

Chief Executive Dr John Packman

Main Activities and Responsibilities:

Provide leadership in the management, operation and development of the organisation, in accordance with the direction provided by the Broads Authority.

As Head of the Paid Service, be responsible to the Authority for the leadership and management of staff and volunteers, and for ensuring that the complete range of its functions is delivered effectively and efficiently.

Provide leadership and focus for the development and implementation of strategies and plans to manage and enhance the Broads, in accordance with statutory guidance, the strategic and other direction provided by the Broads Authority and any agreed documents and plans.

Ensure that impartial and appropriate information and advice is available to the Broads Authority and its committees to assist them in arriving at decisions. Working closely with the Chair of the Authority is responsible for the timely implementation of such decisions.

Liaison and engagement with the external environment and partner organisations to develop targeted, strategic partnerships to enhance service delivery and assist the organisation in achieving its objectives and vision including the Authority's Sponsoring Government Department, constituent local authorities, and key stakeholders.

Enhance the status of the Broads within the National Park family, locally, nationally and internationally.

Provides leadership and support to the Management Team and Management Forum.

To ensure that a performance management culture is firmly embedded for the delivery of the Business Plan objectives and that a customer focused ethos is encouraged throughout the organisation and to promote equality of opportunity in service delivery and employment of staff.

To be the accountable officer for ensuring that the Authority meets its statutory obligations and that the highest standards of financial control, probity and good conduct are maintained at all times.

To exercise overall responsibility for Health & Safety of staff and its associated operations and for ensuring that the Authority fulfils its responsibilities as a Harbour Authority under the Port Marine Safety Code.

Line Management Responsibilities:

Ultimately responsible for all staff and volunteers. Current staff FTE 135.42 as at 31.10.18

Directly line manages Director of Operations, Director of Strategic Services, Solicitor and Monitoring Officer and Chief Financial Officer.

Budgetary Responsibility:

For 2018/19 the annual turnover of the Authority is £6,700,000

Director of Operations Mr Rob Rogers

Main Activities and Responsibilities:

The delivery of an integrated approach to the practical management of the Broads in accordance with the provisions of the Norfolk and Suffolk Broads Act 1988, Broads Authority Act 2009.

As a member of the Management Team, provide advice and guidance to the Chief Executive, other members of the Management Team and Members of the Authority on all operational matters and the implementation of all the Authority's plans and projects.

Responsible for the effective integrated delivery of all the Authority's practical work in accordance with the organisations policies and procedures and in a manner that is both innovative and consistent with safety of staff, volunteers and the general public. Oversee and manage all the practical work of the Authority including dredging the navigation area and isolated broads, management of fens and sites of nature conservation importance, and sites and facilities which promote the enjoyment and understanding of the special qualities of the Broads.

Programme the practical work of the Authority to make the best use of resources and deliver quality outcomes on time and within budget to deliver the Authority's objectives and plans. Support and guide the work of Ranger Services in patrolling, enforcing the Authority's byelaws, inspecting and maintaining sites and facilities and providing guidance to the public for the safe enjoyment of the Broads.

Liaison and engagement with the external environment and partner organisation and work with stakeholders across the Authority's functions to ensure that they are well informed of the Authority's policies, plans and programmes.

Support, lead, facilitate, and manage the performance and development of all staff in the Operations Directorate so that they are effective in delivering the Authority's Business Plan and annual priorities.

As a key contributor to the Harbour Master role and responsible for navigational safety of the Broads the post holder will direct and develop an approach to safety management that minimises risks to as low as reasonably practical across all the Authority's activities.

Represent the Authority through close liaison/presentations/negotiations with the constituent authorities, landowners, user groups, the general public, statutory bodies, strategy groups and industry on all strategic and operational matters.

Contribute to the setting of the Authority's budget including the formulation of the Operations Directorate budget and to manage and monitor expenditure and income of the Directorate to ensure that the Authority receives good value for money. In particular manage external funding bids and programmes to ensure they contribute to the Authority's objectives and deliver on time and within budget.

Direct and develop an integrated volunteer service that supports the implementation of the Authority's plans and priorities and delivers a valuable experience to the volunteers in a safe working environment.

Chairs the Job Evaluation steering group.

Line Management Responsibilities:

Responsible for all members of staff in Operations Directorate. Current FTE 66.81 as at 31.10.18

Directly line manages Head of Construction, Maintenance and Environment, Head of Ranger Services and Head of Safety Management.

Budgetary Responsibility:

For 2018/19 this totals £2,300,000

Director of Strategic Services Ms Marie-Pierre Tighe

Main Activities and Responsibilities:

The delivery of an integrated approach to the strategic planning and management of the Broads in accordance with the provisions of the Norfolk and Suffolk Broads Act 1988, Broads Authority Act 2009 and the Town and Country Planning Acts.

As a member of the Management Team, provide advice and guidance to the Chief Executive, other members of the Management Team and Members of the Authority on corporate matters and specifically on planning, communications and all strategy issues and the long term sustainable management of the Broads.

Specifically responsible for the provision of advice to members of the Planning Committee and to ensure they are fully briefed and trained to carry out their role.

Responsible for the delivery of efficient and effective planning, strategy, communications, HR and IT services to members, staff and the public as appropriate in accordance with agreed procedures, best practice and statutory requirements.

Responsible for the development, review and monitoring of all strategies, plans, resources and projects across the Authority's functions including financial support through external funding.

Liaison and engagement with the external environment and partner organisations, representing the Authority through close liaison/presentations/negotiations with the constituent authorities, landowners, user groups, the general public, statutory bodies, strategy groups and industry on all strategic planning matters.

Support, lead, facilitate, and manage the performance and development of all staff in the Strategic Services Directorate so that they are effective in delivering the Broads Plan, the Authority's Business Plan and annual priorities.

Keep under review the legislative and regulatory framework impacting on the Authority's functions, contribute to and respond to consultations on national, regional and local policy and procedural matters affecting the Broads. Keep under review the performance and methodology for the collection of tolls, assessing on an annual basis the scale of fees and charges.

Line Management Responsibilities:

Responsible for all members of staff in the Strategic Services Directorate. Current FTE 58.57 as at 31.10.18 (this figure includes Seasonal Visitor Services staff who work from March to November).

Directly line manages Head of Strategy and Projects, Head of HR, Head of Communications, Head of Planning, Head of ICT/Collector of Tolls and an administrative officer.

Budgetary Responsibility:

For 2018/19 this totals £1,900,000