

JOB DESCRIPTION



DIRECTORATE	Deputy Chief Executive
POST NUMBER	TBC
POST TITLE	Deputy Chief Executive
POST GRADE	Local Salary Scale MG4 / MG5
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally
RESPONSIBLE TO	Chief Executive
RESPONSIBLE FOR	Housing benefits, local taxation, housing, customer services, ICT & business transformation, environmental services and internal audit.
JOB PURPOSE	To support the Chief Executive in setting the overall strategic direction of the organisation. To work collaboratively with the senior leadership team and with Members. To ensure cultural change is delivered by instilling in the leadership team a sense of optimism, purpose and responsibility. To manage the delivery and performance of relevant service areas through the Heads of Service and senior officers. To act as the monitoring officer for the council. The post holder will provide leadership and guidance to the service areas under their control.

MAIN AREAS OF WORK	
1	Deputise for the Chief Executive as and when required on a day to day basis.
2	Be responsible to the Chief executive and Members for the overall management of the council and implementation of change.
3	Be accountable for the delivery of specific service areas as determined by the Chief Executive. Provide leadership to the services, ensuring staff are trained, motivated and supported. That services are responsive to customers' changing requirements and are effective and represent good value for money.
4	Providing strategic leadership and continuously and actively reviewing all services provided by this directorate. To identify how best to commission for future delivery, including driving innovation, identifying priority outcomes and ensuring the most effective and efficient delivery methods are employed.
5	Be accountable for robustly managing relevant revenue and capital budgets as well as contributing to the ongoing development of a five year rolling medium term financial plan and capital strategy.
6	Oversee the allocation of resources across the council against priorities.
7	To act as the monitoring officer on behalf of the council.

8	Monitor services and track progress to ensure delivery of set plans. Take immediate and well thought out remedial action to resolve serious delivery issues.
9	Drive significant cultural change through the organisation and key partners.
10	Advise the Chief Executive, Leader and Members on the state of delivery of the Council's corporate plans.
11	To provide recommendations to the Chief Executive, Leader and Members on significant policy decisions.
12	With the Chief Executive, to manage relationships between Members, political groups and officers by establishing a clear understanding of roles, policies and procedures
13	To be a named member of the Gold Emergency Planning rota and to ensure that services the post holder is responsible for have appropriate business continuity plans and emergency response procedures;
14	The post holder must ensure that Health & Safety legislation and the Council's Health & Safety requirements are complied with and monitored. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety manual

Criteria for progression : Progress through to MG5 grade is determined and agreed by performance & delivery of approved outcomes by the Chief Executive.

PERSON SPECIFICATION



POST TITLE	Deputy Chief Executive	
DIRECTORATE	Deputy Chief Executive	
POST GRADE	Local Salary Scale MG4/MG5	
	Essential	Desirable
Qualifications		
Degree level or equivalent	X	
Management qualification e.g. CMS, DMS	X	
Financial or Legal qualifications		X
Experience		
Working at a senior level within local government	X	
Delivering improved quality and efficiency of complex services	X	
Practical experience of delivering successful organisational change	X	
Commercialisation of services	X	
Management of a diverse range of services	X	
Skills and Abilities		
Converting vision into action	X	
Communicate effectively both verbally and written with professionals and politicians	X	
Work under pressure and manage time effectively	X	
Able to negotiate and Influence in an effective and constructive way to achieve objectives	X	
Effective delegation	X	
Motivation and development of individuals and teams	X	
Understanding of how to measure success	X	
Training		
Use of MS Office	X	
Management training	X	
Performance management	X	
Project Management	X	
Knowledge		
Issues facing local government	X	
Climate Change		X
National and local Politics	X	

July 2021