

Profile Title:	Head of Service	 BARNSLEY Metropolitan Borough Council			
Reports to:	Service Director				
Employee Management:	6 Managers 62 Employees	Grade:	16	Profile Ref:	71855
Purpose of the Post					
Provide leadership and operational management of the relevant function, assisting with the development of strategies to improve delivery in relation to the relevant service to ensure the Council's vision, priorities and values are actively promoted and delivered in line with the Council.					
Responsibilities					
- To play a key role in the Business Unit Management Team to ensure that strategic and local objectives are achieved within the Business Unit. - Lead on the management of relevant service projects, co-ordinating resources and ensuring that they are effectively planned, managed and delivered. - Provide strong leadership to ensure the efficient and effective delivery of services within the resources available and in line with priorities and financial targets agreed by The Council. - Develop and foster effective both internal and external relationships working with other business units, partners and stakeholders to ensure the provision and delivery of joined up services. To monitor and evaluate the effectiveness of partnership arrangements and to drive in efficiencies where appropriate. - Develop, support and drive innovative and creative approaches to service delivery, translating into challenging and ambitious targets that ensure best practice/added value, in accordance with the Business Unit's business plan. - To steer the development of innovative and effective service delivery methods which support service delivery and improvement and to critically examine business methods to drive efficiency across the area of responsibility. - Lead on and develop key corporate reviews and Council wide/cross departmental strategies, projects and policies. - To ensure that performance and development reviews are undertaken by managers to develop high performing teams and that promote a positive organisational culture whereby employee skills and knowledge are enhanced to provide an effective customer focused service working to achieve strategic aims and objectives. - Horizon scanning in order to ensure that all available funding opportunities are accessed maximised and utilised to their full potential. - To comply with, promote, lead and manage all aspects of the Council Governance Framework as it relates to the responsibilities of the post. - To implement and monitor service delivery which is customer focused and to achieve the requirements of annual service and financial plans, council strategic priorities and other aligned national regulatory and assessment regimes as appropriate.					

- To instil a fit for purpose, positive performance management culture that aligns resources to strategic objectives and provides evidence of attainment of those goals.
- To be accountable for the financial performance of the Service area. Ensure compliance with all legal, statutory requirements, Standing Orders, Financial Regulations of the Council and all appropriate areas as documented in the accountability framework.
- To be responsible for contributing to the effectiveness of the Councils commissioning arrangements as required.
- Undertake any other duties commensurate with the role as requested by management.

Education and Training	Measure	Rank
• Educated to degree level or equivalent. • Relevant Professional Qualification • Higher degree / post graduate management qualification or equivalent. • Evidence of recent relevant professional development.	A/I A A/I A/I	E E D E
Relevant Experience	Measure	Rank
• Substantial experience at a senior level in relation to services identified in the specific portfolio. • Significant evidence of strategy, policy or operational service development, implementation and successful evaluation through the use of performance monitoring systems including target setting and performance appraisal. • Experience of providing specialist advice and guidance to managers at all levels of seniority, external agencies and other forums on a regular basis. • Evidence of delivering a culture of high quality customer focused service within allocated budgets. • Successful record of leading substantial service specific organisational change programmes. • Significant experience of working within the statutory, regulatory and inspection regimes of the public sector. • Significant experience of leading a diverse team of professionals in a complex organisation. • Ability to effectively manage programmes and projects and processes to deadlines.	A/I A/I A/I A/I A/I A/I A/I A/I	E E E E E E E E
General and Special Knowledge	Measure	Rank
• Substantial knowledge of local and national strategies, policies and legislation relevant to the area of work. • Extensive knowledge and understanding of the political and social context in which economic regeneration services are delivered. • Highly developed knowledge of and ability to provide effective professional supervision and guidance to economic regeneration managers and staff. • Highly developed knowledge of the pressures facing local government. • Understanding and implementation of effective performance management tools. • Understanding of the Corporate and Political workings of The Council	A/I A/I A/I A/I A/I A/I	E E E E E E

Skills and Abilities	Measure	Rank
• Excellent leadership and managerial skills with the ability to influence, empower and motivate employees in the attainment of service and organisational goals. • Ability to organise and prioritise conflicting workloads and meet strict deadlines. • Ability to work at senior levels within an organisation and partnership agreements, sometimes in areas of tension and conflict. • Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision. • Highly developed creative skills to develop innovative service delivery models and partnership arrangements. • A clear strategic thinker, effective decision maker in a complex and challenging environment. • Able to demonstrate initiative and drive aimed at organisational, service and individual excellence. • Highly developed assessment and performance management skills.	A/I A/I A/I A/I A/I A/I A/I A/I	E E E E E E E E
Additional Requirements	Measure	Rank
• Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council. • Willing to undertake training and continuous professional development in connection with the post. • Work in accordance with our values and behaviours, as part of an inclusive and high-performing council • Able to undertake any travel in connection with the post	A/I A/I I A/I	E E E E