

Post Title: Assistant Director of Public Sector Reform	
Department: Corporate Core Services	Post No:
Division/Section: Information, Policy and Performance	Post Grade: Chief Officer Band D
Location: The post holder would be based within the Bury campus, however may be required to travel within the locality to deliver the requirements of the role.	Post Hours: 37
Special Condition of Service:	
<p>Purpose and Objectives of Post:</p> <p>Working across the Council, CCG and One Commissioning Organisation this post will take a core leadership role in shaping public service reform through strengthening corporate core services. The post will drive the continuous improvement of a public service model that supports the delivery of our Community Strategy and organisational plans.</p> <p>The post hold will lead and develop a multi-skilled workforce to deliver services that are high quality, flexible and responsive through transforming systems and processes to achieve greater effectiveness and efficiency and sustainable change. Through developing new ways of integrated working across the Borough the post holder will need to work across public, private and VCSE sectors to promote good practice. This will require the post holder to demonstrate strategic leadership in engaging others and co-designing Bury’s public sector reform.</p> <p>The focus of the role will be deliver response and locality focused solutions and will be centred on, but not limited to, four areas of responsibility:</p> <ol style="list-style-type: none"> 1. take forward the Community Strategy (Bury 2030), including the engagement of partners and development of system change methodologies and evaluation models 2. develop the early help component of the neighbourhood model, where all public services outside health will work together to share information as a basis for early intervention and targeted resources in complex casework 3. develop working relationships and engagement models across the three teams in each neighbourhood, across the borough, to ensure a single “voice” and delivery network for every place is developed 4. assume overall responsibility for community delivery once the Neighbourhood Model and Public Sector Reform structures have been agreed. 	
Accountable to: Deputy Chief Executive (Corporate Core)	
Immediately Responsible to: Chief Information Officer	
Immediately Responsible for: Public Sector Reform; Community Engagement; Community Hubs	
<p>Relationships: (Internal and External)</p> <p>All employees within directorate and employees across the Council and CCG All Executive Directors and Chief Officers of the Council / CCG Elected Members and CCG Governing Bodies</p>	

Lead Officers within the Team Bury Partnership, GMCA, regional and national bodies and agencies

Control of Resources:

Financial: Control of Revenue / Capital Budget

Personnel: Control, discipline, training and direction of all employees

Equipment: Ultimate responsibility for all equipment used

Health / Safety: Health, Safety and Welfare of all employees of the service

Duties and responsibilities

Community Strategy & Public Sector Reform

1. Lead of the development of the delivery plan for Community Strategy through engagement with the wider partnership and the co-design of a new approach to public sector reform
2. Development of long-term sustainable plans for the delivery of a neighbourhood / locality model to deliver the objectives of the community strategy
3. Provide leadership to strengthen the partnership approach to the design of the Community Strategy, including broader community led organisations, private businesses and the full public sector.
4. Design and deliver plans to support other senior officers to convert policy decision into action plans and operational models
5. Lead on the delivery of evaluation work to assess the impact of new ways of working and undertaken cost benefit analysis in line with best practice form across GM and beyond, as appropriate.

Early Help

6. Lead the development of a robust and sustainable early help model, located within the neighbourhood model proposed within the Community Strategy.
7. Provide system leadership to support partners to design the approach to delivery, including governance, information sharing and pooling resources
8. Agree approach to prioritisation which can be adopted across the locality to support a risk stratification approach to case management, in line with budget constraints and organisational need

Neighbourhood models

9. Engage and work alongside the GMCA in it's development of Public Service Reform models to ensure the Bury programme maximise opportunities for support (financial and the devolution of responsibilities).

10. Develop effective partnerships and models of working that support neighbourhood working, contributing the borough wide Community Strategy Priorities, thereby create a fully functioning public sector reform network.
11. Manage multi-disciplinary front-line teams working innovatively at the forefront of place based integrated working and drive continuous improvement of the service through robust quality assurance, safeguarding procedures and management of risk.
12. Continuously develop effective data collection and tracking systems including analysis and evaluation frameworks through identifying system barriers and blockages and providing leadership to remove them

Corporate Leadership

13. Act as a strategy leader in the corporate core of the council, supporting the Executive Leadership Team, the Departmental Management Team, the Cabinet and all councillors.
14. As a key member of the senior managers group, provide direction, support and challenge to drive corporate objectives and ensure the council leads the delivery of services that meet the needs of our residents.
15. Supporting the Executive Director in supporting and advising councillors and senior officers on statutory responsibilities and other issues affecting council wide policy, strategy and commissioning.

Resource Management:

16. To lead, motivate, direct, manage and develop staff ensuring strategic and operational priorities and work plans are delivered.
17. To ensure effective service integration and joint working across the Council and CCG working within and across traditional departmental boundaries.
18. As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.
19. Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired (see paragraph 203 of supplemental Conditions of Service).

Agreed correct by Postholder:	Sign:	Date:
Job Description Prepared by:	Sign:	Date:
Agreed correct by Supervisor / Manager:	Sign:	Date:

Department for Corporate Core Services

Assistant Director of Public Sector Reform

Short Listing & Interviewing Criteria	Essential	Desirable
Educated to degree level or with a relevant professional qualifications, with evidence of continued professional development	✓	
Knowledge of NHS, Local Government, GM, Public Sector Reform and current issues facing the public sector	✓	
Knowledge of programme and project methodologies and the proven ability to manage projects and programmes	✓	
Experience of working within a political environment providing balanced advice, inspiring trust and confidence on strategic and operational matters	✓	
Evidence of working effectively and collaboratively with a diverse range of professionals and partners, across organisational boundaries, with a proven track record of delivering change and improvement	✓	
A proven track record of working at a senior level, demonstrating organisational culture, values and behaviours in your leadership approach	✓	
Understanding of the national and local political context and experience of analysis and providing appropriate advice to a complex range of stakeholders	✓	
Evidence of leading innovative transformational change that delivers improved outcomes	✓	
Demonstrable understanding of Bury and it's challenges	✓	
Proven analytical and problem solving capabilities	✓	
Proven experience of leading teams with relevant specialisms in a large and complex organisation	✓	