

Cheshire West and Chester Council Chief Executive

SALARY

£166,810

RESPONSIBLE TO

Full Council

TEAM

Management Board

CORE PURPOSE

Act as the main link between Council Members and officers, providing strategic advice and transformational leadership to deliver council priorities in an appropriate and accountable manner.

You will work effectively with Members to develop and implement the Council's vision and strategic direction and ensure the organisation is appropriately structured, managed and resourced.

You will provide dynamic, strategic and visionary leadership to ensure that all services meet the diverse needs of our local residents, communities, economy and visitors.

You will make sure that the Council operates within a strong and effective governance framework, ensuring the legality of the Council's operations and decision making, effective record keeping for all decisions and the promotion of high ethical standards.

Acting as an advocate for the Council at local, regional, and national level, you will enhance the Council's reputation and influence. You will form robust strategic partnerships to deliver whole system and whole place leadership for Cheshire West and Chester.

You will undertake statutory duties as Head of Paid Service and properly exercise the authorities delegated to the role of Chief Executive Officer, according to the Council's Constitution, ensuring that all the Council and its subsidiaries statutory responsibilities are met, including acting as Returning Officer and Electoral Registration Officer.



PERSONAL GROWTH

Access learning and development opportunities



WORKING REWARDS

Discounts in shops, hotel, restaurants, motoring and health



FAMILY FRIENDLY LEAVE

Flexitime, volunteering and family friendly leave



FLEXIBLE WORKING

Flexible working arrangements ensure you can achieve a healthy work life balance



GENEROUS ANNUAL LEAVE

26 days annual leave increasing to 31 days, opportunity to earn additional days leave



PENSIONS

Access to the generous benefits the Local Gov Pension scheme offers, including life cover

RESPONSIBILITIES: *the Chief Executive will....*

1. Act as principal advisor to the Council and its Members and ensure they receive quality and timely information and advice to help them develop policies and translate political priorities into positive actions.
2. Lead the Council's Extended Management Team and Paid Service to develop and deliver to the ambitions of elected Members and priorities within the Council Plan, holding Directors to account for their performance and the performance of their Directorate, fostering a 'one council' approach to secure its effectiveness in:
 - a) strategic policy development and co-ordination
 - b) planning and management of all resources to deliver value for money
 - c) managing and driving the performance of the Council to deliver integrated customer-focused services
 - d) effective communications
 - e) external relationships and partnerships
 - f) effective governance with robust systems and processes underpinned by probity and integrity
 - g) managing the resources of the Council efficiently and effectively.
3. Develop an effective working relationship with each of the political group leaders and their groups, ensuring effective and importantly consistent management of the Council's core functions are maintained.
4. Deliver a well-run council through robust delivery, prioritisation, risk management, governance, and oversight of all resources (finances and people) in line with statutory, regulatory, and constitutional requirements.
5. Ensure, through proactive employment policies and practices, that the Council builds adequate organisational capacity so that the highest possible quality workforce is effectively recruited, inspired, remunerated, informed and consulted, developed and motivated to achieve agreed service objectives and priorities.
6. Establish and continuously renew a positive culture in order to create a sense of common purpose and ownership of the Council's ambitions, priorities and required outcomes.
7. Develop effective partnerships with public, private and voluntary sector individuals and organisations in order to ensure the delivery of cost-effective integrated services to the community.

8. Act as a powerful and positive advocate and ambassador for the Council and the community at regional, subregional, national and international levels; building successful relationships with central government departments and other public and private sector organisations and agencies, in order to represent the interests of the Council and the community it serves.
9. Act as a role model through personal commitment and action to champion equality, diversity and inclusion both internally and externally.
10. Champion all of the Council's priorities and values as set out within the Council Plan.
11. Champion the Council's Corporate Parenting approach in support of all children and young people in care to ensure they have the best life chances.
12. Observe and fulfil the seven principles of public life (also known as the Nolan Principles).
13. Represent the Authority on formal occasions, undertaking the necessary Civic duties. The postholder also holds the ancient civic role of Town Clerk of Chester.
14. All duties and responsibilities should be carried out in accordance with Council's Constitution, governance arrangements, policies and procedures.

Additional responsibilities:

The Chief Executive is also designated the Returning Officer and Electoral Registration Officer a separate fee is payable for this appointment.

- This is a politically restricted post
- Work outside of normal office hours where required
- Willingness to travel across the borough and nationally
- Undertake other duties, commensurate with the grade, as may reasonably be required

REQUIREMENTS: *the Chief Executive must be able to demonstrate....*

Qualifications	<ul style="list-style-type: none"> ✓ Relevant professional degree level qualification or equivalent ✓ Evidence of continued professional, managerial and personal development
Experience	<ul style="list-style-type: none"> ✓ Successful and consistent achievement in leadership at senior management level, within a local authority or other organisation of comparable scope, complexity, responsibilities and resources ✓ A track record of successful change management, implementing and delivering new working policies and practices, cultural and structural change ✓ An understanding of the modernising local government agenda and proposed changes in public sector policy development ✓ A track record of successful corporate management and the achievement of set objectives within specified deadlines ✓ A substantial track record of success in building effective teams and leading a diverse group of professional colleagues ✓ A substantial track record of giving advice to and building relationships at a senior level with elected Members and / or Board Members ✓ A successful track record of working effectively within the democratic process of a high pressure, political environment ✓ A track record of successfully developing effective and productive partnerships both internally and externally ✓ A successful track record of establishing and sustaining a performance management culture, supported by effective and efficient management information systems ✓ Proven experience of financial management including budget formulation, financial planning, monitoring and control, within tight financial limits in a large multi-disciplinary organisation
Skills and Aptitudes	<ul style="list-style-type: none"> ✓ Leadership skills and ability to empower, motivate and develop colleagues, create a positive inclusive organisational culture, and value diversity. ✓ Proven and effective management skills with evidence of ability to propose, develop and implement organisational and business strategies. ✓ The ability to think strategically and analyse financial and other complex issues. ✓ The ability to operate effectively within the democratic process, with strong political acumen and interpersonal skills to develop productive working relationships with Members and officers that command respect, trust and confidence. ✓ The ability to take account of and implement political priorities. ✓ The ability to monitor and manage performance effectively and set clear objectives. ✓ The ability to work successfully in a high pressure, political environment and manage competing priorities. ✓ The ability to develop the personal credibility and integrity to influence and direct the work of others, and to inspire loyalty. ✓ Highly developed networking, advocacy, written, oral and presentation skills with the ability to persuade, influence and form sustainable partnerships, and fulfil an ambassadorial role for the Council. ✓ The ability to champion new initiatives in support of strategic goals, encourages others to change, and negotiates and implements change successfully. ✓ The ability to create a culture of innovation and creativity where colleagues feel able to question and challenge the status quo.

**Personal
Attributes**

- ✓ The ambition to maintain and enhance a high performing authority.
- ✓ The understanding and promotion of equality, diversity and inclusion at every level and positively challenge inclusion measures within the workforce and in the delivery of services.
- ✓ The ability to work with colleagues to ensure compliance with all statutory requirements particularly in relation to risk, safety and resilience.
- ✓ A commitment to high quality, cost effective public services and local democracy which inspires colleagues and creates an environment of continuous improvement.
- ✓ Personality, conduct and credibility that engages and commands the confidence of Members, managers, colleagues, local communities, external partners and other stakeholders.
- ✓ Personal resilience and ability to manage competing priorities in a high-pressure environment.
- ✓ Strong commitment to probity, honesty and openness in dealing with others.
- ✓ Shrewd, creative, strategic and lateral thinker, able to manage and contribute to a complex, multi-disciplined organisation.

OUR VALUES: *the Chief Executive will role model core values through....*

Teamwork



Working flexibly, co-operatively, effectively, utilising resources, expertise and knowledge with others

Honesty



Always acting in a caring, responsible and accountable manner which maintains the integrity of the council as a public service

Respect



By valuing individual contributions and encouraging a culture of mutual respect

Innovation



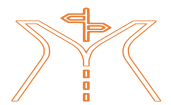
Being innovative in everything we do; applying creative ideas to improve services and meet the council's outcomes

Value For Money



Financial impact and value for money are considered in everything we do for the benefit of the Council and our residents

Empowerment



Giving employees the responsibility to make decisions and striving to facilitate the contribution of others