



Division:	Chief Executive's Office
Job Title:	Chief Executive
Grade:	CEX 1 - 4
Post Number:	A001
Base/Location:	Chief Executive's Office, Southfield Rd, Loughborough
Responsible To:	Full Council as Head of Paid Service
Responsible For:	All employees as Head of Paid Service
Key Relationships/ Liaison with:	Elected members including Cabinet and Scrutiny; Directors, Heads of Service, local, regional and national partners and other community representatives and service users.

Job Purpose	
	<ul style="list-style-type: none"> Actively use the Chief Executive's role as a positive ambassador for the Council and Charnwood at regional and national levels to encourage inward investment from private and public sectors. Deliver the strategic aims and objectives of the Council, ensuring value for money for residents, striving for continuous improvement and providing high quality services in accordance with statutory requirements, the Council's policies and sound financial management principles. Act as the Head of Paid Service, working with elected members and the officer management team to provide leadership, vision and strategic direction for the Council. Drive a commercial / business focus for the Council and identify opportunities for income streams and alternative delivery models, while recognising the importance of economic development for the area's vitality, vibrancy and prosperity. Establish and develop successful internal and external partnerships and relationships. Identify, develop and lead the culture required to achieve the Council's vision, priorities and strategy within the changing public sector context. Oversee a communications strategy which promotes understanding and a positive image of the Council to internal and external stakeholders and partners.

Main Duties and Responsibilities	
	Strategic Leadership and Management
1.	Fulfil the role of Head of Paid Service, providing clear personal leadership and strategic direction to secure a cohesive and co-ordinated approach to maintain and improve organisation wide service provision, resource allocation and prioritisation.

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2.	Create a culture of continuous improvement combining the public sector ethos with commercial working methods.
3.	Support the Council's elected leadership in developing and implementing strategies for the Council to provide a comprehensive and corporate approach to achieve its vision and objectives.
4.	Ensure a strong culture of strong and effective performance and financial management through engagement and empowerment of staff to deliver excellent services, and to achieve the aims and objectives of the Council.
5.	Act as Principal Policy Adviser to the Council on matters of strategic and general policy.
6.	Ensure that the Council meets its statutory obligations including health and safety, data protection and equal opportunities. Promote a culture of fairness, equality, diversity and respect.
	Political Interface and Member Relations
7.	To work with, advise and support, elected members in formulating appropriate strategies and plans which deliver effective, efficient and affordable modern services, involving partners and promoting Charnwood's interests.
8.	Establish and maintain effective working relationships with the Leader and the controlling group, other political groups and all Members; working with them to support Member development and to foster a positive and productive interface between Members and officers across the Council.
9.	Promote a culture of political awareness amongst officers that helps translate political will into appropriate future strategies and achievement of objectives.
	Leading Partnerships and Collaboration
10.	Visibly and strongly represent the Council and its interests through personally influencing and developing partnerships at all levels in the public, private, community and voluntary sectors. In particular, to support and enable collaborative working with neighbouring district authorities and other relevant partners.
11.	Ensure that internal and external partnership working, engagement and consultation is actively encouraged in the development of policies and strategies, and in the delivery of services.
12.	Provide personal leadership and vision to ensure the Council connects well with the local community, actively seeking and acting on public feedback to develop community understanding and commitment and drive customer satisfaction.
	Other Responsibilities
13.	Undertake the role of Electoral Registration Officer and Returning Officer for district, parish council and other national elections.
14.	To fulfil the statutory duties concerned with emergency planning.
Special Factors	
<ul style="list-style-type: none"> The nature of the work may involve the jobholder carrying out work outside of normal working hours. 	

- As Chief Executive and Head of Paid Service, your conduct at all times will be bounded by legality, the Council's policies, strategies, constitution, democratic arrangements and the pursuit of equality, efficiency, effectiveness and economy in the design and delivery of services.
- The jobholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- The post will attract an essential user car allowance.
- This post is designated as being politically restricted in accordance with the terms of the Local Government and Housing Act 1989.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Date Revised: June 2019

<p>Skills/Knowledge</p> <p>A thorough understanding of the current issues and future challenges facing local government and their impact across a range of local government services.</p> <p>Demonstrable leadership skills.</p> <p>Effective communication skills for a range of audiences, to positively represent and champion the Council.</p> <p>Strong influencing and negotiating skills.</p> <p>Highly developed analytical and problem solving skills and the ability to work strategically and with innovation.</p> <p>Political awareness and the ability to work successfully within a political environment through effective working relationships with elected members.</p> <p>Ability to implement effective and innovative policy and strategy.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>B & C</p>
<p>Personal Qualities, Attitude and Motivation</p> <p>Collaborative, visible and strategic leader.</p> <p>Robust and resilient whilst maintaining a sense of proportion and balance.</p> <p>Teamworker who can motivate and work across boundaries and achieve performance and results through others.</p> <p>Strong sense of ambition and drive.</p> <p>Flexible, both personally and organisationally to meet changing circumstances.</p> <p>Personality, conduct and credibility that engages and commands the confidence of all stakeholders; accountable and ethical behaviour (accessible, open and honest).</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>B & C</p>

<p>Key: A = Application form B = Interview</p>	<p>C = Assessment Centre Exercises/Tests D = Certification</p>
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