

# RUGBY BOROUGH COUNCIL

## JOB PROFILE

<b>Post No.</b>	TBC
<b>Post Title:</b>	Strategic Director - Communities
<b>Grade:</b>	£95,801 - £101,333
<b>Service:</b>	Communities Directorate
<b>Reports to:</b>	Chief Executive
<b>Issue Date:</b>	January 2026

### PURPOSE OF THE JOB

To act as a pivotal member of the Council's Leadership Team, supporting the Chief Executive in driving and enabling the delivery of the Corporate Strategy.

To act as the Council's Senior Responsible Owner (SRO) in all matters relating to the Corporate Strategy ambition for 'A Fairer Rugby'.

To be accountable to the Chief Executive for the strategic leadership, direction and operational effectiveness of the functions within the directorate, and to continuously improve delivery of services; including, but not exclusively;

- Housing
- Projects
- Property Maintenance
- Regulatory Services
- Safety and Resilience
- Bereavement Services
- Parking Services
- Licencing

Please note that these functions may be subject to change.

### 1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

#### Strategic Leadership

- 1.1 Lead the development and implementation of long-term strategic plans, ensuring alignment with political priorities and statutory obligations.
- 1.2 Act as a key advisor to the Chief Executive, Cabinet, and Elected Members on policy, performance, and service development.

- 1.3 Inspire, lead and develop senior managers and staff across the Communities Directorate; embedding a culture of inclusivity, wellbeing, performance and accountability.
- 1.4 To operate and behave as a senior leader, modelling the Council's CANDO values, challenging practices, managing and delivering cultural and behavioural change as necessary.

### **Corporate Management**

- 1.5 Lead, motivate and develop the Council's Communities Directorate ensuring that its activities align with the Council's vision, objectives, constitution, standing orders, financial regulations and other corporate policies.
- 1.6 Lead multi-disciplinary teams, setting clear goals and ensuring delivery against Key Performance Indicators, budgets, and legal requirements.
- 1.7 To ensure that the delivery of services is efficient and effective through the preparation, implementation and monitoring of Service Plans, policies and projects

### **Partnerships and Collaboration**

- 1.8 To develop partnerships and strong collaborative working relationships with other public authorities, the voluntary and community sector, service providers and other stakeholders.

### **Change and Transformation**

- 1.9 Drive service innovation, digital transformation, and customer-focused service delivery.
- 1.10 Champion continuous improvement, value for money, and evidence-based decision-making.
- 1.11 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.

### **Governance and Compliance**

- 1.12 Ensure robust governance, risk management, and compliance frameworks across directorate services.
- 1.13 Prepare and present reports, briefings, and strategy documents to Committees and Cabinet.

## **2. ADDITIONAL DUTIES AND RESPONSIBILITIES**

- 2.1 To lead, communicate and behave as a senior leader of people, role-modelling the behaviours that demonstrate the intention to put staff at the heart of everything the Council does.

2.2 Lead and support service managers to ensure implementation of the Council's People Strategy

### 3. CORPORATE RESPONSIBILITIES

All staff must act within the Council's rules and follow all reasonable management requirements. These are contained within: The Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting  
Equality and Diversity  
Health and Safety  
Risk Management  
Anti- Fraud  
Data Quality and Data Protection  
Business Continuity  
Major Emergency Plan  
Procurement and Contract Management  
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager.

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

### 4. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

**Signed as agreed:**

Postholder

Date

## PERSON SPECIFICATION



### Strategic Director - Communities

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Educated to degree level in a relevant discipline or with a relevant professional or management qualification at post graduate level.	E	A/I
Membership of relevant professional body / institute and evidence of continuous professional development.	D	A/I
Substantial experience at a senior level working in a complex public sector or equivalent private sector organisation.	E	A/I
Detailed understanding of the changing role of local government, the issues facing the sector and the wider economy and how they impact services.	E	A/I
A thorough knowledge and demonstrable understanding of securing value for money, applying business improvement techniques and managing performance.	E	A/I
Ability to think strategically, understand, analyse and act upon complex and disparate facts and opinions to provide innovative solutions to problems.	E	A/I
Ability to persuade, negotiate and influence at all levels	E	A/I
Ability to provide clear advice to all parties including making strategic recommendations to inform council policy.	E	A/I
Significant experience of building relationships and working successfully with stakeholders/partner organisations for effective service delivery.	E	A/I
Extensive experience of advising Members in a senior role.	E	A/I
Strong track record of delivering transformation and driving performance improvement in functions and organisations	E	A/I
Experience of managing large budgets and high-performing teams	E	A/I
Excellent wide-ranging communication, consultation and negotiating skills including advising and influencing decision makers and other stakeholders	E	A/I
Experience in procurement of large and / or complex contracts to support effective, value for money services.	D	A/I
Demonstrable understanding of equality of opportunity in both service delivery and employment.	E	A/I
A commitment to work within our CAN DO values and embed these in the culture of the workforce.	E	A, I
Excellent written skills to formulate reports, policies and other documentation on complex issues	E	A
A proven record of working effectively within a political environment, providing clear, balanced advice and guidance	E	I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D