



Job Description and Person Specification

Job Title:	Chief Executive	
Post Number:	CEO001	JE Ref:
Grade:	Chief Executive	
Service:	The Council	
Pay Award :	Pay award is dependent on satisfactory performance	
Hours per week:	Those required to carry out the functions of the post	
Accountable to:	The Leader of the Council	
Date created/ reviewed:	May 2017	

Job Purpose

- Deliver strategic leadership, organisational vision and transformation to meet the priorities of elected members
- Advise the Council in the development of its policies in line with its vision for the District, legislation and available resources
- Lead the Council's staff and influence its partners in the public, private and voluntary sectors in order to secure the outcomes set out in its policies
- Ensure excellent levels of service for residents, businesses and visitors, securing innovation, efficiency, value for money and robust management of risk
- Carry out the statutory responsibilities of the Head of Paid Service as set out in relevant legislation

Generic Chief Executive Accountabilities

1. Work collaboratively with elected members to define, develop and implement the Council's vision, corporate plan, budget, constitution and political processes.
2. Ensure elected members receive the highest quality advice on strategy and policy issues. Manage the interface between elected members and officers to ensure the effective delivery of policies, plans and strategies.
3. Provide clear leadership to the Chief Executive's Board in order to

ensure a positive corporate culture and effective management of the Council; formulate corporate strategy, policy, plans and targets; communicate and deliver the Council's corporate vision and strategic objectives.
4. Lead, manage and develop all Heads of Service to ensure that they are fulfilling their required accountabilities and providing suitable leadership in accordance with the Council's values and competencies.
5. Provide clear direction for the Council on key corporate issues such as customer focus, equality, safeguarding, health and safety and performance compliance.
6. Effectively direct the Council's statutory functions (e.g. regulatory, community safety, emergency planning) in order to minimise risk to the community.
7. Monitor and assess the organisation's performance against a range of national and local targets, ensuring appropriate action is taken to address areas of shortfall and manage risk.
8. Promote and represent the Council and the district of St Albans at local, regional and national level.

Chief Executive (Policy & Partnership) Accountabilities

9. Ensure effective engagement with the community in the development of the Council's services and other activities, through the Council's communications, community development and community safety strategies.
10. Enable and ensure the development and implementation of clearly defined corporate policies and strategies based on robust evidence, options and risk appraisals that secure economic, social and environmental benefits which meet the immediate and longer term needs of the community.
11. Effectively influence through a partnership framework which engages wide representation from the public, private and voluntary sectors to secure co-ordinated strategies that promote the well being of the District.

Other Employment Requirements

This position has been identified as a politically restricted post under the Local Government and Housing Act 1989.

CHIEF EXECUTIVE – PERSON SPECIFICATION

<p>Qualifications</p>	<ul style="list-style-type: none"> ▪ Educated to degree or equivalent level ▪ Evidence of continuous professional development (CPD) including at a managerial/leadership level ▪ Willing to undertake further management education and/or development as part of future CPD
<p>Knowledge</p>	<p>Generic Chief Executive</p> <ul style="list-style-type: none"> ▪ Knowledge and understanding of: <ul style="list-style-type: none"> – developments and challenges facing local government and the wider public sector – best practice in corporate governance and service delivery – performance management and target-setting – project and programme management – partnership working and stakeholder engagement – procurement and contract management ▪ Commitment to equality of opportunity plus knowledge and understanding at both a theoretical and practical level within a policy context ▪ Digital awareness and understanding <p>Chief Executive (Policy & Partnership)</p> <ul style="list-style-type: none"> ▪ Detailed and thorough understanding of public policy, organisational development and communications
<p>Experience</p>	<p>Generic Chief Executive</p> <ul style="list-style-type: none"> ▪ Extensive prior experience of managing at an Executive or Board level, leading a multi-skilled and/or multi-functional team in a complex organisation with evidence of recent successful outcomes ▪ Extensive experience of working in broad-based corporate roles in a politically-influenced decision-making structure ▪ Extensive experience of effectively leading a diverse workforce and managing complex budgets and other resources ▪ Extensive experience of developing and implementing strategy and subsequently managing the delivery of a range of services, programmes of work and major projects ▪ Extensive experience of providing strong leadership and managing performance and change effectively through clear direction and appropriate motivation

	<p>Chief Executive (Policy & Partnership)</p> <ul style="list-style-type: none"> ▪ Extensive experience of developing successful partnerships ▪ Extensive experience in securing long-term corporate improvement that is responsive to changing public needs ▪ Extensive experience of managing complex, contentious and high-profile communications
<p>Personal Qualities and Attributes</p>	<ul style="list-style-type: none"> ▪ Highly developed political acumen and astuteness ▪ An engaging and empowering leadership style, valuing the contributions of others ▪ Ambition, drive and pace ▪ Creative and pragmatic problem-solving ▪ Entrepreneurial ▪ Self-awareness and empathy ▪ Personal resilience ▪ Persuasiveness
<p>Leadership Competencies</p>	<p>All Chief Officers need to be competent in all aspects of the Council's competency framework at a strategic level:</p> <p>Leadership Communication Customer Focus Acting with Integrity Managing Change Managing Performance Developing Talent Managing Resources</p>