## 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:**

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.

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.

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.

As principal policy adviser to the Council support Elected Members in determining the Council's overall strategic objectives and priorities

#### **Main Duties:**

#### Leadership/Strategy

Provide high level leadership and strategic direction for the Council's long term vision and the development and design of Council services.

Provide strategic leadership enabling the Council to participate and lead (as appropriate) in National, City Region working,

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

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.

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.

To build excellent working relationships and act as a trusted and reliable voice when working with other departments, services, elected members and partners.

To apply equal opportunity practices in the workplace and in service delivery.

### **Principal Policy Advisor**

To act as the principal policy adviser to the Council and assess and advise the Council on significant issues of risk.

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.



# PERSON SPECIFICATION



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

cultures that demonstrates continuous improvement to people and services			
Substantial experience in the application of a corporate and partnership approach to the			Form/Interview
development and successful implementation of policies and strategic initiatives	X		Form/Interview
Considerable experience in development of effective partnerships with a range of internal			rominiterview
and external stakeholders and partners, building vision and inspiring trust and confidence	x		Form/Interview
Track record of establishing a positive performance and evaluation culture that drives up standards and performance			
Development of policy agenda affecting local government	X		Form/Interview
		X	
SKILLS, ABILITIES, PERSONAL QUALITIES			
A clear understanding of and commitment to corporate and partnership working	x		Form/Interview
Successful record of engaging and building productive working relationships with all stakeholders	X		Form/Interview
Strong personal commitment to improving local public services	X		
Ability to champion performance management, inspire vision, strategy and best value in a large, complex organisation	X		Form/Interview
Solutions-focused and track record of strategic problem-solving	X		Form/Interview
Strong diplomatic, persuasive and influencing	x		Form/Interview
skills with the ability to present ideas and proposals effectively			Form/Interview
Highly organised with an ability to provide clear, appropriate and unambiguous advice	X		Form/Interview
	X		

Persistent, tenacious, highly motivated and not easily discouraged  Accomplished analytical skills to allow the exploration, evaluation and interpretation of	x	Form/Interview Form/Interview
information and opinions  Strong ethical decision making skills with the ability to make decisions and recommendations based on the analysis of options.	x	Form/Interview
Capacity to work under pressure to meet deadlines, satisfy political objectives and organisational priorities.  Experience of developing effective and	x	Form/Interview
productive links with Elected Members and working successfully in a political environment.		Form/Interview
LEADERSHIP COMPETENCIES		
Develop the vision for the organisation and inspire others to understand and buy into it	X	Form/Interview
Leads a motivating performance culture that achieves improved outcomes	X	Form/Interview
Acts in a politically sensitive manner, showing respect for a diversity of opinions and needs	x	Form/Interview
Delivers professional impact through clear prioritisation, effective delegation and timeous delivery of strategic priorities	x	Form/Interview
Maintains a calm and positive attitude under pressure and during times of conflict	X	Form/Interview
Encourages and nurtures the development of others through a variety of approaches including coaching and mentoring and learning from mistakes	x	Form/Interview
Empowers others to be innovative and make decisions	x	Form/Interview
Seeks and responds to feedback from key stakeholders to drive service improvements	x	Form/Interview

Puts the customer at the heart of eve do	erything we	x			Form/Interview
OTHER					Form/Interview
Must be prepared to work flexibly and out with office hours when necessary		x			
PREPARED BY:	Head of HR and Corporate Services				
	SIGNATURE			DATE	February 2023
DEPARTMENTAL					
EQUALITY OFFICER:	SIGNATURE			DATE	