


Profile Title:	Area Manager	 BARNSLEY Metropolitan Borough Council			
Reports to:	Locality Manager				
Employee Management:	Up to 5 employees	Grade:	11	Profile Ref:	76607

Purpose of the Post

To represent the Council at one of six geographical areas reflecting Area Councils and drive forward the development and delivery of the Area Council Plan, agree area priorities with Members and wider community and be responsible for strategic consultation and engagement with residents and stakeholders at area and ward level.

Responsibilities

- Lead local performance of services and commissioning through area planning process, devolved budgets and development of local community enterprise.
- Develop and enhance the community leadership role of Members through community practice reflecting Corporate Plan priority to build strong and resilient communities.
- Developing a culture of organisational change, and instigating process re-engineering in order to shape services in line with local people's needs and expectations.
- Influencing, planning, and delivering the co-ordination and commissioning of services to meet area priorities which are critical to deliver improved outcomes for local people.
- Lead on service strategy and policy including lead responsibility for the development, production and implementation of an Area Plan ensuring that it is fully reflective of the needs of the area, the priorities identified through consultation and engagement, legislative and policy frameworks, and the views of all stakeholders in the area.
- Lead the development of service specifications for the commissioning of local activity and associated contract management of procured services.
- Lead responsibility for the delivery of local area governance arrangements ensuring continuous review and evaluation of service provision to ensure it is fit for purpose, drives continuous improvement and is effectively using available resources
- Be responsible for the recruitment, training and management of an area based team. Including the management of a team of staff, providing direction and co-ordination of workloads, motivation, training, welfare and discipline issues as appropriate.
- Ensure various budgets are managed effectively and deliver value for money in accordance with the Council's financial regulations.
- Managerial oversight for supporting community action and volunteering through development of ward alliances, neighbourhood networks and wider community practice
- Direct and manage cross service projects that provide innovative solutions where there is no lead

<p>partner, in order to produce strategic outcomes that can be achieved by organisation's working alone.</p> <ul style="list-style-type: none"> Proactively liaise, negotiate, influence and collaborate with internal and external stakeholders including managers, employees, councillors and partnership agencies as required. Take a lead role in supporting Elected Members development at area level through both effective community practice and utilising the area planning process to enable delivery of Corporate Plan and Future Council vision and priorities Undertake complex data analysis and interpretation, providing reports and updates as required. Lead on the management of social action programmes, including the development of local people and organisations to carry out voluntary work which meets the needs of the area and coordinates with services to ensure efficiencies and public service reform, including the development of social enterprises, mutual and cooperatives. 		
Education and Training	Measure	Rank
<ul style="list-style-type: none"> A degree or equivalent level 6 qualification 	A/I	E
<ul style="list-style-type: none"> Evidence of continual development in a relevant field 	A/I	E
<ul style="list-style-type: none"> An appropriate management qualification eg Diploma in Management Studies 	A/I	E
<ul style="list-style-type: none"> Willingness to undertake the Councils Leadership Programme 	A/I	E
<ul style="list-style-type: none"> Project Management and Development 	A/I	D
Relevant Experience	Measure	Rank
<ul style="list-style-type: none"> Extensive and demonstrable management experience in neighbourhood renewal, neighbourhood management or regeneration and understanding of the Localism policy framework 	A/I	E
<ul style="list-style-type: none"> Developing and driving strategic action plans as the lead agency of a partnership 	A/I	E
<ul style="list-style-type: none"> Developed use of commissioning and re-engineering of service planning to effect service improvements 	A/I	E
<ul style="list-style-type: none"> Experience of service development, implementation and evaluation, utilising performance monitoring systems 	A/I	E
<ul style="list-style-type: none"> Working with, and developing the work of Elected Councillors, in particular in their role in partnership working and community leadership. 	A/I	E
<ul style="list-style-type: none"> Demonstrable project management experience and development of team work plans 	A/I	E
<ul style="list-style-type: none"> Budget preparation and management of a range of budgets including grant funding 	A/I	E
<ul style="list-style-type: none"> Experience of researching and producing accurate and concise reports and delivering presentations to a wide range of audiences 	A/I	E
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> Knowledge of the pressures facing local government/ In depth knowledge and understanding of national and local government policies and agendas, including emerging and changing issues 	A/I	E
<ul style="list-style-type: none"> Understanding of how the council's political and decision making framework operates 	A/I	E

<ul style="list-style-type: none"> • Understanding of Corporate Planning processes, and ability to understand how the organisation works formally and informally to help implement the Council's vision. 	A/I	E
<ul style="list-style-type: none"> • Extensive knowledge of all Council services and partner agencies that include (or could include) delivery at the neighbourhood level, at a level of understanding that allows performance and service delivery to be scrutinised and challenged 	A/I	E
<ul style="list-style-type: none"> • Significant and specialised knowledge of policy and practice in the field of neighbourhood renewal / neighbourhood management and legislation on localism and items of local significance. 	A/I	E
<ul style="list-style-type: none"> • Deep understanding of equality and diversity practice and knowledge of best practice approaches to community cohesion 	A/I	E
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> • Strong leadership and motivational skills with the ability to engender a culture of excellence and continuous improvement 	A/I	E
<ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to work at senior levels within an organisation and partnership agreements, sometimes in areas of tension and conflict 	A/I	E
<ul style="list-style-type: none"> • Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision 	A/I	E
<ul style="list-style-type: none"> • Excellent facilitation and organisational development skills 	A/I	E
<ul style="list-style-type: none"> • Ability to think across functional and service boundaries and work proactively within partnership arrangements to achieve collective goals 	A/I	E
<ul style="list-style-type: none"> • Demonstrable ability to manage and drive forward a complex and wide ranging work programme including public sector reform and associated culture change 	A/I	E
<ul style="list-style-type: none"> • Highly developed networking, advocacy, negotiating and influencing skills in particular promoting partnership solutions and service improvements 	A/I	E
<ul style="list-style-type: none"> • Highly developed analytical and problem solving skills in order to disseminate problems and arguments and produce innovative solutions 	A/I	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> • Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council. 	A/I	E
<ul style="list-style-type: none"> • Willing to undertake training and continuous professional development in connection with the post. 	A/I	E
<ul style="list-style-type: none"> • Work in accordance with the council's vision, priorities, values and behaviours. 	I	E
<ul style="list-style-type: none"> • Able to undertake any travel in connection with the post. 	A/I	E