

## JOB DESCRIPTION



<b>SERVICE</b>	Corporate Core
<b>POST NUMBER</b>	100002
<b>POST TITLE</b>	Chief Executive
<b>POST GRADE</b>	Local Salary Scale
<b>CONDITIONS OF SERVICE</b>	National Joint Council (NJC) for Local Government Services as amended locally
<b>RESPONSIBLE TO</b>	The Leader of the Council and the Cabinet
<b>RESPONSIBLE FOR</b>	Those officers for whom there is, at any time a direct or shared management responsibility.  As Head of Paid Service, all employees of the Council.
<b>JOB PURPOSE</b>	To act as principal adviser to the Leader and all elected members. To support Councillors in the leadership, development and establishment of a transformed Council.  As the statutory Head of a Paid Service, to provide leadership and direction throughout the organisation. To be accountable for the performance of the organisation and meet the council's strategic objectives through efficient and effective deployment of resources. To ensure that residents receive services of the highest standard.
<b>MAIN AREAS OF WORK</b>	
<b>1</b>	To advise and support the Leader on any matter relevant to the Council's functions.
<b>2</b>	To lead the development and establishment of a transformed Council, ensuring it is successful, viable and excellent in service delivery to customers.
<b>3</b>	To ensure the elected member's vision for the Council is translated into operational reality.
<b>4</b>	To work with elected members to provide leadership, vision and strategic direction to the Council, ensuring a clear sense of ambition and purpose particularly in the context of the operational and financial challenges the Council faces.
<b>5</b>	To enable and ensure the efficient corporate management of the Council through developing Heads of Service units and a new Management Team, ensuring the delivery of high-quality services; drive improvements and co-ordinate strategies.
<b>6</b>	To exercise the duties and responsibilities as Head of Paid Service.
<b>7</b>	To drive forward regeneration activity across Rother and ensure the Council is a key lever to economic prosperity.

8	To identify new opportunities for improving democratic accountabilities in the changing landscape.
9	To lead strategically, promote and manage effective partnership and community relationships with stakeholders within and outside of the Council.
10	To act as principal policy adviser to members and ensure that the Council's policies and priorities are understood, owned and implemented across the organisation.
11	To represent and negotiate on behalf of the Council on external bodies and networks. This includes representing the Council at civic, local, regional and national events.
12	To ensure the effective governance of the Council and the legality, probity, integrity, proper public accountability and scrutiny of its decision-making processes.
13	To promote a culture of excellence underpinned by performance management and continuous improvement, motivating and developing the Council's workforce to achieve its objectives.
14	To participate in the recruitment of Chief Officers across the Council.
15	Act as the Council's Returning Officer and to be responsible for all elections processes. To ensure that arrangements are both in place and upheld in accordance with the Council's statutory duty.

<b>WORK RELATED CIRCUMSTANCES</b>	<p>The Chief Executive is expected to:</p> <ul style="list-style-type: none"> <li>• Work such hours as are necessary to ensure the job gets done. This routinely involves evening work and attendance at civic events, as well as the standard business week of Monday to Friday. Occasional weekend working is required. The post holder is 'on call' at all other times, particularly to cover emergency planning requirements. No extra payments are made for such extended hours.</li> <li>• In the first year to liaise with iESE on personal mentoring, and to consider support options for Council Transformation.</li> <li>• Be prepared to travel both within and outside of the UK, as required by the demands of the job.</li> <li>• Remain politically neutral and ensure any personal interests are not in conflict with their position.</li> </ul>
<b>REVIEW AND CHANGE ARRANGEMENTS</b>	<p>The details contained in the job description reflect the content of the job at the time the document was prepared. It is inevitable that over time the nature of the job will change: Existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility. Consequently, the Council will expect to revise the job description on occasions and will consult with the post holder at the appropriate time.</p>

## PERSON SPECIFICATION



<b>POST TITLE</b>	Chief Executive	
<b>SERVICE</b>	Corporate Core	
<b>POST GRADE</b>	Local Salary Scale	
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Degree level qualification in a professional field	X	
Evidence of personal commitment to CPD	X	
Management qualification	X	
<b>Experience</b>		
A proven track record in several organisations of leading, managing, empowering and inspiring teams of senior staff to a high level of achievement and innovation.	X	
Experience of successful change management and transformation within a major organisation, ideally with the introduction of agile working and within a politically sensitive environment.	X	
Successful experience of operating in a sensitive political context and providing clear, objective advice to senior officers, elected members and partner organisations.	X	
A proven track record of formulating and implementing complex strategies and plans which cross boundaries, drive the development of an organisation and deliver corporate objectives.	X	
Demonstrable experience of working and exercising sound judgement in an environment which involves a high degree of interface with senior politicians and officers, local and regional government and partner organisations.	X	
Successful involvement with the media and in promotion and management of an organisation's corporate reputation.	X	
<b>Skills and Abilities</b>		
Ability to develop positive working relationships with all elected members, ensuring their vision is translated into operational reality.	X	
Ability to develop, manage and maintain community relationships.	X	
Highly developed analytical, problem solving and negotiating skills which have produced a record of innovative solutions to ensure achievement of corporate objectives.	X	
<b>Knowledge</b>		

An understanding of the Council's financial context and budget strategy and a proven track record in the successful management of comparable complex budgets and resources within a Local Authority setting.	X	
A detailed understanding of the sector and the challenges it faces, including the regional and sub-regional context relating to Rother and East Sussex and the impact that Council reorganisation will have on staff and residents.	X	
Knowledge and experience of driving and delivering regeneration, to maximise the opportunities available to a Local Authority in order to shape the place and outcomes for the community in which it operates.	X	

<b>CHIEF OFFICER COMPETENCIES</b>	<p>Candidates will be assessed against the following Chief Officer Competencies:</p> <ul style="list-style-type: none"> <li>• Leadership</li> <li>• Transformation</li> <li>• Strategic Management</li> <li>• Ability to work collaboratively with elected Councillors</li> <li>• Values driven</li> <li>• Creates vision</li> <li>• Acting collaboratively</li> <li>• Communicating powerfully</li> <li>• Changing culture</li> <li>• Handling complexity</li> <li>• Continuously improving performance</li> </ul>
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