



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Executive Director for Place
Service	Corporate Leadership Team
Team	Corporate Leadership Team
Location	Shute End/Hybrid
Reports to	Chief Executive
Responsible for	Service Director - Highways and Transport Service Director - Environment Service Director - Planning, Economy and Culture
Grade	Spot Salary
Contract Type	Permanent
Hours	Full Time, 37 hours
Worker Style	Hybrid working with attendance at Council offices as and when required

Main Accountabilities	
1.	Provide strategic leadership for the Council's Place Directorate, ensuring that statutory responsibilities are met and that services are high quality, responsive, inclusive, financially sustainable and focused on improved outcomes for residents, businesses and communities.
2.	Set the long-term visions and strategic direction for economic growth, regeneration, planning, placemaking, strategic investment, assets and sustainability.
3.	Lead the development of key strategies, policies and programmes ensuring that they are fully aligned with and contribute to the objectives of the Council Plan
4.	Act as executive sponsor for designated strategic programmes and major interventions, ensuring robust governance, delivery discipline, risk management, assurance and benefits realisation
5.	Lead and develop a high-performing Directorate Management Team, ensuring workforce planning, talent development, succession planning and resource deployment support strategic priorities and organisational resilience.
6.	Develop and implement effective communication practices with members, employees, partner agencies, residents and businesses so that everyone can understand their role and fulfil them to ensure that everyone thrives.





7.	Lead the development of a strong and robust place making approach to the achievement of outcomes at a local level, ensuring the design and integration of services meet the bespoke needs of the Borough's distinct communities and building on their strengths.
8.	Lead the sourcing of partners and, in accordance with the Contract Procedure Rules, the negotiating of contracts that continually achieve value for money for the Council ensuring that excellent client, management and contract oversight that results in delivery levels being met.
9.	Ensure effective commissioning and continuous monitoring and improvements of services that are provided by third party organisations which will include, but not limited to, Contractors, Partners and the community.
10.	Maximise opportunities for collaboration and joint working at a local, regional and national level to maintain, and also develop, key partnerships in order to ensure the best outcomes
11.	Work in collaboration with counterparts in neighbouring authorities to drive forward regional regeneration and renewal plans.
12.	Represent the Council at local and national levels in dealing with government bodies, local authorities, agencies, the private sector and academic institutions to promote and protect the interests of the Borough.
13.	Proactively raise and maintain the profile of the Council and the wider region with residents, businesses, visitors and investors, promoting the borough as a desirable place to live, work, visit and invest.
14.	Provide strategic leadership for the Council's capital programme, ensuring that investment decisions support long term place shaping, infrastructure delivery and improved outcomes for residents and communities.
15.	Maintain strategic oversight of regulatory services, ensuring proportionate risk-based and effective regulation that protects residents, supports businesses, promotes public safety and upholds the statutory duties of the Council.
16.	Lead the Place directorate contribution to climate and environmental sustainability, embedding decarbonisation and sustainable design into strategies, investment decisions, regeneration, infrastructure and delivery models.
17.	Provide guidance and support to Elected Members to help them translate their political priorities into initiatives that deliver the intended outcome for residents.
18.	Ensure planning policy, development management and wider place-shaping activity operate with integrity, quality, statutory robustness and high standards of design, heritage, town centres and placemaking.
19	Promote commercial, innovative and evidence-led approaches, including effective use of data and responsible digital technology, to improve service quality, productivity, decision-making and financial sustainability.

Person Specification	Essential	Desirable
Education/Qualifications	Education to degree-level or equivalent relevant professional qualifications or expertise	
	Evidence of continuous personal and professional development	
	Membership of relevant professional body	





Experience	Significant experience of successfully managing at a strategic level, including; people, budgets and performance	Experience of championing own ideas and obtaining commitment to allow them to be delivered
	Experience of creating an environment of continuous improvement and innovation	
	Experience of successfully delivering change management, particularly in relation to process improvement	
	Experience of leading complex and major projects to successful outcomes	
	Significant experience of leading the development and delivery of policies and strategies	
	Experience of managing areas within the service portfolio	
	Significant understanding of the political landscape, legislative frameworks, and regional and national drivers surrounding the areas covered within the portfolio	
	Experience of effective partnership working and stakeholder management, to obtain desired outcomes for customers	
	Experience of working in a matrix management environment, where cross-team and cross-organisation working are essential	
	Experience of effectively leading a group of professional staff	
	Experience of working successfully with elected members	
Skills/Knowledge	Excellent IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel	
	Well-developed written and verbal communication skills with an ability to vary style to meet the needs of the audience	
	Ability to analyse management data and communicate to groups, including recommending appropriate action where necessary	
	An understanding of large, complex and political organisations	





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Purpose Details	
Service Purpose	The Place Directorate leads the Council's strategic approach to shaping, managing and improving the borough's physical, economic and environmental environment. It brings together planning, economy, culture, transport, highways, environmental services, infrastructure, property and place-based partnerships to deliver well-designed, sustainable, safe and thriving communities. The service works across the Council, with residents, businesses, partners and elected members, to ensure growth is supported by the right infrastructure, services and investment and that the borough remains a place where people can live, work, visit and invest.
Role Purpose	The Executive Director for Place provides strategic leadership for the borough's place-shaping agenda, bringing together planning, transport, highways, environment, economy, culture, infrastructure, property and partnerships to create sustainable, well-connected and thriving communities. The role ensures that homes, businesses, town centres, green spaces, community facilities, infrastructure and essential local services are planned and delivered in a joined-up way, strengthening economic growth, environmental sustainability, social value and the everyday experience of residents. The postholder will lead strategic site assembly, investment opportunities, inclusive growth, cultural development and partnership working to support the Council's long-term ambitions for the borough.
Corporate Parenting	You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.

Supervision and Relationships	
Supervision Received	The post will report direct to the Chief Executive
Supervision Given	The postholder is responsible for the strategic leadership and management of the Place Directorate, including the Service Directors for Highways and Transport, Environment, and Planning, Economy and Culture.
Contacts	The postholder will work closely with the Chief Executive, Corporate Leadership Team, elected members, senior officers, employees, residents, businesses, developers, statutory bodies, regional and national partners, voluntary and community organisations and commissioned providers. Contact will focus on strategic leadership, policy development, place shaping, partnership delivery, assurance, governance, investment, service improvement and the effective delivery of Council priorities.





Resources/Budget Management

The total budget, which proportions are devolved to Service Directors, is circa
£31.5m Revenue
£68m Capital in current financial year
Total headcount of Place Directorate is circa 230FTE

Special Requirements

Politically restricted post
Travel across borough and regionally may be required
Attendance at face-to-face and online meetings, out of standard operating hours, as and when required

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	No
Working at Height	No
Exposure to Noise (>80-85dB)	No
Confined Spaces	No
Frequent Display Screen Equipment Use	Yes
Driving for Work	No
Hand Arm Vibration	No
Lone Working	No
Healthcare/Social Contact with Patients	No
Blood Borne Viruses Exposure	No
Food Handling	No
Working with Animals	No
Specialised Medical Screening	No
Night Working	No





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Safety Critical Work	No
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Nature of the Role	Details
Healthcare or Hospital Work	No
Working with Children (under 18)	No
Working with Elderly/Vulnerable Adults	No
Work Environment Details	Office and Home

Role Involvement	Details
Working with Children	No
Working with Vulnerable Adults	No
Both of the Above	No
Providing Care/Supervision for Children	No
Providing Care/Supervision for Vulnerable Adults	No
Both of the Above	No
None of the Above	No

Disclosure and Barring Service (DBS)	Details
DBS Requirement	N/A
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
<Details of required regular checks in line with regulations.>





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Evaluation Declaration

Date of Evaluation:

August 2026

Evaluated by:

Sally Halliwell, Head of HR and OD

