

JOB DESCRIPTION – CHIEF EXECUTIVE

JOB INFORMATION		
Job Title	Chief Executive/Director	
Service Area	Chief Executive's	
Grade	CEX	
Hours	37	
ACCOUNTABILITIES		
Responsible to	Leader of the Council	
Budget	Overall council budget	
JOB PURPOSE		
<ul style="list-style-type: none"> To provide strategic, visionary and management leadership for the Council and its stakeholders. To ensure the Council's priorities are appropriate, effectively resourced and that measurable outcomes are achieved. To be the statutory Head of Paid Service, Electoral Registration Officer and Returning Officer. To oversee the management of the Council's financial, human and other resources. To be the prime interface between Officers and Elected Members in ensuring that the Council's vision, corporate and community objectives are achieved. 		
JOB REQUIREMENTS		
Qualifications & experience	Technical knowledge/skills	Behavioural skills
<ul style="list-style-type: none"> Professional leadership experience at senior level in a complex organisation Proven ability to work in a political environment and establish effective working relationships with members. A track record of developing & implementing continuous improvement and improved outcomes in service delivery A track record of delivering improved value for money Experience of leading and delivering significant change and business improvement initiatives, including people & cultural change Experience of developing Experience of leading & managing service delivery across a multi-disciplinary area & project management Evidence of effective budget management and delivering cost reductions whilst improving services Evidence of internal & external partnership working – establishing trust & credibility 	<ul style="list-style-type: none"> Ability to translate national & local policy direction and strategic objectives into practical local plans & action Effective financial management skills Ability to manage high performance through people Accomplished analytical and decision making skills Excellent verbal & written communication skills Understanding of business process re-engineering In depth understanding of functions and statutory role of a local authority including standing orders and financial regulations; Understanding of working within a community with differing needs; Well developed influencing, negotiating and advocacy skills; Ability to resolve conflict and be confident of dealing with crisis situations; 	<ul style="list-style-type: none"> Ethical behaviour Instils pride Gains respect & trust Champions equality & fairness Sets a vision Drives high standards Challenges assumptions Takes managed risks Takes up staff ideas Creative, seeks out best practice, nurtures & develops independent thinkers Committed to learning & development Mentors & coaches Provides feedback Supportive & empathetic Builds effective relationships & resolves conflict Manages conflicting priorities effectively, with resilience to keep management performance on track during periods of uncertainty & change. <p>Exhibit the Nolan principles: Selfless Integrity Objectivity Accountability Openness Honesty Leadership</p>
Main duties & responsibilities		
<ul style="list-style-type: none"> To lead the Council's Corporate Management Team with collective responsibility for the managerial leadership of the Council To contribute to corporate programme boards which develop strategy and policy, implement programmes and projects and monitor performance To ensure Members of the Council are supported in their leadership & community roles To contribute to developing the Council's Corporate Plan & other strategies. Specifically: Medium Term Financial Strategy 		

<ul style="list-style-type: none"> To be accountable for those budgets related to the Service, ensuring compliance with the Council's Constitution and Standing Orders and that the Council receives value for money from its expenditure. 		
Candidate screening GCSX check required – includes disclosure Scotland – Basic Disclosure	Rehabilitation of Offenders Act applies: NO	Disclosure & Barring Service check required: NO
Politically Restricted Post	YES	
Managers responsibilities		
To ensure at all times that a corporate view is adopted and that complaints (both internal & external) are dealt with promptly and effectively.		
To prepare and review annual service delivery plans in support of the overall corporate plan, annual learning & development plan, internal improvement plans and other requirements e.g. legislation.		
To be responsible for accurate monthly or quarterly reporting on progress against service delivery objectives and key performance indicators and for reporting this information to CMT & portfolio holders		
To prepare and present detailed and complex reports to Cabinet, Committees, and Working Groups as necessary.		
To undertake and be accountable for budgetary management within the activities controlled and balance budgets in accordance with Contract Procedure Rules and Financial Regulations.		
To manage and be accountable for all matters relating to the workforce (including volunteers) under their control in line with the Council's policies & procedures including: <ul style="list-style-type: none"> a) effective induction including attendance by all employees at corporate induction training b) providing direction for teams and individuals c) recruitment & selection including safer recruitment where applicable d) skills & knowledge development to be competent in their job roles e) attendance management <ul style="list-style-type: none"> • completing all required documentation • holding return to work interviews • regularly reviewing sickness levels • holding absence reviews • managing long term sickness through regular HR contact/ liaison f) discipline g) grievance h) appraisal & performance management by setting individual objectives and targets through the Council's 'my performance' process for all team members in line with the Service Delivery Plan and regularly review the achievement of these objectives i) employee relations j) communication & listening (via monthly team meetings and regular informal methods) k) workforce planning (See Workforce Planning Guidance for Managers HRP010 for further information) l) safeguarding children and vulnerable adults m) 		
To set individual objectives and targets through the Council's 'my performance' process for all team members in line with the Service Delivery Plan and regularly review the achievement of these objectives		
Ensure delivery of a safe working environment by ensuring that health & safety legislation and Council procedures are implemented and adhered to; employees are involved in health & safety management including attending necessary training; risks are assessed, control measures are implemented and information is effectively communicated to teams and individuals; reports include details of high level risks where relevant		

To ensure that strategic & operational risks are considered and that appropriate actions and/or reporting are put into place to manage these.

To effectively brief senior members on relevant matters in conjunction with the relevant CMT member as appropriate.

To be responsible for equality in service delivery and employment within the service and to work within relevant legislation carrying out Equality Assessments where necessary

To attend emergency planning training, be familiar with the Boston Borough Council Emergency Plan and your role during an emergency incident. This may involve receiving notification of emergency situations out of hours and to respond positively to these calls where available.