Coventry City Council

Job Description and Person Specification

Head of Delivery (Migration)

Job Details	
Grade	SM2
Service	Chief Officers
Location	City Wide
Job Evaluation Code	W0287W

About Coventry City Council

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:
Open and fair: We are open, fair and transparent.
Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.
Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.
Create and innovate: We embrace new ways of working to continuously improve the services we offer.
Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.
Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

The Head of Delivery (Migration) provides senior strategic leadership for migration, migrant health, integration and social cohesion across the Council.

As Deputy Head of Service, the role directs the Migration Service Business Plan and leads business, finance, performance and impact functions.

It provides strategic advice on migration, Child Poverty, Health Devolution and wider determinants of health.

The role anticipates demographic change, aligns resources with strategic priorities and develops

coordinated solutions what improve outcomes and prevent future need. It exercises significant professional judgement on service demand, organisational resilience and community cohesion.

Main Duties & Key Accountabilities
Directing the Migration Service Business Plan, ensuring resources, workforce capacity, governance and delivery priorities are aligned to strategic outcomes.
Leading the business, finance, performance and impact functions of the Migration Service, providing organisational assurance and evidence-based decision making.
Exercising delegated authority over resource allocation and re-profiling within a £7m+ portfolio, ensuring investment responds to changing pressures and strategic priorities.
Providing strategic leadership on immigration, integration, child poverty, social cohesion and wider determinants of health, influencing corporate policy and service design.
Acting as principal adviser to the Strategic Lead and Director of Public Health, providing authoritative advice on complex policy and organisational issues.
Providing city-wide strategic capacity for complex priorities, aligning resources, governance, intelligence and partnerships across Directorates and organisations.
Leading strategic partnerships and influencing policy implementation across local, regional and national systems, safeguarding Coventry's interests and promoting collaborative and preventative solutions.
Leading impact assessment, intelligence and organisational assurance activity, ensuring strategic planning and resource allocation are informed by robust evidence.
Deputising for the Strategic Lead - Migration, providing leadership resilience, continuity and accountability across the service.
Providing subject matter leadership on inwards migration and its interaction with public health, integration, social cohesion and wider Council priorities.
Leading the interpretation and local implementation of national legislation, policy and funding frameworks, creating solutions and ensuring organisational preparedness for change.
Directing strategic responses to complex policy, legal and operational challenges, ensuring organisational resilience in a rapidly changing environment.
Representing the Council at regional and national forums, influencing policy development and protecting

Coventry's strategic interests.
Leading innovation and service improvement activity, building in prevention, improving outcomes in migration, integration, health equity and community cohesion.

Key Relationships	
External:	Home Office, Ministry of Housing, Communities and Local Government (MHCLG), Department of Health and Social Care and other Government departments. West Midlands Combined Authority, West Midlands Strategic Migration Partnership and regional local authority networks. NHS organisations, Integrated Care Board, Primary Care Networks, public health partners and health system leaders. West Midlands Police, Probation Service and Community Safety partners. Universities, colleges, schools, employers, skills and employment providers. Registered Providers, accommodation providers and housing organisations. Voluntary and Community Sector organisations, national charities, community groups, faith organisations and regional networks. Regional and national forums influencing migration, integration, cohesion, public health and wider policy development
Internal:	Internal: Strategic Lead Migration Director of Public Health and Wellbeing Corporate Leadership Team, Directors and Heads of Service. Cabinet Members, Scrutiny Boards and Elected Members. Senior leaders across Housing and Homelessness, Children's Services, Adult Social Care, Public Health, Community Safety, Education, Employment and Skills, Finance, Legal and Performance services. Corporate boards, programme boards and governance groups.

Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

Coventry City Council

Direct Reports
Policy Officer (Grade 7) Finance Manager (Grade 7) Service Improvement and Co-Production Officer (Grade 6) Graduate Trainee (Grade 5) Project Support Officer (Grade 5) Business Support Officers x2 (Grade 4) Senior Administrator (Grade 3) Apprentice (Grade 3) Matrix Management and Strategic Oversight Business and Insight Analyst (Grade 7) Data Analyst (Grade 5) As Deputy Head of Service, the postholder provides strategic oversight and leadership resilience across a wider service of approximately 50 staff, influencing performance, workforce planning, resource deployment and organisational delivery beyond their direct reporting structure.

Person Specification				
Requirement Type	**Int**	**App**	**Ass**	**Requirement**
Knowledge	x	x		Demonstrating expert knowledge of migration and integration, community and social cohesion and related public policy frameworks.
Knowledge	x	x		Understanding the impact of migration, demographic change and national policy on local services, communities and organisational priorities.
Knowledge	x	x		Applying knowledge of strategic planning, organisational performance, impact assessment and resource management within a complex public sector environment.
Skills And Ability			x	Providing strategic advice and authoritative guidance to senior leaders, elected Members and partners on complex or contentious issues.
Skills And Ability		x		Directing business planning, financial assurance, performance and impact functions within a complex organisational environment.
Skills And Ability	x			Influencing organisational and system wide change across multiple services, professional disciplines and partner organisations.
Skills And Ability		x	x	Translating complex intelligence, data and evidence into strategic recommendations, investment decisions and organisational priorities.
	x			Skills And Ability Building high trust partnerships and influencing stakeholders where there is no direct authority.

Skills And Ability			x	Exercising strategic judgement in politically sensitive environments involving significant organisational, financial and reputational risk.
Experience		x		Leading services, programmes or functions within a complex public sector environment.
Experience		x		Managing or influencing significant grant funded programmes, financial resources and funding arrangements.
Experience		x		Operating at senior leadership level, influencing strategic planning, resource allocation and organisational decision making.
Experience	x	x		Leading preventative and early intervention approaches that reduce inequalities and future service demand.