NI INTERCHANGE SCHEME

# Hosting Opportunity Proforma

Mid and East Antrim Borough Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Richard Cromie

Name

Organisation/

Mid and East Antrim Borough Council

Department

Ardeevin

80 Galgorm Road

Ballymena

BT 42 1AB

Address

N/A

028 2563 3147

Telephone Fax number

Number

Richard.cromie@midandeastantrim.gov.uk

E-mail

Secondment – Director of Operations

Type of Opportunity

**2. Details of hosting opportunity**

Description of opportunity

|  |
| --- |
| **Main Purpose of the Job**   1. Deliver Council’s Corporate, Community and Strategic Plans by providing leadership and business focus within the Directorate across the Council through fostering effective external partnerships and working as a member of the Senior Management Team (SMT). 2. Lead up Council’s strategic plans and the translation of Council’s vision, values and strategic objectives into action. 3. Provide the leadership necessary to co-ordinate the activities of a portfolio of services as allocated by the Chief Executive. 4. Deliver high quality services across the Directorate by using performance management to drive continuous improvement and ensuring the effective and efficient use of council’s resources. 5. Support Council and Elected Members in their policy and decision-making role by providing timely, professional and objective advice on all aspects of the directorate’s functions. 6. Lead transformational change by working with the SMT and ensure the effective integration of new and current functions and responsibilities. 7. Support the Chief Executive to create a high performing culture by being an active member of the SMT, agreeing and delivering key strategic priorities and contributing to the operational effectiveness of the whole organisation. 8. Ensure that the directorate complies with all statutory and legislative requirements by adhering to these requirements and working in accordance with good governance and safety requirements. |

**Main Duties and Responsibilities**

1. **Strategic Leadership and Management**
   1. Promote and be an advocate of the vision and values of Mid & East Antrim (MEA) Borough Council.
   2. Contribute to the corporate planning process and provide the leadership and strategic direction necessary for the Council to achieve its strategic objectives.
   3. Contribute to the Council’s community planning process ensuring synergy with Council’s strategic objectives and contribute to building, supporting and empowering communities.
   4. As a member of the Senior Management Team contribute to driving forward the Council’s transformation process to meet corporate priorities, ensuring efficient management of all council resources and bedding in cultural change and organisational development.
   5. Work with internal and external stakeholders to develop creative and innovative ways of improving service delivery and tackling local problems and deliver a high performing and service orientated culture.
   6. Be responsible for leading on broader corporate initiatives and the development and maintenance of cross cutting strategies and action plans within the Council as required.
   7. Support the development of Council’s corporate governance framework and ensure it is consistently implemented.
   8. Contribute as appropriate to the Council’s Emergency Planning and Business Continuity arrangements and act on rota as emergency co-ordinator.
   9. Ensure the Chief Executive is properly briefed on all key issues within the Director’s area of responsibility.

**Skills requirements**

What qualities, skills and experience is required from the individual

Applicants must have a degree or post graduate qualification ***plus*** be able to demonstrate, by providing personal and specific examples three years’ experience working at a senior management level

**OR**

be able to demonstrate, by providing personal and specific examples five years’ experience, at senior management level

**Senior management level** - experience at this level must include:

Contributing to the strategic direction of the organisation and influencing the corporate planning and policy development processes;

Leadership experience involving effective management of people, systems and policies;

Successful delivery of services, effectively managing budgets across a range of council functions within competing budget priorities and tight financial limits including the prioritisation and targeting of resources;

Providing effective leadership and motivation to employees and multi-disciplinary teams, managing them in accordance with the principles of performance management and personal development;

Experience of working within a dynamic environment and successfully managing change.

* Developing and managing complex partnerships, brokering effective collaborative relationships with partners and a wide range of key stakeholders to ensure the effective planning and delivery of services and facilities.

A sound understanding of the legislative framework governing the work of the Directorate.

Practical understanding of the main issues and developments impacting on service delivery within the service portfolio within the Borough area.

A clear understanding of the workings of local government and the wider environment and political context in which it operates.

A full current driving licence valid in the UK and access to a car

or

have access to a form of transport that enables you to carry out the duties of the post.

**4. Personnel: Please state below**

Who will the individual report to?

Who will the individual report to?

Acting/ Temporary Chief Executive

Who will be the individual’s line manager and/or reporting officer?

Acting/ Temporary Chief Executive

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

**Benefit to Individual employee**

An opportunity to develop good interpersonal and business relationships whilst sharing and enhancing the individual’s skills. The individual will gain valuable career development opportunities, building networks in a new sector and gaining experience within a dynamic and fast paced organisation.

**Benefit to individuals employer**

Employee will enhance skills and will build new interpersonal and business relationships that will ultimately be of benefit to the employer in the future.

**Mid and East Antrim Borough Council** will benefit from different perspectives and experiences from another organisation with a view to sharing and collaborating in the future.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.;

desk, PC, fax etc.) and funding arrangements for the opportunity.

**Start Date**: As soon as a suitable candidate is identified and a release date agreed.

**Salary Scale:** £84,922.83 - £90,161.36 per annum

Salary and other related costs will be met by Mid and East Antrim Borough Council.

**Working hours:** 37 hours per week. A flexi-time system is in operation. Candidates will be required, as and when necessary, to attend evening meetings and work in excess of the normal hours in performance of the duties and responsibilities of the post. The remuneration of the post reflects this requirement.

**Duration**: Temporary – initially for one month, however, there may be the possibility for an extension subject to the agreement of all parties.

**Location**: Ardeevin, 80 Galgorm Road, Ballymena BT42 1AB

**Further information**: Selection for this post will be as follows:

Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview

For further information please contact Richard Cromie at [Richard.cromie@midandeastantrim.gov.uk](mailto:Richard.cromie@midandeastantrim.gov.uk)

**Closing Date: Applications must be submitted by 4.00pm Monday 09 May 2022 to:**

[interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk)

**7. Endorsement**

**Interchange Manager**

Richard Cromie

Signed

Date

29/04/2022