

Corporate Services Job Description

Job title:	Assistant Director of Smart Cities
Directorate:	Corporate Services
Grade:	Strategic Leadership Pay Level x
Responsible to:	Executive Director of Corporate Services

1. Primary Purpose

- 1.1 To provide strategic leadership of the Smart Cities Strategy and Services within the Council and across the city, working with a range of stakeholders.

2. Principal Responsibilities

- 2.1 To ensure that the Council provides excellent services working within the framework of its values, policies and priorities. The key functions of this role include:
 - Sunderland Smart City Strategy
 - ICT and Intelligence Services
 - Transformation and Projects
 - Customer Services
- 2.2 To lead the Smart City Strategy to provide world class infrastructure and deliver a range of use cases that enable transformational change across the city.
- 2.3 To initiate and promote innovation which unlocks talent and potential, creating benefits and opportunities for the Council, the city and the wider region.
- 2.4 To drive forward improvement programmes across the Council with person centred user design and digital and data enabling transformational change that makes a real and measurable difference.
- 2.5 To engage Members, employees and stakeholders in new and customer centric, innovative solutions, the future of the Smart Cities Strategy and Services.
- 2.6 To develop strong and influential networks and partnerships that drive forward the Smart Cities Strategy and Services promoting innovation and improvement.

- 2.7 To shape the future of the Smart City Strategy and Services operating within the values, principles and strategic vision of the Council.
- 2.8 To promote and champion a positive organisation-wide culture that reflects the Council's values.
- 2.9 To work collaboratively and inclusively across organisational boundaries to achieve the Council's objectives and positive outcomes.
- 2.10 To lead, manage, develop and value people to ensure the delivery of high-quality services reflecting the best use of resources for the residents.
- 2.11 To actively promote and value equality and diversity in the operation and delivery of services.
- 2.12 To inspire, develop and motivate your team and influencing span.
- 2.13 To be a visible and ardent leader, promoting partnership working and collaboration across the Council, the city and the Smart City Networks.

3. Key Accountabilities

- 3.1 As a member of the Corporate Services Leadership Team, to contribute to the development and implementation of corporate strategy and policy and to participate in the development of service strategies and policies in order to deliver agreed outcomes.
- 3.2 To develop strategies for the effective delivery of the Smart City Strategy and Services incorporating council objectives, priorities and policies and reflects the best use of resources for the Council.
- 3.3 To provide leadership to ensure the delivery of high-quality integrated services.
- 3.4 To actively promote equality and diversity issues affecting the operation and delivery of services.
- 3.5 To manage the range of budgets made available to the Smart City Strategy and Services and ensure that resources are deployed to best effect, provide value for money and are well monitored and controlled. This will include working with Finance colleagues to identify and bid for external funding.
- 3.6 To ensure that the Smart City Strategy and Services achieve a high profile by setting, delivering and maintaining high standards and by forging strong partnerships.

- 3.7 To lead and ensure the effective management of the directorate to meet relevant statutory obligations and policy objectives, optimising service performance, the use of available resources and the commitment to service excellence and continuous improvement.
- 3.8 As a member of the Corporate Services Leadership Team, to participate in the council's business continuity, emergency planning and emergency response arrangements.