

# The City of Cardiff Council **Recruitment Pack**

## Assistant Director of Education





Dear Applicant,

Thank you for your interest in this post.

Education is at the heart of the drive for improvement in the City of Cardiff Council. It is also a key priority for improvement across Wales. Cardiff, as the capital city, is centrally placed to play a leading role in delivering the improvement expected.

Working with our partners in the Central South Education Consortium we have made significant progress in tackling some long-standing problems, changing the culture and re-framing aspirations and expectations. We are now setting out a clear plan for building on this base to ensure consistently excellent education in schools throughout the city.

The Council is seeking the right people with the professional expertise, managerial capacity and fresh perspectives to support the political leadership in delivering a fast-paced and ambitious agenda to achieve the Council's vision for the city.

This is an exciting opportunity to become part of a senior management team in a leading public sector organisation with 15,000 employees delivering over 700 individual services to over 350,000 residents.

The role offers significant professional challenges, and real rewards. The person appointed will work closely with me to shape and deliver the next phase of our improvement. They will have lead responsibility for service delivery; will be highly visible to school leaders and governors; and with me will work closely with elected members to deliver the ambitions of the Cabinet.

If you would like an informal discussion about this role please contact me on 029 20 872700.

**Nick Batchelar**  
**Director of Education**





## About the Job....



### **Education Directorate**

#### **Assistant Director of Education**

**Salary £82,416**

The City of Cardiff Council is committed to achieving a step-change in educational attainment to secure the best possible outcomes for learners in the capital city of Wales. Performance has improved significantly, and we are now setting out an ambitious programme to take this forward over the next five years, putting education at the heart of the city's future economic and social prosperity.

Reporting to the Director of Education, you will have lead responsibility for service delivery and will be highly visible to school leaders and governors. The role offers significant professional challenge, and real scope for making a difference.

For an informal discussion about this post, please contact the Director of Education, Nick Batchelar on (029) 2087 2700.

#### **The Recruitment Process**

Should you decide to make a formal application, the first stage will be shortlisting based on your application. This is a Member appointment.

#### **Closing Date**

Friday 27<sup>th</sup> May 2016 at 12 noon

#### **Enquiries**

If you wish to have an informal discussion prior to application, please contact the Director of Education, Nick Batchelar on 029 2087 2700.

#### **Equal Opportunities**

Equal opportunities will be afforded to all applicants. Appointment will be made on merit.



## Role Profile



**Role Title: Assistant Director of Education**

**Grade : Assistant Director Spot Salary**

### **Primary Purpose of Role**

To take lead responsibility for the successful and safe operations of a broad range of service areas: to manage and co-ordinate people, financial and capital resources to ensure the effective delivery of agreed priorities, change programmes and high-quality day-to-day service for customers.

### **Key Accountabilities**

- To translate strategic commitments for the portfolio into an aligned framework of operational plans, and, subsequently, to oversee the execution, review and improvement of these plans
- To play the lead role in the delivery of change programmes and projects across the portfolio of services (working with partners where appropriate) ensuring that the desired outputs and outcomes are secured
- To effectively manage the people, financial and other resources of the portfolio – ensuring that they are aligned with corporate priorities and genuine customer need
- To ensure that Operational Managers understand and fulfil their budgetary accountabilities; guiding and supporting them to make tougher choices within a context of diminishing resources and changing service demand
- To facilitate and ensure the successful implementation of internal and/or external partnership arrangements
- To establish and apply effective individual and team performance management systems in order to monitor, assess and improve standards and the achievement of key performance indicators
- To lead, motivate and develop a team of Operational Managers (and wider management and staff group) – ensuring the highest levels of buy-in and execution of the Council's priorities and corporate objectives
- To ensure that practices are put into place to promote safe and appropriately risk-managed operational delivery
- To lead Operational Managers in the production of robust and meaningful business plans – providing clarity of purpose, emphasis and key deliverables for the portfolio of services
- To ensure that effective communication and engagement processes are in place to share new ideas, new ways of working and to provide insight to progress and achievements

### **Areas of Responsibility**

- Achievement and Inclusion Services, which include:
  - School Standards and Improvement
  - Ethnic Minority, Looked After Children and Youth services
  - Flying Start and Childcare services
  - 14 to 19 provision
  - Inclusion services
  - Governor support





- Performance, Resources and Services
  - Service and School Performance Management
  - Service and School Budgets
  - Business Support
  - Direct Services including Catering, Music Service and Outdoor Studies Centre
  - Health and Safety
  
- School Organisation, Access and Planning
  - Admissions
  - School organisation planning
  - School capital investment plan
  - Asset management across education estate

### Types of Measures of Success

- Continually improving performance against key performance indicators for the portfolio
- Achievement of Corporate Priorities for the portfolio
- Effective co-ordination of resources across the portfolio of services
- Effective budget control across the portfolio, with the delivery of required budget savings

**When preparing your written application you will need to provide evidence only for the competencies identified with an asterisk. These are the essential competencies for your written application. In responding to each of the essential competency areas, you must provide examples which demonstrate how you have successfully delivered results of a size, scope and complexity comparable to the challenges faced by Cardiff Council. These and the remaining competencies will be assessed during the remaining stages of the recruitment process.**

Behavioural Competencies	Application Stage	Competency Level(s)
Putting Our Customers First	*	5
Getting Things Done	*	4
Taking Personal Responsibility	*	4
Seeking to Understand Others		4
Developing Potential		4
Leading Change	*	4
Initiating Change and Improvement	*	4
Organisational Awareness		4
Partnering and Corporate Working	*	4
Communicating		4
Analysing , Problem Solving and Decision Making		4
Equality & Diversity		4
Optimising Resources	*	4
Demonstrating Political Acumen		4



## Contract



### 1. **CONTRACT**

This is a permanent appointment.

### 2. **CONDITIONS**

Conditions of service will be in accordance with the Joint Negotiating Committee for Chief Officers of Local Authorities as adopted by the County Council from time to time, plus any other conditions or regulations determined by the Council from time to time in consultation with the recognised trade unions.

### 3. **SALARY**

The inclusive spot salary for this post is £82,416. National pay awards in accordance with the JNC for Chief Officers of Local Authorities will be applied.

### 4. **PERFORMANCE APPRAISAL**

There will be an annual process of performance appraisal linked to the setting and achievement of the responsibilities and accountabilities of the job; and identifying any continuing personal development needs to maintain a high level of performance. The process is separate from any scheme relating to either pay or performance related pay.

### 5. **ANNUAL LEAVE**

Annual leave will be 27 days for employees with less than 5 years continuous service, and 32 days for employees with more than 5 years continuous service. You will also be entitled to 8 bank holidays.

### 6. **HOURS OF WORK**

The job of Assistant Director cannot be satisfactorily undertaken within a fixed working week and some element of unsocial hours will be required for the proper performance of the responsibilities. The inclusive salary scale for the appointment reflects the need to work in addition to and outside normal office hours.

### 7. **SICK PAY**

Occupational Sick Pay Scheme will be in accordance with the JNC for Chief Officers' Conditions of Service.

### 8. **PENSION**

Local Government Pension Scheme. An opting out notice is available from the Pension Section.



**9. POLITICAL RESTRICTION**

This post is politically restricted in accordance with the Local Government and Housing Act 1989 (as amended by Local Democracy, Economic Development and Construction Act 2009).

**10. CAR LOAN SCHEME**

You are eligible for a loan (which is not a taxable benefit) under the Council's scheme.

**11. CAR MILEAGE ALLOWANCE**

If you need to use your vehicle for business purposes you will be reimbursed at the HRMC mileage rate.

**12. SMOKING**

The Council has a no smoking policy.

**13. FLEXIBILITY AND MOBILITY CLAUSE**

As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you commensurate with your grade or general level of responsibility within the organisation, at your initial place of work or at or from any other of the Council's establishments.

**14. SATISFACTORY MEDICAL REPORT**

A satisfactory medical report is required from the Council's Medical Adviser on initial appointment to the Council.

**15. NOTICE PERIODS**

This will normally be three months in writing on either side but this can be changed by mutual agreement.

**16. RESTRICTIONS ON RE-EMPLOYMENT**

Certain restrictions apply after termination of employment. These relate to not divulging confidential information. Also within 12 months not taking up employment or providing services for reward to a body in the circumstances outlined in the conditions of service, without the consent of the Council which will not unreasonably be withheld. These provisions do not apply if the termination is as a result of redundancy or externalisation of work and a consequent transfer to a new employer.