

Post Specification

Post Specification - Key Information

- **Post Title: Senior Manager – Communities**
- **Date: 01/04/2025**
- **Post Group Number: 7640**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS19**
- **Final Grade: 19**

To be read in conjunction with the job family role profile.

Service Area Description

On 21 July 2021, the Secretary of State announced plans for the reorganisation of local government in Cumbria. Local government in the county has now transitioned from the previous tiered structure with the county council and six district councils providing different services, to two new unitary councils from 1 April 2023. This is a once-in-a-generation opportunity to shape the county's local government services for the better. This interim post will help lead the service development and embedding across the Safe and Strong Communities area within the Thriving Communities Directorate.

This post will work across Safe and Strong Communities including both geographically based and strategic service areas, to deliver excellent inclusive services that empower residents and communities in Westmorland and Furness to thrive. This is a broad and cross cutting service area and includes, Locality Boards, Community Power, Asset Based Community Development, relationships with the Voluntary, Community, Faith and Social Enterprise Sector and Town and Parish Councils. In addition, key strategic areas will focus on Poverty and Food Inclusion, Community safety and cohesion and community resilience.

Purpose of this Post

This is a strategic leadership role, overseeing the delivery of a range of complex services across Safe and Strong Communities, including but not limited to; Locality Boards, Community Resilience, Asset Based Community Development, Community Safety and Cohesion, and Social Enterprise. The post holder will also take an organisational lead on embedding the Council's Community Power strategy and approach, Poverty and Food Inclusion and working with the Voluntary, Community, Faith and Social Enterprise Sector and Town and Parish Councils.

Working with key internal and external stakeholders, and leading discussions with the Voluntary, Community, Faith and Social Enterprise Sector, Town and Parish Councils, Portfolio Holder(s), Locality Boards, service leaders, and Trade Union colleagues to drive the development of services in line with Council Plan priorities.

To provide leadership and vision in the development of community services and partnership working across the unitary area.

A key element of the role will be to provide strategic management and technical expertise to ensure services continue to be delivered effectively and remain customer focused, innovative, and efficient.

The role must also ensure that allocated statutory responsibilities are properly discharged and ensure that performance and risks are managed in line with statutory responsibilities.

The successful candidate will ensure staff are engaged fully in the transition process and work with the whole organisation, encouraging a 'one team' work culture. This will include promoting equal opportunities with our communities and our staff through personal example, open commitment and clear action.

The successful candidate will provide a lead in risk management, emergency planning and business continuity in the service area.

Key Job Specific Accountabilities

- Lead and develop the community services' senior management team and have overall responsibility for leadership and management of allocated services across the directorate area, making sure resources are used effectively to deliver services.
- Promote the development of partnerships, networks and relationships with stakeholders across Westmorland and Furness and the north west, to deliver value for money and ease of access to services for our communities
- Lead the assessment and development of policy, business and strategic planning activities to develop Safe and Strong Community services, including the development of partnership working
- Lead the development of the approach to grant programmes within the Safe and Strong Communities area, including in relation to the VCSFE, Poverty and Community Grants Schemes.
- Lead the Council's approach to Social Enterprise support and development
- Develop business cases and strategies to shape how the services will be delivered by the Council, in line with the vision and objectives of the Council Plan. This will be influenced through engagement with existing and new partners, including those from the private, public and voluntary sector and listening to our existing customers and communities
- Act as expert adviser to the council on policy matters, supporting the Assistant Director Safe and Strong Communities and councillors by developing and implementing plans that result in high quality service delivery
- Lead the development of Locality Boards and devolution across the geographic areas within Westmorland and Furness.
- Lead the community safety area of work within the Council, including the Community Safety Partnership and strategic networks
- Lead the approach to embedding the Council's Community Power foundational strategy

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

Budget Responsibilities:

- Major responsibility for service delivery in Safe and Strong Communities.
- Responsible for managing the budget of between £1-3m

Staff Management Responsibilities:

- Major responsibility for service delivery in Safe and Strong Communities.
- Responsible for managing the budget of between £1-3m

Other:

- Provide a lead in risk management, emergency planning and business continuity in the service area, to make sure services continue.
- To model and display the corporate standards of behaviour

Essential Criteria

Qualifications:

- Educated to degree-level or equivalent in a relevant subject, or equivalent by experience.
- Management qualification or demonstrable equivalent experience.

Knowledge:

- Extensive knowledge of community engagement and empowerment with experience of delivering safe and strong community services
- Extensive knowledge of some or all aspects of the service areas, including statutory responsibilities and the regulatory framework
- Extensive knowledge of local authority and wider public sector strategies and initiatives
- Strong organisational and political acumen

Experience and Expertise

- In depth experience of leading change in a large, complex and diverse organisation
- Ability to use leadership skills to build and understanding of the agendas and motivations of others in order to keep them positively engaged
- Highly developed communication, challenge and negotiating skills with the ability to engage with a wide range of audiences.
- Well-developed analytical and problem-solving skills, including the ability to coach others in these.
- A successful track record in developing effective working alliances together with a proven ability to network.
- Experience developing external partnerships, with other organisations and stakeholders, to deliver key strategies and programmes.
- Experience of customer engagement and advocacy in continually improving services.
- Strong commercial acumen and financial management skills.

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Ability to work under pressure
- **Physical Demands:** Minimal
- **Working Conditions:** Need to work across different sites in Westmorland and Furness
- **Other Factors:**