

Business Operations and Partnerships Department

Director: Louise Pringle

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Date: 24 February 2023

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TO: Councillor O'Donnell (Chair); Provost Montague; Councillors Anderson, Buchanan and Wallace.

APPOINTMENTS COMMITTEE – CHIEF EXECUTIVE

A meeting of the Appointments Committee will be held within **Council Chamber, East Renfrewshire Council Headquarters, Eastwood Park, Giffnock** on **Thursday 2 March 2023 at 4.00pm.**

The agenda of business is as shown below.

Louise Pringle

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DIRECTOR OF BUSINESS OPERATIONS AND PARTNERSHIPS

AGENDA

1. **Report apologies for absence.**
2. **Declarations of Interest.**
3. **Chief Executive – Preliminary Arrangements (Job Description and Person Specification attached).**

This document can be explained to you in other languages and can be provided in alternative formats such as large print and Braille. For further information, please contact Customer First on 0141 577 3001 or email customerservices@eastrenfrewshire.gov.uk

A recording of the meeting will also be available following the meeting on the Council's YouTube Channel <https://www.youtube.com/user/eastrenfrewshire/videos>

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JOB DESCRIPTION

Department: Chief Executive's Office
Job Title: Chief Executive
Reports to: The Council
Job Conditions: Chief Officer
Date Revised: February 2023

Principal Functions:	<p>Provide leadership, inspiring vision and strategic direction across all council services with a focus on demonstrating best value and transformation and be responsible for the development of collaborative working arrangements with key partners.</p> <p>As Head of Paid Service, responsible for the achievement of the Council's ambitious improvement plans through delivery of community plans, the Council's Strategic Plan and the Council's Local Outcome Plan through innovative and robust people practice and sound corporate governance.</p> <p>Lead, motivate and manage the Council's workforce to deliver services which meet the Council's statutory duties, published plans and priorities and improve the economic, social and environmental well-being of the local community.</p> <p>As principal policy adviser to the Council support Elected Members in determining the Council's overall strategic objectives and priorities</p>
Main Duties:	<p>Leadership/Strategy</p> <p>Provide high level leadership and strategic direction for the Council's long term vision and the development and design of Council services.</p> <p>Provide strategic leadership enabling the Council to participate and lead (as appropriate) in National, City Region working,</p>

Regional and Local initiatives to develop visibility and new ways of working.

Further develop the Council profile across networks and continue to develop opportunities and plans for benchmarking, best practice and further improvements.

Delivery

To create a culture of excellence in service delivery, team working and customer ethos by actively promoting our values to achieve our vision of a modern ambitious council creating a fairer future with all.

Ensure effective governance with robust policies, processes and procedures, transparency and best value.

In conjunction with the Head of Accountancy/ S.95 Officer ensure financial excellence and effective budget controls are maintained and that appropriate financial advice and information is available to the Council.

To exercise the specific delegations of the post as laid down in the Council's Scheme of Delegated Functions.

Undertake all statutory responsibilities attached to the Chief Executive role. The Council may ask the Chief Executive to take on the role of Returning Officer for Elections.

Lead the Council's emergency resilience arrangement and responses.

Leading the Workforce

	<p>Lead and motivate the Council's workforce, ensuring there is a positive and inclusive culture across the organisation and that the agreed core values are embedded across all services.</p> <p>Lead, develop and support the Corporate Management Team (CMT) to establish strong and visible corporate leadership within the Council and with partners and the wider community.</p> <p>To build excellent working relationships and act as a trusted and reliable voice when working with other departments, services, elected members and partners.</p> <p>To apply equal opportunity practices in the workplace and in service delivery.</p> <p>Principal Policy Advisor</p> <p>To act as the principal policy adviser to the Council and assess and advise the Council on significant issues of risk.</p> <p>Establish and maintain effective relations with and between Stakeholders and Elected Members to deliver strategic plans, create an optimal governance structure, and develop strategic leadership to the Community Planning Partnership.</p>
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PERSON SPECIFICATION



POST OF: Chief Executive	DEPARTMENT: Chief Executive Office		
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<p>PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS</p> <p>Education to degree standard or equivalent</p> <p>Recognised management or leadership accreditation or qualification</p> <p>Evidence of continuing, relevant professional development</p>	<p>X</p> <p>X</p>	<p>X</p>	<p>Documentary proof</p> <p>Documentary proof Form/interview</p>
<p>RELEVANT WORK/ OTHER EXPERIENCE</p> <p>Considerable strategic visionary leadership and senior management experience in a large, complex organisation</p> <p>Proven track record in the management and co-ordination of significant financial resources and demonstration of value for money, probity and accountability.</p> <p>Comprehensive understanding of the role of Local Government and the environment within which it operates, including the legal, financial and political context.</p> <p>Leadership experience at senior management level in Local Government or similar organisation</p> <p>Able to demonstrate success in results delivery, change management and changing</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>	<p>Form/Interview</p> <p>Form/Interview</p> <p>Form/Interview</p> <p>Form/Interview</p> <p>Form/Interview</p>

