

Central Bedfordshire Chief Executive

JOB DESCRIPTION

RESPONSIBLE TO The Executive and Full Council

RESPONSIBLE FOR The 'Paid Service'

PURPOSE OF JOB

Help shape, and then achieve the Council's aims.

SPECIFIC DUTIES AND RESPONSIBILITIES

Thought Leadership

1. Undertake the role of principal policy Adviser to Elected Members, providing a clear sense of direction and purpose assisting them in the process of policy formulation, to establish and review the Council's vision, priorities and core values.

Organisational Leadership

2. Lead the Council's Executive Management Team, providing clear leadership and strategic direction to secure a corporate and coordinated approach to service provision, programme management and resource allocation and reprioritisation.
3. Provide clear and visible leadership and direction within the Authority to ensure the provision of high quality, cost effective services, to the community.
4. Determine and implement appropriate performance management processes to establish, monitor and review the overall effectiveness of the Authority.
5. Manage the interface between Elected Members and Senior Officers, maintaining the essential Member/Officer partnerships and establishing appropriate Member/Officer processes.

Leadership in Partnership

6. Develop the Council's commitment to take a positive lead in major local and regional partnerships to achieve, within the overall strategy, maximum benefit for the Authority and its communities.

Advocacy and Communication

7. Represent and negotiate on behalf of the Council at local, regional, national and international levels and with key stakeholders.
8. Ensure all plans and policies are communicated both internally and externally, maximising the acceptance of them.
9. Promote, develop and maintain good relationships with the media and public and ensure an effective communication strategy both internal and external to the organisation.

Horizon Scanning and Future Planning

10. Scrutinise and advise on the plans and actions of Central Government and other external agencies to determine the impact on local policies and priorities.
11. Scan for future influences and opportunities, and ensure the effective coordination of bids, resources and programmes in order that the Council is best placed to respond to the needs of the community now and into the future.

Continuous Improvement

12. Maintain a constant review of the organisation and administration of the Authority, making recommendations to the Council where major changes are required in the interests of efficiency and effectiveness.
13. To develop and promote a learning culture that encourages the use of initiative, individual and team responsibility, ownership, open communication and positive contribution to the organisation and its partners.

Compliance

14. Comply with Financial Regulations and Standing Orders and maintain spending within approved levels.
15. Ensure equality and inclusion within the Authority and across all service provision, ensuring the diverse needs of all service users are recognised and met.
16. Ensure that appropriate arrangements are made to meet all governance requirements of the Authority as a statutory body.
17. All duties and responsibilities should be carried out in accordance with Council policies and procedures, in particular those on equality and diversity, health and safety and environmental sustainability.

Other

18. To undertake any other related duties and responsibilities as they arise.

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PERSON SPECIFICATION

It is essential that in your written application/CV, you give evidence of examples of proven experience in each of the following selection criteria listed in **Part One** of the Person Specification.

These responses will be further developed and discussed with those candidates invited for interview, together with the criteria listed in **Part Two**.

Part One

Experience

1. Successful leadership of a substantial corporate organisation, as Chief Executive or as senior manager
2. The setting of a vision and a successful programme for its achievement in a complex and wide ranging stakeholder context, which can include individuals and groups of all ages and backgrounds, other Chief Executives and local and national politicians.
3. Management of substantial change in a customer-facing organisation
4. Allocation and reprioritisation of substantial financial, human and other resources
5. Achieving results in partnership with other organisations, ideally including private, national and local public, and voluntary sectors
6. The establishment and reinforcement of a high-performing culture

Part Two

Knowledge, skills and abilities

1. A comprehensive understanding of local government and the wider public service economy, the national and political context within which they operate and the current challenges and opportunities they face.
2. Well developed leadership skills that empower and encourage commitment from others and promote a positive and motivated organisational culture.
3. An ability to operate sensitively within a political environment and to develop relationships with all stakeholders that command respect, trust and confidence.
4. An ability to act with creative and entrepreneurial flair whilst maintaining a clear overview of issues affecting the Council and manage competing priorities within financial constraints.
5. An ability to make difficult decisions in a challenging environment and to manage conflict and resistance positively.
6. Excellent communication and negotiation skills and an ability to influence outcomes through tact, diplomacy and effective reasoning and persuasion, together with the ability to present reports on complex issues.

7. An ability to relate to and win the confidence and trust of members, employees, partners and the consumers/client groups/the public.
8. An ability to develop and implement corporate strategies in pursuit of agreed goals.
9. Financial and commercial awareness, with strong analytical skills and a creative approach to problem solving.
10. An ability to provide clear, timely, appropriate, balanced and unambiguous advice.
11. An ability to manage corporate and individual performance in a manner that raises standards and delivers results as well as being evidence based, outcome focused and linked clearly to the Council's strategic aims.

Personal Qualities

1. Ambition, energy, drive and resilience: An ability to deliver under pressure.
2. An empowering style, valuing the contributions of others and committed to employee development.
3. A strong commitment to service excellence, customer supremacy and continuous improvement.
4. Results focussed, performance driven and evidence-based.
5. Leads from the front, an honest and straightforward style that gains the respect of others.
6. A commitment to local democracy, social justice, equality of opportunity and accountability to the community.
7. Personal conduct, integrity, political sensitivity and credibility that commands the confidence and respect of members, managers, staff, local communities, external partners and stakeholders.
8. An innovative mindset, with the ability to think beyond traditional ways of doing things and make changes happen.