

# JOB DESCRIPTION



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

**Post Title:** Director of Community Services

**Location:** Clitheroe Council Offices, BB7 2RA

**Working Pattern:** 37 hours per week. Flexible Working

**Responsible to:** Chief Executive

**Responsible for:** Engineering Services  
Cultural and Leisure Services  
Waste Collection

**Job Purpose:** To successfully lead multi-functional teams at a senior level delivering engineering, culture, leisure, and waste collection services. Strong leadership and relationship management skills are essential to deliver the best outcomes for outcomes for Ribble Valley residents.

**Grade/Salary:** £83,555 - £91,108 per annum  
7.5% contribution to lease car  
Contractual benefits of working for a Council  
Generous Pension Scheme

## KEY RESULT AREAS

- To participate in the collective corporate management of the borough council through membership of the Corporate Management Team, attendance at Council/Committee and other meetings as required
- Liaise with suppliers and investors and keep them up to date on the project progression.
- To promote internal and external partnerships
- To lead, and motivate the Community Service Directorate, monitoring its performance, and translating the Councils, strategies into outputs in the Community
- To promote change, promoting innovation and creativity within an environment of risk management
- To advise Councillors during Council Committees, Working Groups, and similar meetings
- To have a strategic management and operational responsibility for the following services

- To be responsible for ensuring the high quality of data provided relating to the role
- To participate all areas of recruitment, development, and performance management of staff within Community Services Directorate
- To motivate and inspire staff to achieve a high quality of work and a cost-effective service
- Demonstrate a strong commitment to always delivering a high standard of service with an emphasis on quality.
- To promote and comply with our obligations under the Equality Act 2010 and Ribble Valley Borough Council policy on health and safety, both in the delivery of service and the treatment of others.
- To perform any other duties which are consistent with the nature, responsibilities, and grading of the post.
- This post is a politically restricted post within the meaning of the Local Government and Housing Act 1989.

## CANDIDATE SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
<b>Qualifications</b>		
Higher level education and/or degree, or equivalent delivered through experience		Application Form/ Interview
Relevant Professional Qualification	Chartered Engineer status	Application Form/ Interview
	CPD Accreditation As part of annual Continuing Professional Development activities on a CPD record	Application Form/ Interview
<b>Knowledge/Experience</b>		
A proven history of successfully leading, managing, and motivating multi-functional teams at a senior level in a large, complex organisation		Application Form/ Interview
A proven record of working effectively in partnerships that has led to community, economic and effective outcomes		Application Form/ Interview
Experience of working at a senior level in a political environment		Application Form/ Interview
Evidence of managing initiatives that have resulted in project/service success and financial control.		Application Form/ Interview
A proven history of delivering projects and organisational change within time and on budget		Application Form/ Interview
Strong understanding of public and private sector roles in relation to community development and local service delivery		Interview
Experience of interpreting complex legislation, policies, and procedures, providing advice and options as necessary		Application Form/ Interview
Demonstrable commercial acumen with effective management of budgets and high productivity		Interview
Ability to apply a clear focus on customer needs driving forward change in the context of a strong understanding of the local, county, and regional landscape		Interview
Experience of the production, development, and analysis of management information to support and inform management decisions		Application Form/ Interview

<b>Knowledge/Experience</b>		
Experience of communicating across a wide spectrum of people both individuals and in groups		Application Form/ Interview
Experience of investigating problems, developing solutions and taking appropriate timely action to resolve them		Application Form/ Interview
<b>Other</b>		
Current full UK driving licence		Application Form
Ability to travel on Council business as required		Interview
Flexibility to work evening and weekend as necessary		Interview
<b>Assessments</b>		
Management Scenarios. Situational Judgement. Verbal Reasoning. Numerical Reasoning.		Psychometric Assessments undertaken

<b>Personal Qualities</b>	
<p><b>Selflessness</b> Holders of public office should act solely in terms of the public interest.</p>	Interview
<p><b>Integrity</b> Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.</p>	Interview
<p><b>Objectivity</b> Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.</p>	Interview
<p><b>Accountability</b> Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.</p>	Interview
<p><b>Openness</b> Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.</p>	Interview
<p><b>Honesty</b> Holders of public office should be truthful. The post holder will act with integrity. They will uphold professional standards, acting honestly and ethically, and challenging unprofessional conduct or discriminatory behaviour.</p>	Interview
<p><b>Leadership</b> Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.</p>	Interview

Please note that the use of the terms “Assessment & Interview” is based upon candidates being successfully shortlisted.