

 <p><b>South Cambridgeshire District Council</b></p> <p><b>JOB PROFILE</b></p>	<b>Job Title</b>	<b>Chief Executive</b>
	<b>Salary Grade</b>	<b>Chief Executive Range scp 66 - 73</b>
	<b>Directorate</b>	<b>Chief Executive's</b>
	<b>Service Unit</b>	<b>Not applicable</b>
	<b>Reports To</b>	<b>The Leader of the Council and Cabinet</b>
	<b>Ref Number</b>	<b>C.1.1</b>
	<b>Date</b>	<b>January 2006</b>

## 1. Job Purpose

1. To ensure the provision of well evidenced, co-ordinated policy advice directly to Cabinet and other Members of the Council across the whole range of the Council's work.
2. In consultation with others develop and implement corporate and cross service strategies and activities throughout the organisation.
3. To lead the strategic and corporate management of the Council through the Management Team providing leadership for the staff of the Council and ensuring the delivery of effective and quality services to the residents of South Cambridgeshire in line with the Corporate Plan.
4. To provide strategic leadership and management to the Directorate Management Team on the development and delivery of services currently within the portfolio of this post, ensuring that services are corporate, integrated and provided in accordance with Council policy and any relevant statutory duties.
5. To represent the Council in discussions with statutory agencies, central, regional and local government, partner organisations and stakeholders and others, including high level networking and negotiations.
6. This post is politically restricted under the terms of the Local Government and Housing Act 1989.

## 2. Principal Accountabilities

1. To work with and advise the Leader of the Council, and where appropriate the group leaders/representatives on any matters relevant to the Council's functions.
2. To ensure the achievement of the Council's priorities in accordance with the

corporate objectives and vision of the Council.

3. To promote equality of opportunity in service delivery, access to information and employment.
4. To ensure that a co-ordinated approach is taken to policy development within the Council.
5. To ensure that consistent standards, frameworks and procedures are in place for the Council and to ensure effective implementation.
6. To ensure that communication and implementation of all corporate policies and processes within the Council takes place in a timely and effective manner.
7. Promote a 'One Council' approach to ensure that Council services are planned and co-ordinated and delivered in a customer centred way.
8. To drive continuous improvements in performance through the Transformation Project, Best Value reviews, high quality procurement and other service level initiatives.
9. To ensure that service planning and delivery takes account of national performance standards and locally agreed performance indicators.
10. To maintain, develop and implement the Council's processes for performance management (personal and organisational).
11. To monitor and assess business and service plan trends and to identify necessary responses to performance issues.
12. To manage the Council's resources effectively so that service levels can be met and improved.
13. To ensure that staff are able to access available development opportunities in order to help them reach their full potential.
14. To lead the Council's strategy and processes on communications and to ensure its services have excellent relationships with partners, the public and the media.
15. To communicate the Council's vision, strategy and processes effectively both internally and externally.
16. To manage and develop the wider networks and partnerships that the Council needs to enhance services to the community.
17. To work closely with all senior managers to ensure integrated provision of services where appropriate.
18. To advise and support the Chair of the Council and Elected Members in terms of their civic responsibilities and protocols, including attendance at functions and events.

### 3 Functional Responsibilities

1. To act as Head of Paid Service with authority overall all other officers (except where officers are exercising responsibilities imposed upon them by statute).
2. To act as the principal advisor to the Cabinet and the Council on matters of corporate and general policy.
3. To undertake the responsibilities as Returning Officer for Council Elections
4. To ensure that the Council meets its statutory responsibilities in accordance with Health and Safety Legislation.
5. To ensure that the Council meets its responsibilities in accordance with the Civil Contingencies Act, civil emergency planning and response.
6. To directly line manage:
  - Accountancy
  - Elections
  - HR
  - ICT
  - Legal and Democratic Services
  - Policy and Performance
  - Revenue and Benefits
  - Transformation Project
7. To undertake such other responsibilities consistent with the post of Chief Executive of the Council (Head of the Paid Service) as determined by the Local Government and Housing Act 1989.

### 4. Dimensions

1. Cross revenue expenditure
2. Capital expenditure
3. Income
4. Staff
5. Salary budgets

Significant impact on Council resources with significant freedom to act in terms of overall policy and decisions.

### 5. Key Contacts

Elected Members, Staff, Parish Councils, Trade Unions, regional and Central

Government, other Local Authorities, Voluntary Sector, Representative Groups, Ombudsman and the General Public.

## 6. Person Specification

All criteria are essential unless stated as **Desirable (D)** in bold type

Criteria	Details
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree or relevant professional or management qualifications</li> <li>• <b>Membership of a relevant professional body (D)</b></li> <li>• <b>Evidence of continuous professional development (D)</b></li> <li>• <b>Current valid driving licence (D)</b></li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Substantial experience working corporately at a Senior level within a multi-functional organisation</li> <li>• Knowledge, understanding and experience of maximising the performance of an organisation against agreed policy and service objectives.</li> <li>• Knowledge <b>and experience (D)</b> of current social policy issues and the challenges facing local government</li> <li>• Experience of managing the delivery of customer-focussed services <b>in a socially diverse environment (D)</b> ensuring responsiveness to differing needs</li> <li>• Experience of working with and advising stakeholders <b>and elected members (D)</b> at a senior level</li> <li>• Experience in the successful leadership, management and development of the workforce</li> <li>• A proven track record of achieving and managing positive organisational change</li> </ul>
<b>Skills and Abilities</b>	<p><b>Inspirational Leadership</b></p> <ul style="list-style-type: none"> <li>• Visibly leads and motivates the Council's workforce, creating an open and co-operative culture in the organisation which values, empowers, informs and develops employees at all levels to work flexibly</li> <li>• Develops a performance-based culture, in which continuous improvement is a key feature</li> <li>• Demonstrates a strong and enthusiastic personal leadership style</li> </ul>

**Customer Focus**

- Ensures the delivery of the highest quality, cost effective services to all within the District.
- Establishes effective forms of performance management to continually meet changing customer needs

**Partnership Working**

- Works effectively with others to realise key corporate and service aims and objectives, demonstrating a high degree of political sensitivity and awareness
- Builds effective relationships and partnerships with and between different agencies, voluntary and private sector organisations and the community

**Communications**

- Demonstrates and promotes clear and effective communication from the Council about its activities to both internal and external audiences, creating a positive perception of the Council and District.
- Acts as the Council's Principal Officer in dealings with Government and its departments/agencies, Local Authority Agencies, and other external organisation

**Change Management**

- Works collaboratively to identify areas for change
- Takes action to ensure others hear and understand the need and benefits for change whilst also outlining the risks
- Leads and delivers change whilst retaining a positive organisational culture.

**Stakeholder Management**

- Builds and maintains successful working relationships with key stakeholders, building trust and confidence.
- Understands political and cultural differences within organisations

**Elected Member Relations**

- Ensures that Elected Members get the necessary advice and information to enable them to fulfil their roles effectively
- Advises Elected Members on any matters relevant to the Council's functions, whilst promoting effective and mutually supportive working

	<p>relations between Elected Members and Officers.</p> <p><b>Delivery and Results</b></p> <ul style="list-style-type: none"> <li>• Delivers objectives to time, cost and quality</li> <li>• Works at corporate level in developing strategies, policies and translating these into action.</li> <li>• Anticipates, interprets and develops responses to national and local issues, ensuring the capacity of the Council to lead rather than react to events</li> <li>• Understands and can interpret complex financial and budgetary information</li> </ul> <p><b>Equality and Diversity</b></p> <ul style="list-style-type: none"> <li>• Demonstrates personal commitment to equality of opportunity and the value of diversity in employment and service delivery in accordance with Council's Equal Opportunities and Diversity policies</li> </ul>
<p><b>Personal attributes</b></p>	<ul style="list-style-type: none"> <li>• Personal resilience and the ability to work under pressure</li> <li>• Commitment to the democratic process and public service ethos</li> <li>• High degree of integrity, self-awareness and appreciation of the needs of others</li> <li>• High levels of personal energy and enthusiasm</li> <li>• Evidence of commitment to continuous personal development</li> <li>• Open and accessible style.</li> <li>• Ability to cope with ambiguity, uncertainty and change</li> <li>• Able to attend civic events and meetings outside of normal office hours</li> </ul>