

## ***Job Description***

<b>Post title</b>	Chief Executive	<b>Grade</b>	CEO 1-3
<b>Department</b>	Corporate Leadership	<b>Post ref</b>	CX0000

### **Overall job purpose**

As the Head of Paid Service, the Chief Executive is responsible for the effective leadership and management of the Authority, providing advice and guidance on major policy options and for the effective implementation of policy. This includes responsibility for the development and delivery of excellent services to residents in accordance with Council policy, budgetary and statutory requirements and to ensure its overall strategic objectives are met.

The Chief Executive works with elected Members to provide vision and strategic leadership and direction for the Council.

The Chief Executive acts as an advocate for the Council at local, regional and national levels and leads and develops strategic partnerships to ensure the development of shared commitment and capacity to improve public services and outcomes for the community.

### **Reporting relationships**

**Reports to:** Leader

**Responsible for:** Directors

### **Key tasks and responsibilities – post specific**

Undertake all activities which are within the remit of and expected of the Head of Paid Service, including those responsibilities contained within the Council's Constitution.

To act as the Council's Returning Officer as appropriate.

Uphold the culture and values of the Council by putting the customer first.

Act as the principal policy adviser to elected Members, providing a clear sense of direction and purpose assisting them in the process of policy and strategy formulation.

Develop, deliver and performance manage the Council's Corporate Plan.

Provide leadership and direction within the Council to ensure the provision of high quality, cost effective services to the community.

Ensure that appropriate arrangements are made to meet all governance requirements of the Authority as a statutory body.

Lead the Corporate Leadership Team in order that it provides clear strategic direction to achieve a corporate and integrated approach to service delivery.

Ensure the efficient and effective deployment of the Council's resources to implement the Council's programmes and policies across all services.

Determine and implement appropriate performance management processes to monitor and review the overall effectiveness of the Authority.

Manage the interface between elected Members and senior officers, maintaining the essential Member/Officer partnerships and establishing appropriate systems and processes.

Act for the Council with all national, regional and local strategic partnerships, dealing with the development of the district as a Place, so as to maximise influence and external funding.

Ensure that all investments, bids, programmes and resources to promote the sustainable development of the local economy, are aligned to corporate objectives and ensure that the needs of the community are met.
Have a co-ordinating and directional function in relation to emergency planning and emergencies to ensure the Council can respond effectively in the event of an emergency.
Value diversity and ensure equality of opportunity within the Council and in all areas of service provision.
Represent, negotiate and develop relationships and partnerships on behalf of the Council at local, regional, national and international levels and with key stakeholders.
Advise on the plans and actions of central Government and other external agencies to determine the impact on local policies and priorities.
Develop and promote strong and valued working arrangements with other public sector bodies, residents, local businesses and the voluntary community sectors to bring about improvements in quality of life for communities.
Develop and promote a positive culture of achievement within the organisation to support the values of the Council.
Promote, develop and maintain good relationships with the media and public and ensure an effective communication strategy both internal and external to the organisation.
All duties and responsibilities should be carried out in accordance with the Council's policies and procedures, particularly those relating to equality and diversity, health and safety, environmental sustainability and financial management.
Undertake any other related duties and responsibilities as they arise.

### **Key tasks and responsibilities – corporate**

Operate according to the Council's corporate values and codes of behaviour.
Ensure at all times all Health & Safety legislation requirements are met and that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.
Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.
Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.
Comply with all relevant Council policies and procedures including financial regulations, code of conduct, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.
Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.
Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.
Engage with digital models of service delivery and support the implementation of digital working methods.
Manage and / or use resources in ways that ensure value for money and supporting the commercialism agenda.
Demonstrate a commitment to the delivery of excellent service for all customers and service users.

**Employee signature**

*This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.*

**Employee signature:****Date:****Person Specification****Competencies**

*Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.*

**Competency framework relevant to the post:****Leadership Level 1****Assessment**

Seeing the big picture	Assessment Centre
Changing and improving	Assessment Centre
Making effective decisions	Assessment Centre
Leading and communicating	Assessment Centre
Collaborating and partnering	Assessment Centre
Building capability for all	Assessment Centre
Achieving commercial outcomes	Assessment Centre
Delivering value for money	Assessment Centre
Managing a quality service	Assessment Centre
Delivering at pace	Assessment Centre

<b>Skills</b>	<b>Essential / Desirable</b>	<b>Assessment</b>
The ability to utilise inspiring and motivational leadership techniques.	Essential	Assessment Centre
To innovate, design and implement strategies and policies across the authority.	Essential	Application
Ability to establish and develop key partnerships and relationships with stakeholders and partners to achieve positive results or outcomes	Essential	Assessment Centre
To be financially astute in order to operate in a challenging financial environment	Essential	Application/Assessment Centre
Ability to handle conflict and manage sensitive issues both internally and externally to the organisation.	Essential	Assessment Centre
Ability to create an environment of trust, fairness and openness.	Essential	Application

<b>Knowledge</b>	<b>Essential / Desirable</b>	<b>Assessment</b>
Record of continuous management and personal development.	Essential	Application

Thorough understanding of the issues, challenges and implications facing local government.	Essential	Application/Assessment Centre
Political awareness including the political framework and processes including any relevant legislation.	Essential	Application
Knowledge and ability to respond to diverse issues and challenges of the district.	Essential	Assessment Centre
Knowledge of key issues and challenges and the ability to reflect and adhere to good practice.	Essential	Assessment Centre

<b>Experience</b>	<b>Essential / Desirable</b>	<b>Assessment</b>
Consistent achievement in a high level leadership / managerial role in a complex, diverse, multi-discipline organisation.	Essential	Application
Significant experience of leading and motivating a team of senior professional managerial staff to a high level of achievement.	Essential	Application/Assessment Centre
Significant experience in the management and control of large complex budgets.	Essential	Application
A proven track record of achieving and managing cultural and organisational change.	Essential	Application
A record of improving performance, delivering results and establishing a strong performance culture.	Essential	Application/Assessment Centre
Evidence of developing cross sector partnerships, working both as a contributor and in a leadership role.	Essential	Application/Assessment Centre
Successful track record of building effective and productive working relationships with senior managers, partners, members and politicians.	Essential	Application/Assessment Centre
Successful delivery of complex policies and/or programmes	Essential	Application
Strong experience of working within a political environment.	Essential	Application
Experience of contributing to a wider local government or public sector initiative.	Essential	Application/Assessment Centre

<b>Qualifications</b>	<b>Essential / Desirable</b>	<b>Evidence</b>
Degree or equivalent education.	Essential	Application form/certificates
Professional Management qualification or equivalent or Membership of a Professional Body.	Essential	Application form/certificates

<b>Additional information / other requirements of the post</b>
<ul style="list-style-type: none"> <li>• This post is politically restricted under the Local Government and Housing Act 1989</li> <li>• The postholder is eligible for casual car user allowance in order to travel around the District, County and wider area representing the Council.</li> </ul>

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| <ul style="list-style-type: none"><li>• The employee will be required to work out of normal working hours / attend evening meetings / work weekends and / or bank holidays as part of their role.</li><li>• The employee will be required to work as part of an 'emergency call out' rota as part of their role.</li></ul> |
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<b>Date produced / last amended</b>
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October 2019
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**Equality Act 2010**

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.

If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.