

Job Details

Job Title:	DIRECTOR OF COMMUNITIES
Post Number:	POST000TBC
Directorate:	TBC
Section:	Not applicable
Post Grade:	Tier: 2 Grade: TBC
Responsible to:	Chief Executive

To provide senior leadership across a dynamic portfolio of services. The postholder's areas of responsibility will be allocated and adjusted over time based on organisational priorities, the individual's skills, experience, and capacity, and emerging business needs. This enables the organisation to remain agile, resilient, and aligned with strategic goals.

To represent the Chief Executive at events and meetings in their absence.

The post holder will be responsible for leading a portfolio of services from the list below; this portfolio may evolve over time to include additional services in response to organisational needs:

- Customer Services/Receptions/CCC's
- Culture and Events
- Museum
- Property and Estates
- Community Safety
- Leisure Management Contract
- Communications and Consultation
- Local Government Reorganisation
- Service Planning
- Corporate Projects
- Partnerships
- Sports & Health Development
- Grants
- Other council services and/or programmes/projects

Place of Employment: Ilkeston Town Hall. This is the normal place of employment for this post. In order to deliver quality services, this may need to be varied from time to time and you may be required to work regularly at any other place within the Borough.

Hours: Your notional working week is 37 hours but the nature of the post will require work outside the normal working hours and in excess of the total hours specified. The salary takes that

requirement into account. The locally agreed Scheme of Flexible Working Hours does not apply to posts at this level.

Job Purpose

To provide corporate leadership across the council, working with the Chief Executive to shape, drive and deliver the council's strategies, priorities and organisational outcomes.

To lead and manage the directorate and services for which the postholder is responsible.

Main Responsibilities

- (a) Provide corporate leadership across the whole organisation, not just the Directorate.
- (b) Be accountable for Directorate capital and revenue budget and physical assets ensuring best value for money. To work with the Chief Executive and Director of Resources setting strategic direction for organisational financial planning.
- (c) To engage with and support the corporate performance framework for the whole Council and within your Directorate; setting targets, monitoring performance, delivering progress with corrective action as necessary.
- (d) Deputise for the Chief Executive as required.
- (e) To lead the development of wider Council strategies, policies and organisational priorities, supporting the Corporate Management Team by providing sector knowledge and insight.
- (f) Lead specific themes, projects or pieces of work as requested by the Chief Executive, ensuring effective progress and coordination across services ensuring they are delivered effectively, to time and within agreed parameters.
- (g) To act as an 'ambassador' for and to promote the Council locally, regionally and nationally, in partnership when appropriate.
- (h) To undertake emergency planning and business continuity responsibilities.
- (i) To work with the Corporate Management Team on workforce planning and development, leading initiatives to retain, recruit and motivate staff.
- (j) To lead the Council's transformation and service improvement programme with the Chief Executive and Director of Resources, setting vision and priorities and promoting innovative and creative solutions to meet the Council's needs.
- (k) Represent the chief executive at committees as required, providing advice and support to the committees as appropriate.
- (l) To ensure the highest standards of probity and good conduct are maintained at all times.

Decision making

- Authority to take decisions is derived from the Scheme of Delegation in the Council's Constitution as agreed with the Chief Executive or other relevant officer.
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Financial Responsibilities

- The postholder is responsible for all controllable budgets in the directorate where not reserved to other colleagues.
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Key Contacts / Relationships

- Chief Executive; Directors; Elected Members; the council and its committees; Parish Councillors and Clerks; members of the public; partner organisations and government bodies.
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STANDARD CLAUSES

Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Equality and Diversity

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training

courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

Performance Management

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

Confidentiality

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

Customer Care

You will promote and deliver fair and high-quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

Environmental

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

Safeguarding Children and Vulnerable Adults

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

Other Duties

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Date: 2 June 2026
Version: 1.0

Declaration

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

PERSON SPECIFICATION

Job Title: DIRECTOR OF COMMUNITIES

Post Number: POST000TBC

KEY CRITERIA

Background and Experience

- Extensive relevant senior management experience within a large, complex organisation in at least one of the key services covered by the Directorate including financial and people management.
 - Relevant professional qualifications and management training.
 - Proven track record of formulating, leading and implementing strategies and programmes which cross service or professional boundaries through the delivery of major projects.
 - Significant experience of leading and managing service improvements successfully.
 - Proven success in providing high level, balanced advice and guidance on major issues in a political environment.
 - Strong understanding and experience of working within the local government sector/similar.
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Vision and Leadership

- Ability to develop a clear picture of the direction of the Directorate, taking into account a range of interrelated and council work issues.
 - To look ahead, anticipate and to assess options, taking into account political priorities and leading others to ensure plans are based on the best options.
 - To develop appropriate partnership arrangements.
 - To understand the impact of the improvement agenda on Erewash Borough Council, the services within the Directorate and an ability to work closely with Elected Members to ensure a shared direction.
 - To understand the implications of promoting equality and diversity and to ensure that the development of policies and procedures reflects these needs.
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Service Delivery

- To understand and use sound planning and forecasting techniques preserving the integrity of all processes to external regulation and inspection.
- To create and maintain a culture where customers or clients are consulted and listened to and their opinions inform actions taken.
- To demonstrate an awareness and understanding of local and national government, the changing political agenda and how these impact upon community expectation and service delivery.
- To plan and allocate resources to deliver the Council's Corporate Plan.

- Provide direct “hands on” management when necessary.
 - Downward focus to ensure getting the basics right.
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Getting the best from teams

- To create and maintain a culture where there are high levels of co-operation with teams across the organisation.
 - To win the commitment of people and teams both internally and externally, ensuring a “can do” attitude.
 - To work collaboratively with Elected Members and Senior Managers to agree and develop corporate objectives.
 - To create an environment which ensures that everyone can increase their skills and levels of competency and realise their full potential.
 - To maintain an overview of service plans and their implementation.
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Personal Impact

- To have good motivation, sound reasoning and personal energy.
 - To influence and win the support of others within the Council and externally.
 - To set, maintain and model the highest standards of professional and ethical behaviour, engendering the trust and respect of others.
 - To apply and encourage innovative thinking to solve problems affecting service direction or provision across several areas.
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Communication Skills

- To manage information by establishing process and using technology for the corporate good.
 - To communicate orally on a one-to-one basis or with groups to give and receive messages with accuracy and without bias.
 - To make effective presentations in a style suitable to the audience.
 - To communicate effectively in writing using clear language and an ability to encourage others to do the same.
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OTHER REQUIREMENTS

Essential Criteria

- Able to work flexibly to meet the needs of the service including the ability to attend weekend and evening meetings as required.
- This post is designated as a politically restricted post under the Local Government and Housing Act 1989. The postholder will therefore be subject to statutory restrictions on political

activity, including standing for elected office, holding certain political positions, or publicly speaking or writing in a way that could be seen as politically motivated.

- Full, clean driving licence – ability to travel around the Borough and wider region as needed.

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