



## Job Description and Person Specification Deputy Director of Operations

<b>POST:</b>	Deputy Director of Operations
<b>LOCATION:</b>	Keighley/Bradford
<b>GRADE:</b>	8; Salary: £39,140
<b>HOURS:</b>	35 hours per week (full time)

### **Purpose of the Job:**

To lead the day-to-day operations in South or West Yorkshire to effectively deliver our strategic objectives and to live and model our values.

### **Main Duties**

- To take responsibility for day-to-day operations in West Yorkshire
- To work with the Director of Operations to develop the capacity, performance, and effectiveness of Project 6 service delivery
- To lead and develop our people in a collegiate and value-driven way
- To lead and grow our culture of High Support and High Challenge
- To work with partners and other agencies to deliver the objectives of Project 6
- To constantly strive for excellence and work in an open, transparent and highly ethical way
- To be a role model for our commitment to diversity and inclusion
- To take responsibility to support the health safety and wellbeing of the workforce
- Produce and present high-quality reports and updates to the SLT
- To co-chair an effective and proactive Operational Leadership Team (OLT).

### **Role specific Duties**

- Manage and develop new and existing projects
- Maintain key relationships with stakeholder and partners
- Promote the Project to external organisations and manage the transition of individuals into the project
- To review and develop service provision to meet identified local need
- Ensure proactive management of contracts to ensure targets are met
- Maintain good data collection systems, project monitoring and reporting
- Work with the organisational Safeguarding Lead to ensure policies, protocols and procedures are met.
- Attend and represent Project 6 at meetings held by relevant partners.

**PERSON SPECIFICATION**

Listed below are the knowledge, experience skills and values you'll need to do this job, we will assess these through your application or through tests or interviews after shortlisting.

<b>Knowledge</b>	<b>Method</b>
A relevant degree, equivalent qualification, or significant equivalent experience	<b>Application</b>
Practical Knowledge of the challenges facing people who have difficulties relating to drug or alcohol use	<b>Application Assessment</b>
<b>Experience</b>	
At least 2 years' experience of leading complex operational teams	<b>Application</b>
Effectively using technology to monitor and report on front line operations and progress against KPI/Targets	<b>Application And Assessment</b>
A minimum of one year's experience of holding a senior management position in a comparable organisation	<b>Application</b>
Developing and delivering service development and improvements in a comparable environment	<b>Assessment</b>
<b>Skills</b>	
Ability to analyse and present clearly complex financial information and income generation plans	<b>Assessment</b>
Effectively lead and manage at an operational level within a strategic framework	<b>Application And Assessment</b>
<b>Values</b>	
A firm belief that all people matter	<b>Assessment</b>
An evidenced belief that everyone can change	<b>Assessment</b>
A track record of delivering on your commitments	<b>Assessment</b>
A personal commitment to equality, diversity, and Inclusion	<b>Assessment</b>