

JOB DESCRIPTION

Job Title: Chief Executive

Reports to: Leader

Salary: Up to £120K per annum

- **In respect of principal accountabilities:** Leader and Executive and full Council
- **In respect of personal appraisal and development:** the arrangements agreed by the Council from time to time
- **In respect of disciplinary/capability matters:** in accordance with the provisions contained in the relevant national conditions of service, statute, regulation and locally agreed arrangements.

JOB SUMMARY

To be responsible for the effective corporate and operational management of the authority, the provision of professional and policy advice to all parties in the decision making process and representing the Council on partnerships and outside bodies.

KEY TASKS

Head of Paid Service

1. Act as the Council's Head of Paid Service as prescribed in the Local Government and Housing act 1989 and defined further by the Council's constitution.

Strategic management

- To ensure that the council's vision, priorities and aims are made a reality by providing a clear sense of direction, optimism and purpose and by marshalling the resources of the whole organisation to achieve these ends.
- To be the council's principal adviser on corporate strategy by setting a clear framework for the development and achievement of corporate policies and objectives and by working effectively with members through the council's democratic structure.
- To ensure effective governance, safeguarding the council's financial and statutory duties and ensuring proper public accountability.

Leadership

- To be the head of paid service and to lead the corporate management team so that positive contributions are made by directors in the development and implementation of policies that will optimise service delivery to the people of East Herts.

- To inspire, empower and develop the council's workforce so that our staff have a real sense of ownership of the council's vision and priorities; to seek continuous improvement, encourage cross-council working and move decision making and responsibilities as close as possible to the point of service delivery.
- To develop and maintain a flexible and focused organisation which is able to embrace, absorb and respond positively to changing requirements and priorities.

Partnership and community development

- To lead the council's commitment to working with a range of stakeholders with the aim of maximising positive and sustainable investment and other initiatives.
- To develop and maintain effective systems of consultation, community involvement and partnership working to achieve the council's community strategy.
- To promote the interests and image of the council and enhance its influence in constructive relationships with key stakeholders in the community, in government and other public bodies, the voluntary sector and in the business community.

Resource management

- To ensure that effective organisational structures and performance management systems are in place to plan, deliver and monitor strategic and service objectives.
- To plan and keep under review the council's budget strategy and other significant financial funding arrangements in line with the priorities agreed by the council, ensuring that budgets are monitored and controlled and that there is clear accountability.
- Make the best use of the Council's organisational capability to:
 - Deliver better services against changing demands.
 - Deliver efficiency and service improvements through the successful implementation of the business transformation agenda.
 - Ensure effective measures are in place to lead, motivate and develop the performance of all staff to enable the Council to attract and retain expert and high quality staff.
- Support the statutory officers in the discharge of their responsibilities.

Working with members

- To have overall responsibility for the management of relationships between elected members, political groups and officers by establishing a clear understanding of roles and by developing and maintaining clearly understood procedures for converting policies into action within the constraints of propriety and legality.
- To provide the leadership, communication and action which will exemplify the council's values and commitment to value diversity, ensure equality of opportunity and strengthen cohesion in the community.
- Work with Members to ensure effective corporate governance of the Council, probity and integrity in decision making and compliance with relevant legal requirements at all times.
- Promote the Council as a leading organisation in supporting strong governance.
- Be innovative in encouraging participation in the democratic process.

Diversity

- Demonstrate an open commitment to actively celebrate the diversity of the area.
- Recognise the broader definitions of diversity and support programmes to promote social inclusion and community cohesion.

Culture

- Promote and deliver an organisational culture that is here to help, aims high and works together. A culture that is forward looking, results orientated and customer focused; an environment which is supportive, fair and open, encouraging and enabling all staff to meet required performance standards. An environment that also ensures high standards of probity, integrity and customer confidence.
- Encourage a real sense of ownership of the Council's corporate plans across the organisation, and inspire and motivate all staff to develop the confidence and commitment to achieve objectives and outcomes.
- Promote continuous improvement, service excellence and equality in the delivery of services and employment.
- Develop a learning organisation that is not afraid to take measured risks, focuses all times on the customer and uses its own growth and experience to learn and develop.

Communications

- Develop, maintain and promote effective communications, liaison and partnership working throughout and across the Council at all levels, and encourage strong working relationships with external stakeholders. This includes local residents, government and other public sector agencies, voluntary and community groups, and the private sector to ensure that the Council's interests are understood and appreciated and reflect the Council's commitment to tackling local issues and improving the quality of life for its diverse range of residents.
- Build the County's reputation and promote a positive image of the Council and the area.

STATUTORY OFFICER RESPONSIBILITIES

Head of Paid Service

- Act as the Council's Head of Paid Service as prescribed in the Local Government and Housing act 1989 and defined further by the Council's constitution.

CONTACTS AND COMMUNICATION

- Leader and Executive, Chairs of Committees, Elected Members, Directors, employees of the Council, employee representatives, local, regional and national partners, outside bodies, government departments, agencies etc., citizens, community representatives and other service users.

FINANCE/BUDGETARY RESPONSIBILITIES

- Ensure the development, implementation and delivery of robust financial planning processes, linking to other elements of the council's corporate and performance planning processes, to deliver corporate objectives in accordance with Best Value principles. Accountable for the delivery of the Council's objectives within agreed

resource budgets agreed timescale and other performance targets. Responsible for service budgets within portfolio.

OTHER

- Ensuring the effectiveness of your own performance including meeting the obligations of whatever system of personal appraisal and development is adopted by the Council.
- Any other functions that might occur that are conversant with the post.

COUNCIL STANDARDS

Equal Opportunities: The Council has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work.

Health and Safety: The Council is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Data Protection: The Council is committed to maintaining privacy of all its employees and customers. It expects all employees to handle all individuals' personal information in a sensitive and professional manner. All employees are under an obligation to treat all data in a confidential, sensitive and professional manner in accordance with the Council's policies.

Values and Behaviours: The Council's values are Here to Help, We aim high and We work together. The Council's behaviours underpin the values and all employees are expected to support and demonstrate these.

Safeguarding

To ensure services comply with the Council's Safeguarding Policy

- This form summarises the purpose of the job and lists its key tasks
- It may be varied from time to time at the discretion of the Authority, in consultation with the postholder

PERSON SPECIFICATION

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Reports to: Leader

KEY CRITERIA	JOB REQUIREMENTS
Qualifications & CPD	<ul style="list-style-type: none"> • A degree or equivalent. Professional qualification relevant to the key areas assigned to the post at appointment, or evidence of sufficient senior leadership and management capability to undertake the complex demands of the role. • Evidence of personal commitment to continuous improvement
Job Specific Skills & Knowledge	<ul style="list-style-type: none"> • A good understanding of local government in the UK, commitment to high performing public services and empathy for the democratic and political processes of local government. • Significant experience and evidence of working successfully at a Chief Executive/senior management level in a complex, multi-disciplinary environment to achieve corporate goals. • Experience of strategic, community and corporate planning, project and performance management techniques, initiating and implementing organisational change and securing quality improvements in service delivery. • Experience of working successfully in partnerships and joint ventures. • Experience of managing difficult and potentially high risk issues • Experience of strategic financial management • The ability to see the “big picture” and therefore keep East Herts at the forefront of local government
Skills and Competences	<ul style="list-style-type: none"> • Inspirational Leadership Qualities – ability to provide visible leadership and to engage others positively in the achievement

of a coherent and creative vision of the future, setting high standards for personal and team outcomes and ensuring their delivery.

- **Analytical and Strategic Thinking** – high level analytical skills and the ability to anticipate, interpret and develop innovative responses to national, international and local imperatives, ensuring the capacity of the Council to lead rather than react to events. Ability to deal with ambiguity, competing and conflicting priorities
- **Sustaining Organisational Capacity** – Ability to identify the need for, plan and successfully implement change, both structural change and change to the style and culture of the organisation. Commitment to and ability to develop capacity at all levels within the organisation
- **Progressive Management Thinking** – understanding of financial and budgetary management, resourcing, people management and information technology and processes
- **Credibility and Impact** – Excellent inter-personal skills with the ability to communicate, persuade and influence key decision-makers both internally and externally. Ability to develop, maintain and manage a culture which produces successful relationships with members, senior managers, employees at all levels, employee representatives, external partners, private, voluntary and other statutory organisations
- **Political Awareness and Sensitivity**
Ability to operate successfully in a politically complex environment, balancing the needs and aspirations of both political groupings and individual members sensitively and appropriately to achieve agreed objectives
- **Commercial/Innovative thinking**
Ability to challenge current practice and identify new commercial opportunities for the Council

<p>Personal Qualities</p>	<p>Ability to demonstrate:</p> <ul style="list-style-type: none"> • Open, honest and fair behaviour in all dealings with residents, service users, colleagues, suppliers and partners. • Sensitivity to the concerns of individual residents, service users, colleagues, suppliers and partners. • Drive, flair and imagination. • Change management experience, • Community Leadership, • Resource Management, • Negotiating and diplomacy skills, • Risk awareness, • Commercial flair • Motivational skills, • Good working relationships, • Energy, commitment, flexibility and tenacity, • Ability to listen.
<p>Special Circumstances</p>	<ul style="list-style-type: none"> • Politically restricted post • In order to achieve the objectives of the role, the post holder will need to work flexibly, including out of hours when necessary

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