



City of Bradford Metropolitan District Council Job Profile

Reference Number	TO BE COMPLETED BY JEGS / HR
Role Title	Gypsy and Traveller Service Manager
Directorate	Adult Social Care, Health and Housing
Service Area	Housing Partnerships
Reports to	Assistant Director Housing Partnerships

Role Purpose (maximum of 3 points, with no sub bullet points)

- Ensure the health, safety and wellbeing needs of Gypsy and Traveller communities are met, with a focus on the management of permanent and temporary sites across the District.
- Lead strategic and operational partnership working across council services and external agencies.
- Provide leadership, advocacy and system-wide influence to improve outcomes and reduce inequalities.

Duties and Responsibilities (maximum of 15 points, with no sub bullet points)

- Lead delivery of the Gypsy and Traveller Strategy and associated programmes.
- Lead the development and implementation of all management policies and procedures required to manage permanent and temporary sites across the District.
- Develop and coordinate health, safety and wellbeing initiatives.
- Lead partnership working with Health, Police, VCSE and council services.
- Manage and supervise the Gypsy and Traveller Officer.
- Oversee risk assessments, data management and monitoring frameworks.
- Manage budgets, income generation and funding bids.
- Provide advocacy and co-production with the Gypsy and Traveller community.
- Lead project and programme management across multiple workstreams.
- Prepare strategic reports and briefings for senior leaders and members.
- Undertake additional duties as necessary to ensure the smooth running of the service area.

Dimensions of role (direct or indirect as applicable) e.g. total number of staff managed, total budget, total scope of role

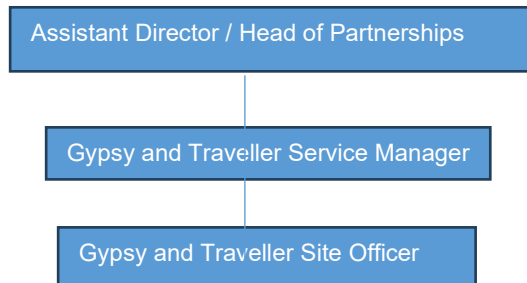
- To lead and manage the Gypsy and Traveller Service.
- Ensure a wrap around support service is made accessible to the Gypsy and Traveller community.
- Management of Gypsy and Traveller Site Officer.
- Capital influencing refurbishment of site £3.5m
- Revenue £260K including bad debt

Structure Chart (showing direct reports)

Assistant Director / Head of Partnerships

Gypsy and Traveller Service Manager

Gypsy and Traveller Site Officer



Person Specification

Knowledge / Skills / Experience required

- Strong communication and conflict-management skills.
- High level of personal resilience.
- Strong, practical understanding of confidentiality and how these impacts on marginalised communities.
- Good influencing and negotiating skills.
- Understanding of complex adults and children's safeguarding issues.
- Understanding of risk management in community settings.
- Advocacy and co-production skills.
- Self-motivating
- Resilient
- Ability to prioritise
- Ability to build and maintain good working relationships with professionals/individuals from different background
- Experience of project management and partnership working
- Experience of monitoring and evaluating initiatives and commissioned services
- Experience of relating evidence and research and using the data to inform and direct work across complex organisational boundaries
- Experience of engaging with specific groups and communities and developing initiatives which meet their identified needs
- Ability to engage in the Gypsy and Traveller local and regional conversation, including applying for resources.
- Project planning and management, including performance monitoring/management, evaluation and reporting on progress and delivery
- Effective interpersonal and influencing skills
- Ability to work using own initiative, establish priorities and meet targets and deadlines
- Ability to assess evidence of effectiveness of public health interventions and apply this to practice
- Strategic vision and planning skills with the ability to identify opportunities through partnership working, which deliver service improvements
- High degree of motivational skills to encourage collaborative working
- Leadership skills
- Ability to overcome resistance to change

Key benchmarked competencies, traits and motives required to successfully deliver the role These will support recruitment, succession planning, development and performance management		Essential
Health and Safety	Uses knowledge of Health, Safety policies, procedures and regulations including risks in own area of work	
IT Packages	Uses a range of complex IT packages relating to area of work	
Service Improvement	Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery	
Continued professional Improvement	Carries out a variety of working practices, applies complex regulations, rules, procedures and processes across a technical /specialist area	
Communication	Knows and understands how to use, interpret, handle and communicate, often complex and detailed information, and relay it to service users/stakeholders in writing and/or over the telephone / face to face.	
Numeracy & Literacy	Demonstrates a high level of numeracy, literacy and accuracy across a range of activities	
Relevant Professional Qualification		
Carries out performance management	Covers the employees' capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.	
Communicates Effectively	Covers a range of spoken and written communication skills required as a regular feature of the job. This includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.	
Carries Out Effective Decision Making	Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. This includes planning and organising, self-effectiveness and any requirements to quality check work.	
Undertakes Structured Problem-Solving Activity	Covers a full range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. This includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.	
Operates with Dignity and Respect	Covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.	
Practices Appropriate Leadership	Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self-interest	

	for the sake of the team or service. They consider serving the District in all that they do.	
Operates with Strategic Awareness	Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.	
Delivering Successful Performance	Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.	
Applying Project and Programme Management	Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning	
Developing High Performing People and Teams	Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.	

Applicants with disabilities are only required to meet the essential special knowledge requirements (clearly marked)

Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the postholder is required to meet the Lower threshold level.
 You should be able to demonstrate that you can use a wide range of simple words and a standard English sentence structure to express and maintain a flowing conversation even though you pause to think of the correct words with the ability to express and make yourself understood (this will also be tested during the interview).

Completed by:		Date:	
Quality checked:		Date:	