# Image of North Northamptonshire Council logo

# Job Description and Person Specification

## Job details

Job title: Countywide Traveller Unit Manager

Grade: M

Reports to: Head of Environmental Health

Responsible for: Traveller Unit team

Directorate and Service area: Regulatory Services

## Purpose of the job

## To provide for Travellers and settled communities across the County, a multi-agency approach to support and enforcement, that fosters good relations, and in which the rights and responsibilities of all communities are respected.

## The Post holder within a multidisciplinary partnership consortium, leads, develops and manages the strategic, business and operational accountability of the Countywide Traveller Unit (CTU).

## Principal responsibilities

**(Please make these concise and ideally no more than 8)**

1. Establish, develop, direct and manage the strategic, business and operational planning of the CTU, establishing an effective organisational framework and creating and ensuring that adequate and effective service level agreements with members and clients are in place to ensure the CTU meets mandatory and professional standards.
2. Lead, co-ordinate and manage unauthorised encampments across the County, acting as agent for all partner authorities.
3. Ensure provision of specialist and expert advice on the Gypsy and Traveller community across the County, to members of parliament, elected members, officers, the public, and businesses and provide reports in order to monitor and measure the business of the CTU.
4. Support and advise the partner authorities on the improvement and development of existing Permanent and Transit Gypsy Sites.
5. Formally report to Elected Members and Consortium Clients on the scope and adequacy of the function and issues arising and to define recommendations to the Executive Board to develop and implement core policies in line with legislation and guidance from the Department of Communities and Local Government.
6. Manage CTU staff including recruitment, supervision and appraisals in order to ensure that staff are equipped with the knowledge and skills required to effectively carry out their duties for the efficient operation of the CTU.
7. Manage the CTU budget, ensuring adequate budgetary control and value for money and ensure financial targets are set and reached in accordance with internal and external Audit and Finance requirements.
8. Market and promote the CTU services to private land owners, and tendering for external contracts. Lead on specific project work related to Travellers and manage and monitor external contracts.
9. Continually develop and review the CTU, exploring and identifying opportunities to access funding and support, including providing services to private landowners and remaining aware of new developments and impending legislation.

## General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
2. Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the councils committment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

# Person Specification

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | Educated to Degree standard or equivalent experience. | A recognised Gypsy and Traveller Management Qualification. |
| Experience and Knowledge | Broad, and substantial experience of working with Travellers and the general public.  Comprehensive knowledge of Traveller legislation, and experience of Traveller cultures and lifestyles.  Capacity to develop policy and initiate policy ideas.  A proven track record of devising, developing and implementing strategies.  Comprehensive knowledge of legislative, political and technical aspects of the work in order to ensure the appropriate interpretation and implementation of legislation and policy.  Considerable experience of working in a complex, politically sensitive and high profile environment.  Experience of working closely with elected members and Members of Parliament, Civil Servants and committees or their equivalent in public, private or voluntary sector organisations.  Experience of leading teams and undertaking individual and team based project work, providing leadership and sound managerial skills.  Experience of managing resources and administering budgets and financial project planning. |  |
| Ability and Skills | Ability to develop the service and its subsequent delivery.  Ability to cope with high levels of pressure, workload, stressful situations with excellent interpersonal skills.  Strong public relation skills.   Excellent communicator and negotiator with evidence of the ability to motivate, enthuse, persuade and influence others at all levels and from a variety of organisations. |  |
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |
| Additional Factors | The capacity to undertake and analyse local audits and cooperate with and inform The Audit Commission. |  |