

JOB DESCRIPTION

POST TITLE:	Head of Operations
DIVISION/UNIT:	Corporate
GRADE:	C038
RESPONSIBLE TO:	Managing Director
RESPONSIBLE FOR:	Strategic Lead - Construction Strategic Lead - Facilities Services Transport Services Manager Quarry Manager

Job Purpose

To be responsible for all aspects of strategic leadership, performance and financial management of the Construction Division and Facilities Services Division.

As a member of the Corporate Leadership Team (CLT), to participate fully in, and share collective responsibility for, the corporate management and governance of Tayside Contracts. To contribute at corporate level to the formulation and implementation of organisational and business strategies and to provide leadership, support and direction to direct reports to ensure effective performance delivery of the key objectives in accordance with the Business Plan.

Main Duties and Responsibilities

Values

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.

Corporate

4. Provide strategic leadership, collectively, with the other members of the Corporate Leadership Team on the corporate management and financial stewardship of Tayside Contracts ensuring that delegated functions are fully integrated and aligned with strategic planning and business objectives as detailed in Tayside Contracts' Business Plan.

5. As a member of the Corporate Leadership Team, participate in the executive decision-making process, taking collective responsibility for the executive decisions of the Corporate Leadership Team.
6. As a member of the Corporate Leadership Team, participate in the setting, monitoring and controlling of Tayside Contracts' corporate budget and, along with other members of the CLT, taking collective responsibility for ensuring achievement of all financial targets, such as meeting statutory trading accounts targets and achieving the required rate of return to the constituent Councils.
7. Provide advice to, and work with, elected members of the Tayside Contracts Joint Committee to develop and implement multifaceted strategies and ensure effective and robust governance of Tayside Contracts.
8. Ensure that the Joint Committee is fully informed and appraised of any issues of significance relating to the Construction Division and Facilities Services Division as appropriate.
9. Demonstrate and exemplify positive behaviours and attitudes which promote Tayside Contracts, co-operative and partnership working, and support Tayside Contracts vision for high quality, integrated service provision.

Operations Division

10. Responsible for the strategic leadership, direction and management of the Construction and Facilities Services Divisions, ensuring that they deliver high quality, cost-effective services across Tayside, in accordance with all relevant legislation and regulations and professional standards.
11. Provide strategic leadership to senior managers of the Construction and Facilities Services Division, ensuring that professional standards of work are maintained, performance targets are met and that statutory and other financial targets are achieved.
12. Ensure that Safe Working Practices are adhered to throughout the Construction and Facilities Services Divisions, in accordance with health and safety legislation and Tayside Contracts' Occupational Health and Safety Policy
13. Lead on the development and implementation of systems and processes to ensure that all facilities and equipment which are the responsibility of Tayside Contracts are maintained (via planned replacement and maintenance programmes) to a standard which will support the delivery a high quality, cost-efficient service.
14. Oversee and co-ordinate the management of all functions within the Construction Division and Facilities Services Division and ensure that they are carried out in the most cost-effective and efficient manner and in accordance with the appropriate regulations and legislation.
15. Responsible for setting, monitoring and controlling of the Construction Division and Facilities Services Division budgets and the achieving of all financial and other targets for the Divisions.

16. Maintain effective systems to develop, manage, monitor, evaluate and review performance at strategic, corporate and service levels and deliver agreed actions, and service standards.
17. Co-ordinate and ensure the timeous provision of all relevant information in respect of the Construction Division and Facilities Services Division in connection with the production of the Annual Revenue Budget, Capital Estimates, Business Plan and Annual report etc.
18. Oversee the planning and the carrying out to specification of all Construction Division and Facilities Services Division activities, including oversight of effective utilisation of all labour, plant materials and sub-contractors under the control of the Construction Division and Facilities Services Division.
19. Oversee the promotion, development and implementation of new business opportunities within the current council cohort and all relevant external public and private entities for all Construction Division and Facilities Services Division activities, ensuring a robust business opportunity and risk analysis approach is adopted.
20. Oversee the management of Tayside Contracts' Quarry, and Transport Service, and ensure that they are carried out in the most cost-effective and efficient manner and in accordance with the appropriate regulations and legislation.
21. Participate and represent the Organisation/Divisions as required in all Trade Union or other negotiations regarding terms and conditions of employment and liaise as appropriate with the Strategic Lead - HR, IT and Business Support.
22. Ensure the effective and timeous implementation of the annual Tay Review process throughout the Construction Division and Facilities Services Division and that training needs identified are timeously and appropriately addressed.
23. Attend and represent Tayside Contracts at Joint Committee meetings, corporate working groups, Joint Consultative Committees and other meetings when necessary.
24. Deputise for and, in the absence of the Managing Director, act as the Managing Director as required and represent Tayside Contracts at Joint Committee meetings, constituent Council meetings, corporate working groups, and other meetings when necessary.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.