

Chief executive

Job Description



Principle Purpose of the role

As the most senior post and Head of Paid Service, the principal purpose of the role is to create, develop and lead the strategic direction of the council both through the services it delivers directly as well as working collaboratively with existing and new strategic partners.

The role will work with the Leader of the Council and all cross party elected members to deliver the vision for the district, in line with the current strategic plan, with a view to the long-term aims and ambitions for 2025 and beyond.

The Chief Executive will engender a culture of innovation, entrepreneurship and change to ensure that Lichfield District Council is a leader in public sector reform and can demonstrate that budget and other resources are used where they will have the most benefit, whilst recognising the need to realign or re-prioritise should the situation demand.

Key Responsibilities

Leadership Responsibilities

- 1 To be the lead officer for the whole organisation, demonstrating clear and consistent leadership in line with the council's values. To be responsible for translating council strategy into effective and efficient delivery of services.
- 2 To build, motivate and support a senior leadership team to manage services, staff and resources in a way which ensures everyone is aligned to the council vision and values and embraces continuous improvement. To delegate as appropriate to ensure decisions are made at the right level, in a timely way which ensures the efficient and effective day to day operation of services.
- 3 To lead an ambitious change agenda, working with strategic partners to improve the quality of life, environment and sense of place for all who live, work and visit the district, through new ways of accessing and managing services and the use of technology to drive efficiency, productivity and improve performance. To keep abreast of new ideas within relevant sectors, taking the best ideas and considering options to adopt new principles where there is evidence, they support council ambitions and can lead to improvement.
- 4 To act quickly and proportionately where problems are identified to address operational issues and improve corporate and service performance from a position of empowerment. To foster a learning culture for the whole organisation and recognise the contribution of everyone.
- 5 To act as an ambassador for the council, nurturing a sense of place and identity with staff, residents, businesses and outside the district, regionally and nationally. To promote the district and foster a sense of belonging, pride and personal investment from everyone in the Council and the residents of the area, empowering communities.

Statutory Responsibilities

- 6 To act as Head of Paid Service for the council and fulfil the statutory responsibilities of the role in line with the Local Government and Housing Act 1989, as well as any statutory responsibilities enshrined within employment, health and safety and discrimination law.
- 7 To ensure the statutory framework for the council is working in line with legal requirements, with appropriate training, support and policy frameworks in place to support the effective running of the council.
- 8 To provide effective leadership for civil contingencies activities and the council's emergency response and recovery activity.

Governance and Democratic Responsibilities

- 9 To be responsible for the governance of the council (through its proper officers and elected members as appropriate) including ensuring all statutory, constitutional and legal requirements are met and the council is lead and managed to the highest standards of probity and accountability in public life.
- 10 To develop a culture of effective scrutiny and accountability in democratic processes and support an evidence-based approach to risk management which defines clear accountabilities and fosters a change culture whilst protecting the council from adverse and unnecessary exposure to risk.
- 11 To act in an advisory and support role for elected members, establishing and maintaining strong and productive working relationships, managing differing views in the spirit of conciliation and working towards common goals, and ensuring that the mechanisms of democracy work effectively, in accordance with legal and ethical requirements and in a way which supports active citizenship.
- 12 To act as the Returning Officer and Electoral Registration Officer.

Resource Management Responsibilities

- 13 To manage the financial, staff and other resources available to the council in a way which ensures they are deployed in the best way, to ensure maximum benefit and efficiency, whilst meeting all the legal and constitutional requirements and restrictions.
- 14 To plan the future allocation of resources for the long-term benefit of the council, to be sustainable and deliver agreed objectives into the future.

Values and Behaviours

The council's values are to:

Put customers first

- Acts in a way which demonstrates an understanding of and appreciation for the needs and ambitions of all users of council services. Where expectations cannot be met this is communicated in a way which is transparent, shows empathy and looks to find innovative solutions to customers problems through partners.

Improve and innovate

- Shows a strong lead as a change agent, enquiring and challenging in a non-confrontational way, to engender a culture of innovation, openness and agility. Can create space for people to test ideas, offer suggestions and make mistakes in a way which develops confidence and self-belief.

Have respect for everyone

- Champions inclusion and diversity in all aspects of public life. Can demonstrate a clear commitment to promoting a culture of mutual respect and support. Can articulate the expected standards and is willing to challenge unacceptable behavior and practices in others as an exemplar.

Qualifications

Qualified to degree level.	Essential
Relevant post-graduate or professional qualification in management and leadership in the public sector.	Desirable
Record of on-going continual professional development in a relevant field.	Essential

Knowledge

A well-developed understanding of the practical and political challenges facing local government.	Essential
Extensive knowledge of corporate governance issues.	Essential
The ability to analyse the needs of rural and urban environments and translate these into clear vision and strategy that can be owned by staff, elected members and partners.	Essential
Well-developed political sensitivity and understanding of the relationships within politically led organisations.	Essential
An understanding of the interpretation of financial accounting within local government.	Essential
Ability to think strategically, innovatively and proactively, and prioritise policy against a background of financial constraint.	Essential
The ability to make balanced decisions, based on consultation, in the interests of the whole council.	Essential

Personal skills

Leadership skills in the management of change.	Essential
The ability to win the confidence of, and forge effective relationships with, elected members, officers, community partners and the business sector.	Essential
The ability to work effectively with employees at all levels, especially the senior management team.	Essential
Able to communicate effectively both orally and in writing.	Essential
Able to represent the council externally and to explain why decisions have been made and how change will be realised.	Essential
Ability to work under pressure, whilst maintaining a sense of perspective, proportion and humour.	Essential

Innovation and change management capability

A successful track record of managing transformational change in complex organisations.	Essential
Experience of working collaboratively and maintaining effective partnerships.	Essential
Extensive achievement of innovation in service delivery.	Essential
A well-developed commitment to a customer-based approach to service delivery that demonstrates value for money.	Essential
A well-developed commitment to ensuring equality of opportunity and supporting diverse needs.	Essential

Business and service improvement capability

Extensive experience of leading performance and service improvement.	Essential
High level of contract negotiation and management skills.	Essential
A commitment to achieving high levels of value for money	Essential
A good motivator of people, with an ability to drive performance and take difficult decisions when required.	Essential
Experience of delivery through continuous improvement and comprehensive performance management that tracks and monitors the implementation of corporate plans and priorities.	Essential
Experience of the use, development and presentation of business cases	Essential

Salary Range

The salary is up to £118,568 This figure includes consolidation of Returning Officers fees for Parish and District elections.

Working Hours

The post is full time – 37 hours per week, Monday to Friday. However, because of the nature of the duties the post holder will be expected to work such hours and at such times as are necessary for the performance of the duties of the post. All Council Committee meetings are held in the evening and a duty rota operates across the leadership team requiring at least one 'on-call period' of 3 or 4 days per month to deal with any out of hours emergencies.

Annual Leave

25 days basic annual leave, excluding bank holidays and other public holidays rising to 30 days after 5 years continuous service.

Notice Period

This appointment is subject to 3 months' notice on either side.

Medical Fitness

The offer of appointment will be subject to a satisfactory medical clearance which may involve a medical examination.

Pension

The post holder has the option of contributing to the Local Government Pension Scheme, which is administered by Staffordshire County Council and currently requires a 7.5% contribution of salary of the employee (currently under review nationally).

Work for other Organisations

The post holder may not engage in work for other organisations without the express approval of the Council. The post holder will be appointed to act as Managing Director for the council's property company Lichfield

Housing Limited.

Political Restrictions

This post is politically restricted under the Local Government and Housing Act 1989.

Essential Car User Allowance

This post carries an essential car user allowance.

Other terms and conditions

The appointment is subject to the details of the contract, which is agreed between the parties but, in broad terms, salary apart, the conditions of the JNC for Chief Executives of Local Authorities apply, except where these are specifically varied in the contract.