
Recruitment information

Job description and person specification

Your title	Head of Community, Health and Wellbeing (Maternity Cover)
DBS check	Basic
Post number	PRN000473
Your team	Community, Health and Wellbeing
You would be based	Civic Centre
Your line manager	Strategic Director for Place and Community



Elmbridge
Borough Council

About the role

You will provide strategic management for the council's Community, Health and Wellbeing services. You will be taking the lead on implementing the council's Connected Communities programme of change following an internal transformation.

You will be a strong leader with the aptitude to:

- Build partnerships and embed community networks
- Develop working opportunities and relationships with health, social care, the voluntary and community sector and local businesses.

You are a proven, effective leader who can bring change management skills and business acumen to ensure the services are developed sustainably.

The main purpose of the role:

To , promote and manage all aspects of the work Community, Health and Wellbeing Service recognising its profile with stakeholders and the major role that it can play to achieve Elmbridge's Vision 2030 and as an exemplar as we move into East Surrey.

To embed the transformation programme working with the Chief Executive and Strategic Directors and the Portfolio Holder.

To be responsible for:

- Delivery on deadlines
- Budget monitoring
- Service compliance including effective and up to date policies and procedures
- To have responsibility for developing, managing and monitoring core contracts.

To contribute to the development and implementation of policies for the effective management of the council as a whole.

To constantly strive to deliver the best possible services within the resources available representing the council in external meetings to further this objective.

Specific duties and responsibilities

Provide clear leadership that enables the high-profile service to deliver its objectives in line with the Service Delivery Plan, the council's vision and key developments.

- Embed the 'Connected Communities' approach from our 2025-2026 transformation.

- To continue the change of council's approach from being a provider to being an enabler, and create the networks that are required to deliver on this agenda.
- Work with colleagues and external partners to create and maintain a clear picture of need around the Borough.
- Work with partners across with other local authorities, public sector organisations and agencies, local businesses, the voluntary sector and other stakeholders to develop a network of community hubs accessible for all residents in Elmbridge, and delivering services which responds to their needs.
- Take strategic responsibility for the performance and management of the department ensuring that its resources are utilised efficiently and effectively taking actions as necessary to achieve agreed targets within the framework provided by the Council's performance management procedures and other policies.
- Review national, regional and legislative changes relating to community services. Take appropriate steps to keep Elmbridge at the forefront of providing innovative services, developing new strategies, policies and procedures as necessary. Acting as a leader and exemplar as we move into the unitary authority of East Surrey.
- Produce and be responsible for the delivery of the Community, Health and Wellbeing's annual Service Delivery Plan.
- Ensure that service delivery and improvements are properly planned and facilitated through the establishment and development of effective partnerships with other local authorities, public sector organisations and agencies, local businesses, the voluntary sector and other stakeholders.
- Establish and oversee the effective support to enable a thriving voluntary and community sector through partnership working with a local infrastructure organisation, and the administration of targeted grant funding.
- Ensure that service delivery and improvements are informed by data and insights collated from within the council, with other local authorities, public sector organisations and agencies, local businesses, the voluntary sector and other stakeholders.
- Actively promote and market the services of the department, the Council and wider community support available so that they are perceived in a positive way by all residents, stakeholders and partners.
- Be responsible for the Community, Health and Wellbeing revenue budget and capital programme ensuring that spending and income are in line with the Council's Financial Strategy.

- Establish and maintain effective working relationships with the Portfolio Holders, Committee Chairperson and with all relevant internal and external key partners.
- Work with the Leadership Team and ensure close joint working on cross- cutting issues and projects.
- Ensure that the statutory provisions governing the functions of the Service are met.
- Ensure that the department secures and maintains a customer-focused culture and periodically re-evaluates service delivery to meet future customer needs.
- Ensure strong team leadership and performance management through regular staff meetings and 1:1s and engage in employee consultations appropriately.
 - You will be the Council's Corporate Safeguarding lead, providing oversight of safeguarding across the organisation and promoting a strong safeguarding culture.
- You will be expected to participate in the Council's Emergency Plan and Business Continuity Plan and elections.

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining the privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

Job title Interim Head of Community, Health and Wellbeing
Team: Community, Health and Wellbeing

Salary: Head of Service Band 2 (9 – 13)+ Leadership allowance +£6500
Post no:
 Hours 36 hours a week

Qualifications and education

No.	Key requirements	Desirable/essential	To be tested by: Application1 (A) Test (T) Interview (I)
1	Educated to degree level	D	A
2	Management qualification or equivalent by experience	E	A, I
3	Project Planning qualification (preferably Prince2)	D	A

Experience

No.	Key requirements	Desirable/essential	To be tested by: Application1 (A) Test (T) Interview (I)
	Demonstrable evidence of leadership and service management	E	A, I
	Experience of leading on change management projects	E	A, I
	Experience of delivering services through partnerships and community networks.	E	A, I
	Line and budget management experience and project management experience with statutory bodies, voluntary and community organisations	E	A, I
	Significant experience of strategic planning in the public-sector environment, including working across organisational boundaries	E	A, I
	Experience of identifying and understanding service requirements and the ability to translate into a deliverable solution	E	A, I
	Involvement in corporate / multidisciplinary project groups	E	A, I
	Experience of working in local government and with Elected Members	E	A, I

Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
	Excellent people and management and leadership skills with an ability to motivate, empower and develop staff.	E	A, I
	Knowledge and proven experience of project management in taking forward the development of local services	E	A, I
	Ability to be innovative and creative in the delivery of services	E	A, I, T
	Ability to analyse data, produce effective written and verbal reports	E	A, I
	Ability to communicate effectively with good community and interpersonal skills	E	A, I, T
	Political awareness and sensitivity to the democratic process	E	A, I
	Ability to achieve results in a political environment	E	A, I
	Ability to apply creative and innovative thinking to complex service challenges	E	A, I, T

Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
	Good IT skills (preferably Word, PowerPoint, spreadsheets, updating web pages and databases).	E	A
	Must be able to attend evening meetings	E	A