



WEST OXFORDSHIRE
DISTRICT COUNCIL

Role Description and Employee Specification

Job Title:	Director of Place	Location:	Witney
Department:	Place	Service:	Governance
Reports to:	Chief Executive	Working Hours:	37 hours per week
Salary:	£95,202- £104,722 per annum	Peer Group:	TBC
Business World Post Number:	New Post	Job Group:	Director
Contract Type:	Fixed Term	Direct Reports:	Climate Change Manager • Housing Delivery Programme Manager • Leisure Strategy Manager • Community Wellbeing Manager Economic Development Manager Waste Manager

Overall purpose of the Post:	<p>Together with the Chief Executive Officer and other Directors, to lead the corporate direction of the council on delivering efficient and effective services to customers, that are aligned to the council's ambitions and strategic priorities. To think and plan strategically contributing to the overall leadership and management of the Authority.</p> <p>Lead, manage and deliver the services within the Directorate, ensuring rigorous performance, risk and financial management.</p> <p>Continually review the range of services in the Directorate, bringing forward proposals to increase their efficiency, reduce their net cost and/or increase income on an ongoing basis.</p> <p>To work collaboratively across Council services and with external partners such as Publica and Ubico</p>
Key Tasks and Responsibilities:	<p>1) Accountable for the following range of council services and employees:</p> <ul style="list-style-type: none"> • Economic Development • Climate Change • Strategic Housing • Communities • Leisure Strategy • Major Projects • Commercial Strategy • Waste <p>Please note that these may be subject to change due to the needs of the organisation.</p>

	<p>2) Lead and manage an effective and forward-thinking team to ensure efficient and successful strategic and operational management.</p> <p>3) Promote employee engagement, learning and development and support the development of effective policies and services in response to the changing demands imposed by legislation, government intervention and service demands.</p> <p>4) Work as part of the Council's Corporate Management Team (CMT), providing strong, visible and collective leadership across the Council and its partners through compelling communication of our vision and values. Building a culture of high performance and inspiring colleagues to support the delivery of the council's strategic priorities.</p> <p>5) Act as the council's principal policy advisor on all services within the Directorate, providing guidance and support to the Chief Executive, Executive and Members.</p> <p>6) To attend meetings of the Executive, Council, Overview and Scrutiny Committees and other Committees and working groups, providing necessary briefings as required.</p> <p>7) To represent the Council at meetings with partners and other public and private sector agencies, voluntary groups and individuals at a local, regional and national level as required, helping to influence policies and strategies relevant to West Oxfordshire and the service.</p> <p>8) Ensure that the work of the Directorate is of a high quality and achieves its objectives by effective planning, performance, risk and financial management.</p> <p>9) Directly responsible for the proportion of the appropriate capital and gross revenue expenditure relating to the activities of the Directorate are managed, monitored and reviewed in accordance with corporate guidance and timetables, working closely with the Finance and Performance teams, as well as Service budget holders.</p> <p>10) To ensure a system of continuous review is embedded within the Directorate and to promote and foster an organisational culture in which challenge, innovation and creative solutions are the norm.</p> <p>11) Act as project sponsor or other programme executive role on appropriate projects as allocated by the Chief Executive.</p> <p>2) Any other duties that are commensurate with the level and grade of this post.</p> <p>The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.</p>
<p>Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:</p>	<p>Knowledge & qualifications</p> <ul style="list-style-type: none"> • Knowledge and understanding of relevant service legislation and best practice • Educated to degree level in a relevant field or equivalent through senior management experience in an appropriate discipline Experience • Senior leadership experience, leading teams and responsibility for budgets and resources • Substantial experience of developing strategies and or managing projects and translating them into effective outcome changes for place and communities

	<ul style="list-style-type: none"> • In-depth knowledge and experience of all aspects of service requirements, and an ability to shape the service to meet future challenges. • Proven ability to identify and drive forward opportunities, defining strategy and developing partnerships. • Experience in operating effectively within the democratic process, with the political acumen and skills to develop productive working relationships with Councillors and central government that command respect, trust and confidence Skills & abilities • Experience must be sufficient in breadth and depth to enable the post holder to operate at the highest level of the organisation, providing strategic vision, direction, financial performance, leadership and management • Can demonstrate horizon scanning and future thinking to take advantage of opportunities, manage potential threats whilst continuously improving standards of service • Highly developed analytical, problem solving and negotiating skills with the ability to produce practical and creative solutions to ensure the achievement of corporate and strategic objectives. • Highly developed networking and influencing skills • Ability to tailor leadership style to respond to a variety of different situations and challenges • Personal integrity and positive role model of the behaviours and culture of the council
Desirable Requirements Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • Membership of relevant professional organisation • Relevant Management Qualification
General Accountabilities:	<p>Safeguarding – The Council is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities.</p> <p>The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment.</p> <p>Work in compliance with the Codes of Conduct, Regulations and policies of the council.</p> <p>To support the response to a major incident, including taking up a designated role within the emergency management framework.</p> <p>To support the Chief Executive/Returning Officer in administering election responsibilities</p>
Special Conditions:	<p>You will be expected to work reasonable additional hours in line with the needs of the service.</p> <p>There may be a requirement to work at other locations to meet the needs of the business.</p> <p>BPSS check</p> <p>Full UK Driving Licence.</p> <p>Ability to travel / access to a vehicle for work purposes.</p>

Politically restricted postholders are restricted from canvassing on behalf of a political party or for a person who is, or seeks to be, a candidate for election to a local authority, the House of Commons, or the European Parliament.

Date Reviewed:	06/03/2026	Reviewed By:	Phil Martin
Checked by HRBP	Kathryn Dowell	Date of Issue:	