



Post title:	Chief Executive
Conditions and Grading Arrangements:	JNC for Chief Executives of Local Authorities
Responsible to:	Leader of Council
Responsible for:	As Head of Paid Service responsible for all staff across the authority.

Main purpose of the post

The Chief Executive is responsible for the Council as Head of Paid Service, for the effective management of the Authority, for providing advice and guidance on major policy options and for ensuring the effective implementation of Council policies. This includes responsibility for delivery of the most effective service to the public, subject to the resources available, for the determination of corporate objectives and for monitoring performance in the attainment of those objectives

Working in partnership with Elected Members to provide leadership, vision and strategy direction to the Council

Acting as an ambassador for the Council to ensure it is fully engaged with its stakeholders and communities and fulfilling its community leadership role.

Lead the Corporate Services Department providing strategic direction, support, inspiration and management.

Dimensions

Indicative Budget: Responsible for gross annual revenue expenditure of £350m, which equates to a net annual revenue budget of £127m, and a five year capital programme totalling £600m

Indicative headcount figure: circa 2500 fte

Principal responsibilities

- To head the Council's paid service and to act as the principal adviser on policy and strategy.

- To lead and enthuse the organisation to ensure the highest quality of services for York residents, setting a clear framework and achieving rapid and effective implementation.
- To ensure that the Council has the capacity to develop and respond innovatively to new challenges whilst ensuring that the highest standards of financial, legal and ethical probity are maintained.
- To ensure that the organisation is able to implement and consolidate new initiatives in order to maximise organisational capability.
- Ensure effective performance management systems are in place, regularly assessing the health of the organisation and its corporate effectiveness through the process of setting targets, performance standards and regular review.
- Work with elected members and staff to ensure the authority adopts a proactive response to the external challenges, including from central government and external Peer Review teams.
- Lead and develop a strong and co-ordinated Council Management Team.
- Ensure the efficient and effective co-ordination of the council's programmes and policies across all services and the integration, deployment and development of the Authority's resources to meet agreed objectives.
- Manage the interface between Members and Senior Officers, maintaining the essential Member/Officer partnerships and establishing appropriate systems and processes.
- Provide leadership to develop and maintain effective partnerships with other public and private sector bodies, businesses and community groups to improve the quality of life for York citizens.
- Promote sound relationships with the media and the public to ensure that the reasons for the council's actions are understood.
- Lead upon and ensure that the evolving, underlying culture of the organisation supports the drive to develop all employees in a learning environment, in order to maintain continuous improvement in the quality of services.
- To value diversity and ensure equality of opportunity both within the Council and in all areas of service provision.
- To represent the Council on formal occasions, undertaking the necessary Civic duties as appropriate.
- To Act in the capacity of Returning Officer for Local, Parliamentary and European elections.
- To ensure that the Council can respond effectively the event of an emergency.

Principal responsibilities – Director of Service role

Define, develop, procure, manage and evaluate the range of services for which the postholder is responsible.

Co-ordinate services across the Authority and City with others to give maximum benefit

Ensure the continual improvement of the services for which the postholder is responsible, setting clear priorities and targets and intervening where necessary in order to maintain standards of performance

To keep abreast of new developments in order to anticipate and define the Council's strategies and responsibilities in the areas for which the postholder is responsible

Utilise effective programme management methodologies to ensure projects are delivered on time, within budget and in accordance with the agreed specification

Take lead responsibility for putting in place arrangements to meet the requirements of external inspectors in respect of annual and other performance assessments

Participate in the development of effective corporate engagement strategies so that all can understand and fulfil their roles in the delivery of effective services

Sphere of influence

Ensure that budgets are managed effectively across the Council, within the corporate mechanisms to achieve value for money and outcomes are measured against corporate priorities, development milestones and performance targets.

Hold Directorates and services to account for their performance, overall budgets and service standards to ensure that services provided meet targets set within the corporate framework.

Carry forward existing partnerships and lead work with partner agencies to establish strategic priorities for the Council seeking to align resources of all partner agencies with jointly agreed priorities that complement and reflect corporate priorities.

Develop, mentor and appraise directly accountable staff and through directly accountable staff ensure employees are well managed, developed, motivated and empowered within the corporate framework.

Recruit, manage, motivate and develop employees ensuring their health, safety and well-being at work, in order to ensure all aspects of service delivery are provided to the highest possible standard.

Essential Knowledge and Experience

Experience and knowledge

- Consistent achievement over several years in a high level leadership/managerial role gained in a complex and diverse organisation.
- A proven track record of promoting the reputation of an organisation with its stakeholders and the media
- Evidence of building excellent external working relationships and networks with the public, private and voluntary sectors.
- Successful track record of building effective and productive working relationships with senior managers, board level members or politicians.
- Experience of leading and motivating a team of senior professional managerial staff to a high level of achievement.
- Demonstrable success in change and improvement management, managing a diverse range of services and translating organisational ambitions into real achievements that benefit service users.
- Successful record of establishing and maintaining a strong performance

culture, effective performance and service quality evaluation that involves users and driving up standards and performance.

- An in-depth knowledge of key equality issues and an ability to promote good practice
- Significant involvement in the preparation, management and control of large complex budgets.
- Qualified to degree level or equivalent with a record of continuous professional development in both management and leadership.
- Thorough knowledge of the challenges facing local government

Postholder will need to demonstrate the following skills and competencies:

Skills:

- An inspirational, motivational enthusing leader and corporate player.
- Personality, conduct and credibility that engages and commands the confidence of councillors, senior managers, staff, local communities, external partners / organisations and other stakeholders.
- Strong negotiating skills
- Decisive with a local approach to decision making
- Energy and resilience to lead and drive the pace of change.
- Strong commitment to driving a performance culture and accountability
- Advocate of equality and diversity and dignity and respect in the work place

Competencies:

- An effective, highly visible leader and manager with an approachable style
- Highly committed and enthusiastic.
- An aptitude for strategic problem solving and decision making with the ability to produce practical and creative solutions.
- Politically aware, robust and resilient enough to work within a challenging and complex environment.
- A strong lateral thinker, able to manage a complex multi-disciplined organisation.
- Innovate and resourceful in linking the Council's vision with a coherent framework of policies.

Chief Executive – Specific Areas of Responsibility

Finance, Asset Management and Procurement incl financial management, capital and treasury, governance and risk, income collection, client role for Veritau, management of all Council land and property assets, property reviews, rationalisation and disposals, procurement

Legal, Civic, Democratic and IT incl legal, democratic, civic and ICT

Customers and Digital incl business support, benefits, face to face services, performance, communications and ICT

Partnerships and Policy

Human Resources incl; HR Advise and support, health & well being, payroll, health and safety,

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