

Job Title	Chief Executive
Service Area	Corporate Leadership Board
Band	17
Job Reference	SA0001

Reporting to:	Responsible for:
Council	Corporate Leadership Board/Local Area Managers/Paid Staff

Team Purpose

To provide strategic, corporate leadership for the Council, its staff and residents. Principle advisor to the Council and Councillors. With the Corporate Leadership Board and Councillors, to lead the organisation in delivering its strategic objectives and ensure high levels of governance and promote positive and open communication. To represent the Council at external meetings ensuring that the Borough Council plays a full and active role in the sector both locally and nationally. To act as an ambassador for the Council as required and in attending civic and other functions.

Role Purpose

Lead and manage the corporate direction of the Council through strategic leadership and vision, delivering high quality outcomes enabling the Council to deliver on its political priorities and corporate strategy which impact on improving the quality of life for the people of Eastleigh.

To lead and inspire the organisation, shaping organisational culture and ensuring the council is an organisation of excellence which delivers value for money high quality services, where employees are valued, empowered, developed and cared for. Work collectively with the Cabinet, Corporate Leadership Board and Executive Heads in the development of strategic Council priorities, ensuring these are delivered with exceptional partnership and relationship management, strong collaborative leadership and astute political and financial judgement. Undertake the statutory duties and responsibilities of Head of the Paid Service, as defined within the Local Government and Housing Act 1989. Act as an ambassador and representative of the Council at external events. To fulfil the statutory role of Electoral Registration and Returning Officer, under the provisions of Section 8 of the Representation of People Act 1983.

Key Accountabilities

Leadership

- Act as the council's key advisor to the elected leadership of the council on policy options and forward planning of objectives, services and resources.
- To lead and develop an effective Corporate Leadership Board, engaging effectively with the Cabinet, Portfolio Holders, Group Leaders and all Councillors, working together on the strategic direction of the council
- Provide strategic leadership in driving forward the Council's aspirations for continuous improvement across the Borough, incorporating environmental sustainability and climate change initiatives.
- Provide a clear sense of direction and leadership on the development and delivery of strategic plans to achieve the council's vision and key corporate priorities.

- Champion the council's commitment to promoting diversity and equality of opportunity and access to services and building strong and cohesive local communities.
- To ensure the council's budgetary processes support the council's purpose and strategic direction and drive the development of options for sustaining services in an era of reduced public spending by understanding the true cost of services, using clear financial measures to challenge expenditure.
- To promote the Council's role in community leadership through effective co-ordination, implementation and involvement in developing partnerships, major initiatives, programmes and projects.
- To create and maintain a culture of openness and honesty through clear and regular communication with all employees and by role modelling the council's 'Way we Work' framework
- To ensure that the Council remains at the forefront of innovative flexible and effective ways of working.
- To ensure that the Council maintains a strategic, sustainable and prudent but enabling and ambitious approach to the management of its finances and large property assets/portfolio.
- To take the lead in, and oversight of, the effective co-ordination and implementation of major initiatives, programmes and projects.

Relationships

- Foster effective partnership arrangements with internal and external stakeholders
- To influence the strategic planning objectives of others at regional and sub-regional levels, and to ensure that the Council responds at a local level in a way which develops sustainable strategic frameworks in the best interests of the Borough.
- To develop effective links and partnerships with agencies, community-based organisations and businesses in the context of policy initiatives, programmes and projects assigned.
- To develop relevant network contacts at local, regional and national levels.
- To lead the Council's commitment to developing its employees at all levels to achieve their full potential.
- To help Councillors, collectively and individually, to enhance the skills they need.
- To ensure the effective working of all local area managers and corporate leadership staff, ensuring their personal development.

Other Duties

- Undertake all duties in accordance with council policies and statutory obligations.
- Lead on emergency planning responses, business continuity and contingency planning.
- Chair the Council's Safeguarding Committee
- Ensure the council has strong governance arrangements in place, including appropriate formal decision-making structures and the recording of all decisions (executive or otherwise). Maintain comprehensive guidance and development to elected Councillors of the Council to support them in discharging their duties effectively with informed decision-making.
- Ensure the highest standards of integrity, transparency, ethics and probity across the officer and Member core.
- Act as Electoral Registration Officer and Returning Officer and be responsible for delivery of statutory requirements and all electoral matters, with full powers.
- Carry out other duties as may be reasonably required.

Key Objectives	
Community Leadership	<ul style="list-style-type: none"> • Keeping community interests as the focal point of strategy, decision making and actions. • Promoting the involvement of the community in setting objectives and, where appropriate, in decision making. • Enabling the Council to take a lead in the community. • Promoting the growth of local democracy. • Fostering partnerships and working arrangements which help communities achieve their goals.
Strategy and Planning	<ul style="list-style-type: none"> • Having a vision of the future and support the development of plans to achieve it. • Involving people in a creative approach to strategy development. • Converting strategy into action, with realistic targets and outcome measures. • Communicating strategy with clarity and enthusiasm, keeping the vision in front of people and encouraging their contribution to its achievement.
Corporate Strategic Leadership	<ul style="list-style-type: none"> • Providing the Council with clear and effective strategic leadership, direction and vision. • Leading by example and Inspiring commitment, energy and positive attitudes. • Giving clear direction and getting commitment to goals. • Promoting continuous learning and personal development. • Embracing and promoting change.
Self-Management and Personal Impact	<ul style="list-style-type: none"> • Very good verbal and written communication skills. • Being visible within the organisation • Being open, flexible, innovative and creative. • Inspiring confidence and making time to manage effectively. • Questioning how things are done and seeking feedback on performance. • Continuing own personal development.
Achieving Results	<ul style="list-style-type: none"> • Setting and meeting challenging objectives for self and others. • Effective resource management and use of resources to achieve results. • High level of project and budget management skills.
Working with the Leader, Portfolio holders and Elected Councillors	<ul style="list-style-type: none"> • Working with the Leader, portfolio holders and other elected Councillors to deliver the Councils' priorities and commitments.
Performance and Continuous Improvement	<ul style="list-style-type: none"> • Ensuring the delivery of effective programmes, reviews, initiatives and change programmes to continuously improve the management of Council resources

Key Objectives

- Promote a positive organisational culture that empowers and motivates its employees and supports positive employee relations.

Qualifications

Educated to degree level, preferably in business management or public administration.
 Relevant post-graduate qualification and Management qualification such as MBA, CMI.
 Membership of a relevant professional body.

Knowledge, Skills and Experience

- The postholder will have significant experience of working ideally at a Chief Executive level or at a senior management level, including managing in a political environment.
- Proven track record of development and delivery of strategy.
- Have experience in strategically planning the finances of a large organisation, ensuring compliance with legislation and that finances are planned to meet corporate objectives.
- Experience of forming productive partnerships at a community and strategic level that promote the interests.
- Have skills and a proven track record of development of commercial business-like approaches of local communities.
- Skilled and experienced resource manager including managing, motivating and getting the best out of teams with a track record of supporting the development of people.
- Experience of providing innovative solutions to meeting community and corporate objectives.
- Skills and experience in forming productive partnerships at a service and strategic level that promote improvements in services and the social, economic and environmental interests of local communities.

The Way We Work Framework

Central to the delivery of the role are the Council's values (Fairness, Ambition, Empowerment) and behaviours and all employees are expected to work within the Council's 'The Way We Work Framework.' These are shared by all employees and applied to everything we do. The points for each behaviour are shown below:

Behaviours	Definition
Think Customer	Recognise and demonstrate an understanding that customers/partners and customer satisfaction are the foundations of the council's organisational success.
Think Colleague	Be willing to work as part of a team and work collectively towards achieving organisational goals
Think Different	Be willing to be adaptable and open to change, learning new things or take on new tasks as required. Display a 'can do' attitude
Take Pride	Recognise and celebrate your own success and those of your colleagues

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the post holder.

This job description will be subject to regular review and the Council reserves the right to amend or add to the details.

Key Policies

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with Health and Safety Policies and procedures in force to help maintain and develop a safe working environment.

In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the council has to deal with the results of a civil emergency.

DBS check

This post will be subject to a criminal records check.

This post is a politically restricted post.