected members, senior officers, partner organisations and town and parish councils that serve to underpin delivery of the highest possible standards of conduct and probity.
- Ensure Members of the Council are supported in their leadership and community roles and that they receive appropriate support training and development to carry out their roles.
- Ensure that the council's corporate governance framework is robust and effective and that there are effective and efficient systems and processes in place for the proper conduct of the Council's business.
- Ensure that members, senior managers and other relevant staff receive timely professional advice and guidance on matters relating to the business of the council.
- Act in the capacity of deputy to the Director of Corporate Services
- Undertake horizon scanning to keep up to date with internal, regional and national developments that affect the work of the service and in order to plan and develop appropriate strategies for response.
- Maintain professional knowledge and expertise in own field, ensuring that continuous professional development is undertaken for self and the team.
- Develop and maintain an effective service business continuity plans.
- Ensure the development and delivery of continuous improvements in all aspects of the service. Manage and control the planning and implementation of improvements which impact the professional service and the council.

Director of Finance

With effects from 1 May 2016 the council has entered into a strategic partnership with Portsmouth City Council for the leadership and management of its finance department under this agreement

the nominated chief finance officer and section 151 officer is shared with Portsmouth City Council on a 0.4 FTE basis at an agreed fee of £56,000 per annum.

[The transparency of Portsmouth City Council and in particular senior officers details](#)

Statutory Duties:

Undertake the responsibilities of the Section 151 Officer as defined in law and the council's constitution.

Overarching Job Role Responsibilities:

- To lead and manage the financial management service to ensure the effective discharge of the council's financial management arrangements.
- To lead the delivery of the council's medium term financial strategy and all related financial returns

Service Director – Finance

Salary: £92,259 – £99,214

Statutory Duties:

Provide strategic leadership and management of the council's financial management services, ensuring that teams are highly motivated towards efficiency and strong performance in the delivery of key corporate and service priorities. Lead the council's financial management arrangements, administration and control ensuring that all financial regulations and professional requirements are met in full. Lead the development and monitoring of the council's financial management policies and practices and ensuring compliance with them. Assist the Director of Finance in the development and delivery of the council's medium term financial strategy and annual budget setting processes. Act in the capacity of deputy Section 151 officer

Assist the director in the provision of professional strategic financial advice to the chief executive, corporate management team and elected members.

Provide strategic financial oversight to strategic projects or activities to ensure they achieve the intended financial benefits for the council.

Ensure that there is focus and pace maintained in the delivery of initiatives designed to deliver financial benefits to the council. Provide information, professional advice and guidance in the development of outline business cases and bids for external funding. Undertake investment appraisals and financial due diligence for all key strategic projects, ensuring that the level of risk and return on investment is clear and understood and then monitoring the impact of any investment. Ensure the council acts in compliance with its relevant powers when it is trading through its own companies.

Provide strategic oversight and reporting on the council's financial performance as a whole, derived from commercial activity. Provide professional advice and guidance to project boards and board directors as necessary. Undertake horizon scanning to keep up to date with internal, regional and national developments that affect the work of the service and in order to plan and develop appropriate strategies for response.

Maintain professional knowledge and expertise in own field, ensuring that continuous professional development is undertaken for self and the team.

Develop and maintain an effective service business continuity plans. Ensure the development and delivery of continuous improvements in all aspects of the service. Manage and control the planning and implementation of improvements which impact the professional service and the council.

Overarching Job Role Responsibilities:

- Provide strategic leadership and operational management of the council's financial management services that underpin the successful delivery of corporate priorities and be accountable for ensuring that professional expertise and financial accounting standards are delivered in line with relevant legislation, professional standards and best practice.
- Take the lead professional role in providing specialist financial advice, guidance and support in the development of potential commercial opportunities that may present themselves to the council in pursuit of securing future financial sustainability for public services on the Island and maintaining oversight on the financial return of investments and commercial activities delivered.

Strategic Director of Community Services

Salary: £116,798 – 125,484

Statutory Duties:

Lead the development of an innovative and integrated approach to the delivery of a new community services directorate model that underpins the council's ambitions and corporate priorities. Lead the design and delivery of the council's regeneration, environment, planning, commercial and highways strategies. Provide strategic direction, vision, leadership, and management to the functional services within remit, proactively identifying and maximising opportunities cross council to deliver as one organisation to bring about measurable improvements, efficiencies, and better outcomes for the Island's communities. Contribute to the overall leadership of the organisation, acting as an ambassador for the Island and building a high calibre, well-motivated, effective and engaged workforce.

Overarching Job Role Responsibilities:

- Act as the council's principal advisor to executive members and corporate management team on all aspects of directorate portfolio.
- Work closely with elected members, council officers and partners to improve outcomes for Island residents, ensuring that there is an integrated approach to identified community issues and challenges and for customer focus to be at the heart of everything.
- Afford strategic leadership and management of a service portfolio that includes the highways PFI and waste contract management services; regeneration and economic development; planning and building control; public realm; commercial and regulatory services; ensuring that teams are empowered to be innovative and creative; risk aware; highly motivated and aligned to the delivery of key corporate priorities and which underpins a one council approach.

- Acting as a role model, initiate, develop, and lead the delivery of cultural change that delivers the council's stated values and behaviours, and which ensures that the customer is central to strategy, policy and service design in the successful delivery of the council's corporate priorities.
- Through direct reports, at an operational level, ensure highest standards of customer service and best value is obtained in all work undertaken by employees, contractors, and partners.
- Actively develop, promote, and sustain partnership working with key community partners and other relevant organisations, including government as necessary to drive innovation, enhancement in the quality of life for all and brings about long lasting improvements for the delivery of services.
- Lead and manage effective relationships between elected members, political groups, officers, public and media in all aspects of directorate portfolio.
- Manage the resources and budgets of the directorate effectively, in accordance with the council's scheme of delegation and financial regulations to ensure the most cost-effective delivery of services, within available resources and maximising the potential for income generation.
- Manage employees within service areas in accordance with council's human resource policies.
- Promote the health and safety of employees at work and of service users through the implementation of the council's health and safety policy and relevant statutory requirements.
- Maintain up to date knowledge of best practice within areas of responsibility and ensure compliance with all relevant legislation, providing professional advice to elected members.
- Establish and maintain appropriate business continuity arrangements for the areas of responsibility and contribute to emergency planning arrangements for the council.
- Undertake horizon scanning to ensure that the council does not miss any opportunities that present, responding to any obstacles that may hinder a response to them.
- Ensure that there are appropriate metrics in place to measure contract performance and service delivery and progress towards strategic goals.
- Take overall responsibility for the directorate's risk and reputation management by ensuring it operates in an open, respectful, accountable, and democratic manner, while challenging traditional thinking and identifying risk aware innovative solutions that enhance the potential for improvement.
- Ensure the chief executive and elected members are kept apprised of critical matters that may affect the delivery of service strategy, directing remedial action to respond accordingly.
- Participate in mandatory emergency planning training and emergency planning activities including training, exercises and responding.

Service Director – Community, Regeneration and Economy

Salary: £92,259 – £99,214

Statutory Duties:

To lead, plan and deliver the council's Culture and Communities and Regeneration services that support and underpin the successful customer focused delivery of corporate priorities and outcomes, including leading the development, delivery, and facilitation of:

- Strategies, policies, and delivery programmes which provide for improvements in the economic, social, and environmental wellbeing of Island residents and visitors.
- To lead, plan and effectively manage the council's strategy and approach to place planning and economic development of the Island.
- The council's Culture and Communities Policy function in matters relating to strategy development and delivery, and associated policy documents, and links to wider policy.
- Provide strategic leadership and management of economic strategy including working with key partners and agencies and supporting the Strategic Director in representing the Island at regional and national groups.
- The strategic lead for council support for events, including IoW Act events.
- The strategic lead for Celebratory and Bereavement functions and related services.
- Lead the development and delivery of Libraries, Museums and Archives, and other cultural services.
- Lead the development and delivery of Leisure and Sports Development Services
- Provide strategic leadership for the delivery of adult and community learning, developing links with key partners, ensure that adult and community learning is embedded into place planning and ensure that the council is prepared to bid for grant funding to develop and extend adult and community learning activities.
- Contribute to the overall collective leadership of the council, proactively identifying and maximising cross cutting opportunities to improve co-ordination, efficiency and effectiveness and reduction in duplication that delivers better outcomes for the Island's communities.

Overarching Job Role Responsibilities:

- Provide strategic leadership and management of Culture and Communities services, ensuring that teams are highly motivated towards efficiency and strong performance in the delivery of key corporate and service priorities.
- Lead the development, production, and implementation of key strategies for the council and the directorate.
- Ensuring that the council continues to engage in grant funding opportunities and to ensure successful delivery of funding awards that deliver projects both for the council and for place-based partnerships.
- To lead and ensure there is effective and inclusive engagement with communities and stakeholder's and develop a grass roots approach to place planning which also includes engagement with council service and delivers improvements for the Island, its residents and visitors, successful delivery of the council's ambitions and corporate priorities and developing engagement and resilience for local communities.
- Lead on the delivery of large contracts and ensure that service providers are correctly managed ensuring that they, deliver councils outcomes, are completed within the appropriate time frames and on budget.
- Lead and manage an annual programme of capital and revenue projects that underpin delivery of directorate and council priorities.
- Work Closely with the other Service Directors within the directorate to ensure the strategic direction and Leadership through the directorate Senior Management team.

- Act in the capacity of deputy to the Strategic Director of Community Services, supporting the Director in providing overall strategic leadership to the directorate. This may include taking the lead in projects or services which are not currently under your direct control.
- Undertake horizon scanning to keep up to date with internal, regional, and national developments that affect the work of the service and in order to plan and develop appropriate strategies for response.
- Develop and maintain effective service business continuity plans and ensure that risk assessments are in place for both internal staff and external service providers.
- Ensure the development and delivery of continuous improvements in all aspects of the service. Manage and control the planning and implementation of improvements which impact the professional service and the council.
- Maintain professional knowledge and expertise in own field, ensuring that continuous professional development is undertaken for yourself and the team.
- Lead an efficient and effective team, working together across the whole of the council and the directorate.
- Embed a strong performance, risk, and project management approach to the work of the services and which is undertaken in line with the council's policy.

Service Director – Waste, Environment and Planning

Salary: £92,259 – £99,214

Statutory Duties:

To lead, plan and deliver the council's Community and Environment services that support and underpin the successful delivery of corporate priorities and outcomes, including leading the development, delivery, and facilitation of:

- Strategies, policies, and delivery programmes which provide for improvements in the environment and the associated economic, social, and wellbeing for Island residents and visitors.
- The council's Environment Policy function in matters relating to strategy and associated policy documents, and links to embedding this into cross council and community policies and service delivery.
- Council and community Climate Change, Environment and Biosphere strategies and action plans.
- Planning, Development Control and Building Control statutory and discretionary services and related activity in support of the council's economic, social, and environmental objectives.
- The strategic lead for Waste and Recycling functions and related services.
- The development and delivery of Public Realm, Environmental Protection, Beaches, and Coastal management services.
- Coastal and Shoreline management plans, including the Project Director role for major capital schemes, on behalf of the council and in partnership with the Environment Agency (EA).
- Lead on Flood Risk management plans and relevant capital schemes, in conjunction with the EA, Southern Water and Island Roads.

- Contribute to the overall collective leadership of the council, proactively identifying and maximising cross cutting opportunities to improve co-ordination, efficiency and effectiveness and reduction in duplication that delivers better outcomes for the Island's communities.

Overarching Job Role Responsibilities:

- Provide strategic leadership and management of Environment and Planning services, ensuring that teams are highly motivated towards efficiency and strong performance in the delivery of key corporate and service priorities.
- Lead the development, production, and implementation of key strategies for the council and the directorate.
- Ensure the council effectively discharges all its statutory obligations in respect of Environment and Planning services.
- Lead on the delivery of significant contract arrangements and ensure that service providers are correctly managed ensuring that they, deliver councils outcomes, are completed within the appropriate time frames and on budget.
- Lead and manage an annual programme of significant capital and revenue projects that underpin delivery of directorate and council priorities.
- Lead and manage strategic partnership working and the delivery of climate and environment projects.
- Lead and ensure effective and inclusive engagement with communities and stakeholder's and develop a grass roots approach to climate and environment issues which also includes engagement with other council services and delivers key climate and environment outcomes for the Island, its residents, and visitors.
- Work Closely with the other Service Directors within the directorate to ensure the strategic direction and Leadership through the directorate Senior Management team.
- Act in the capacity of deputy to the Strategic Director of Community Services, supporting the Director in providing overall strategic leadership to the directorate. This may include taking the lead in projects or services which are not currently under your direct control.
- Undertake horizon scanning to keep up to date with internal, regional, and national developments that affect the work of the service and in order to plan and develop appropriate strategies for response.
- Develop and maintain effective service business continuity plans and ensure that Risk assessments are in place for both internal staff and external service providers.
- Ensure the development and delivery of continuous improvements in all aspects of the service. Manage and control the planning and implementation of improvements which impact the professional service and the council.
- Maintain professional knowledge and expertise in own field, ensuring that continuous professional development is undertaken for yourself and the team.
- Lead an efficient and effective team, working together across the whole of the council and the directorate.
- Embed a strong performance, risk, and project management approach to the work of the services and which is undertaken in line with the council's policy.

Service Director – Highways and Community Protection

Salary: £92,259 – £99,214

Statutory Duties:

To lead, plan and deliver the council's Highways, Transport and Infrastructure and Community Protection services that support and underpin the successful delivery of corporate priorities and outcomes, including leading the development, delivery, and facilitation of:

- Strategies, policies, and delivery programmes which provide for improvements in the economic, social, and environmental wellbeing of Island residents and visitors.
- The council's strategic Transport and Transport Infrastructure projects and associated policies, and links to wider policy.
- The strategic and operational management of the Highways PFI contract and Highways related functions.
- The development and delivery of Car Parking services and the Cowes Floating Bridge.
- Effective and customer Community Protection services and support for the HM Coroner service, in the delivery of statutory duties.
- The lead role in promoting community safety and cohesion, in accordance with identified resident needs and aspirations.
- Provide leadership and support to the Adult Safeguarding Board in discharging relevant community safety initiatives, including providing operational oversight and delivery of cases within the council's Channel and Prevent duties.
- Contribute to the overall collective leadership of the council, proactively identifying and maximising cross cutting opportunities to improve co-ordination, efficiency and effectiveness and reduction in duplication that delivers better outcomes for the Island's communities.

Overarching Job Role Responsibilities:

- Provide strategic leadership and management of Highways and Community Protection services, ensuring that teams are highly motivated towards efficiency and strong performance in the delivery of key corporate and service priorities.
- Lead the development, production, and implementation of key strategies for the council and the directorate.
- Ensure the council effectively discharges all its statutory obligations in respect of Highways and Community Protection.
- Lead on the delivery of large contracts and ensure that service providers are correctly managed ensuring that they, deliver councils outcomes, are completed within the appropriate time frames and on budget.
- Lead and manage an annual programme of significant capital and revenue projects that underpin delivery of directorate and council priorities.
- Work Closely with the other Service Directors within the directorate to ensure the strategic direction and Leadership through the directorate Senior Management team.
- Act in the capacity of deputy to the Strategic Director of Community Services, supporting the Director in providing overall strategic leadership to the directorate. This may include taking the lead in projects or services which are not currently under your direct control.

- Undertake horizon scanning to keep up to date with internal, regional, and national developments that affect the work of the service and in order to plan and develop appropriate strategies for response.
- Develop and maintain effective service business continuity plans and ensure that Risk assessments are in place for both internal staff and external service providers.
- Ensure the development and delivery of continuous improvements in all aspects of the service. Manage and control the planning and implementation of improvements which impact the professional service and the council.
- Maintain professional knowledge and expertise in own field, ensuring that continuous professional development is undertaken for yourself and the team.
- Lead an efficient and effective team, working together across the whole of the council and the directorate.
- Embed a strong performance, risk and project management approach to the work of the services and which is undertaken in line with the council's policy.

Interim Director of Public Health

Statutory Duties:

The Director of Public Health will provide the senior public health leadership for Isle of Wight Council to understand and enhance the health of the people of the Isle of Wight and adopt an approach which:

Understands the link between economic success and good health and takes a long-term approach to strategic improvement in both.

Develops a clear, targeted long-term strategy that ensures health and social care, education, housing, jobs and economic policies and infrastructure are shaped in ways which deliver maximum improvements in health and wellbeing.

Minimises the adverse effects of demographic change and potential threats from poor health on the long-term competitiveness of the Isle of Wight. The challenges of a growth in numbers of older people and people with disabilities will require a medium-term strategy.

Overarching Job Role Responsibilities:

- Produce an independent annual report on the health of the population, progress on improving health and reducing inequalities and making recommendations.
- Be the principal adviser to Health and Wellbeing Board in developing a Health and Wellbeing Strategy based on the assessed needs of the population and proven interventions to improve health.
- Provide specialist public health advice to commissioners on priorities for health and social care spending and the appropriate configuration of services within and between local authorities.
- Support the Local Resilience Forum in developing comprehensive multi agency plans for the anticipated threats to public health.
- Have full access to the papers and other information that they need to inform and support their activity, and day to day responsibility for their authority's ring-fenced public health budget.

- Be the Principal Advisor on all health matters to members and officers across local government.
- Promote equality as an integral part of a role and treat everyone with fairness and dignity.
- To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed

Associate Director of Public Health

Statutory Duties:

Provide strategic leadership for the delivery of the council's duties to improve public health together with those delegated functions by the Secretary of State for health protection or health improvement. Take the lead in exercising the Council's functions in planning for, and responding to, emergencies that present a risk to public health.

Overarching Job Role Responsibilities:

- Take the lead in the production of the Joint Strategic Needs Assessment, Joint Strategy on Health and Well-being and deliver the annual public health report. Commission or ensure the provision of service that underpin public and health improvement.