

WYCOMBE DISTRICT COUNCIL

JOB DESCRIPTION

DESIGNATION: CHIEF EXECUTIVE

POST NUMBER: AAA01

POST GRADE: CE

DATE: MARCH 2005

JOB PURPOSE

The overall leadership, development and management of the Council to achieve its agreed vision and priorities within agreed resources.

To be the Council's Head of Paid Service

To deliver excellent services to the people of Wycombe District in line with the Council's vision, values, resources and strategic priorities.

To advise the Council, Committees and Members of the Council on matters relating to Council functions, policies and services.

To work with and advise the Leader of the Council, Deputy Leader of the Council and Cabinet on matters relating to the development and delivery of strategic priorities & objectives, services, performance and all matters relating to Council functions.

To set and maintain the highest standards of conduct and probity for the Council.

RESPONSIBLE TO:

The Chief Executive is responsible to the Leader of the Council, Deputy Leader of the Council and Cabinet for executive functions and the Chairman of the Council, the Council and its Committees for non executive functions.

The Chairman of the Council, Leader of the Council, Deputy Leader of the Council and one opposition Group Leader are responsible for the performance management and review of the Chief Executive's performance (and in line with Council policies and the conditions of service of the Joint Negotiating Committee for Chief Executive's of Local Authorities).

RESPONSIBLE FOR:

Corporate Directors and leading the Strategic Directors Board

The direction and management of Council officers and resources

Ensuring the development of Council policies and strategies.

KEY ACCOUNTABILITIES

Leadership

To communicate the vision, values and strategic priorities of the Council so that employees are engaged and motivated to deliver the Council's strategic and service priorities & objectives.

To lead and motivate Corporate Directors to deliver efficient and effective public services in line with the wider Government agenda, including setting annual performance targets in consultation with appropriate Cabinet Members.

To lead, direct and work with Corporate Directors and Heads of Service to ensure a consistent approach to the management of Council services and management of change.

Member Relations

To work closely with the Leader of the Council and Cabinet to define and clarify the vision, values and strategic priorities of the Council.

To develop and maintain effective working relationships with Elected Members so that they are well informed and involved.

Corporate Governance

To act as principal adviser to the Members, Cabinet and Committees of the Council to ensure that policies are determined in a way consistent with the effective, financially prudent and legal authority of the Council and within the principles of sound governance.

Strategic Planning

To ensure that the Council places its customers at the heart of its thinking and actions.

To work with Members and in partnership with local strategic partnership to develop and implement the Community Plan.

To develop and implement the Council's Service Improvement Plan in line with Council's vision, values, resources and strategic priorities and objectives.

To oversee the Council's Strategic Financial Budget securing resources to achieve strategic and service objectives within agreed Council Tax levels and financial parameters.

Performance Management

To ensure the efficient and effective management of the Council's resources to achieve strategic and service objectives within agreed resources.

To evaluate, review and report on the performance of Council services and the delivery of strategic priorities and objectives.

People Management

To ensure the development and implementation of people management policies and practices to enable the Council to recruit, develop and motivate people to achieve strategic and service objectives.

To establish an organisational culture that provides opportunities for staff development and encourages personal development, encourages and rewards high performance, provides managers with flexibility to meet their service needs within a common framework, promotes equal opportunities and fair treatment for all, promotes the Council's core values and provides excellent services valued by Members, managers, officers, partners and customers.

To establish an organisational culture that delivers through team work.

Organisational Development

To organise and deploy resources to achieve strategic and service priorities and to: -

- To provide greater customer focus and joined-up delivery to customers through the use of e-commerce-type technology
- To enhance the services delivered to customers and to improve customer perception of the Council
- To meet national eGovernment targets for electronically deliverable services
- Become a more efficient and cost effective organisation.
- To deliver strategic and service objectives within agreed resources

To review and change the Corporate Directors portfolio of functions in response to the needs of the Council.

To develop and implement continuous improvements in the effectiveness and efficiency of business processes across the Council.

Community Leadership

To ensure that the Council develops effective relationships with public and private sector organisations.

To work with Members of the Council to ensure that the local community is consulted and engaged in the work of the Council and the issues facing the District.

To ensure that the needs of the local community are identified in the development of policies and services.

External Relations

To develop and maintain effective relationships with key partners and stakeholders in order to deliver excellent services for the people of Wycombe District.

Other Duties

The nature and responsibilities of this post may change and develop in accordance with the development of the Council's strategic vision, priorities and targets over time.

To undertake any other duties commensurate with the level and expectation of this post.

Equal Opportunities

To comply with and actively support the Council's equal opportunities policy and to ensure practices are consistently applied throughout the Council in employment and service delivery.

Health & Safety at Work

To have due regard to the responsibilities and duties set out in the Council's Health & Safety Policy in respect to personal and other peoples health, safety & welfare.

PERSON SPECIFICATION

EXPERIENCE

- Significant experience of leading all or part of a diverse organisation (preferably with significant experience within the public sector and local government) including advising elected Members on policy and strategy.
- A proven track record of successful strategic leadership and the management and development of senior staff, including the establishment of a positive performance culture, that has delivered effective performance and continuous service improvement.
- A proven track record of successful corporate management and the development of corporate objectives, policies and strategies.
- Evidence of successful development and implementation of strategies, policies and performance management systems that deliver high quality, customer focused services and translate organisational ambitions into real achievements.
- Evidence of successful leadership and the delivery of major corporate, high profile and cross-boundary projects in challenging circumstances.
- A record of success in creating equality in service.
- Experience of developing a wider community leadership role

QUALIFICATIONS

- Degree level qualification
- Membership of a professional body
- Post graduate management qualification (e.g. MBA)
- Evidence of continued professional development

ABILITY, SKILLS & KNOWLEDGE

- Ability to develop, communicate, persuade and gain ownership for a new clear vision and direction.
- Ability to think, plan and act strategically and corporately, with a creative approach to problem solving and delivery in demanding circumstances and with competing priorities.
- Ability to analyse complex problems. Highly numerate and literate.
- A clear understanding and knowledge of the working of local government including its legal, financial, social and political context.
- Effective presentation, communication and interpersonal skills and ability to apply these effectively to a variety of audiences.
- Ability to communicate a compelling vision of what is to be achieved and how it is to be achieved
- Ability to lead, motivate and challenge others to achieve high performance.
- Ability to instil confidence and inspire others.
- Ability to build positive relationships, to influence and persuade others.
- Ability to build partnerships and productive working relationships with others (internal & external)

OTHER

- Willingness to act flexibly, corporately and collaboratively
- An enthusiastic ambassador for the Council, its stakeholders and partners.
- Personal and professional credibility which will command the respect and confidence of Members, senior managers, staff, external partners and other stakeholders.
- A strategic thinker with a creative and innovative approach.
- A strong and effective leader, who leads by example and is an effective communicator, determined, positive and approachable.
- A robust individual, resilient enough to cope with the demands of the role.
- Highest standards of conduct and probity.

CHANGE MANAGEMENT LEADERSHIP QUALITIES

Change catalyst	<ul style="list-style-type: none"> • Ability and willingness to initiate and manage change • Acting to support the change process • To personally lead and champion change • Ability to take others with you
Inspirational leadership	<ul style="list-style-type: none"> • Leads by example and inspires others • Stimulates enthusiasm in others • Communicates a compelling vision
Initiative	<ul style="list-style-type: none"> • Finds ways to achieve goals and overcomes identified obstacles • Acts in the positive • Initiates actions to achieve goals • Makes extra effort to pursue goals to a successful conclusion
Transparency & openness	<ul style="list-style-type: none"> • Acting and being seen to act in the positive • Keeps promises • Raises genuine concerns and issues and provides solutions to achieve goals
Team work & collaboration	<ul style="list-style-type: none"> • Works towards shared objectives • Cooperates with others • Creates group synergies and pursues agreed goals • Solicits input from others
Adaptability	<ul style="list-style-type: none"> • Flexibility in managing change • Open to new ideas • Ability and willingness to change strategies in the light of new or changed situations and demands.
Managing change personally	<ul style="list-style-type: none"> • Keeps disruptive emotions in check • Remains composed and positive in challenging situations • Keeps a sense of proportion in stressful situations
Empathy	<ul style="list-style-type: none"> • Understands and takes an interest in the perspective of other stakeholders and helps them to achieve their goals.