

Appendix 1

JOB DESCRIPTION

Job Title: Chief Executive

Reports to: Cambridgeshire County Council, acting through the Leader

JOB PURPOSE

As the most senior officer of the County Council, to ensure that the strategic aims of the organisation are clear and reflect the Council's vision, values and priorities and are balanced against available resources.

To discharge fully the responsibilities of the Head of Paid Service in accordance with the provisions of the Local Government and Housing Act 1989 and Cambridgeshire County Council's Constitution.

To act as the County Council's principal advisor on matters of general policy and to provide impartial advice and guidance to all elected Members.

To lead and develop strategic partnerships, ensuring the development of shared commitment, and capacity to achieve improved outcomes for the community of Cambridgeshire.

To provide strong leadership and direction throughout the Council. Work with partner agencies to enable the development of sustainable communities and the management of the growth agenda within Cambridgeshire and beyond.

CORPORATE ACCOUNTABILITIES

Strategic Management

- Corporate and Service Strategies and Planning
- Leadership and Partnerships
- Communication and Customer Focus

Operational Management

- Financial and Performance Management
- Service Delivery and Quality Management
- Governance and Risk Management
- People Management
- Programme and Change Management

JOB SPECIFIC ACCOUNTABILITIES

1. Corporate and Service Strategies and Planning

Working with the leader of the County Council and elected members, lead the development of corporate and service strategies; the development of policies and plans; ensure that these are communicated effectively and implemented to meet stated objectives and core values.

Act as the principal policy advisor to the elected members of the County Council to enable them to make informed choices and decisions concerning the development of policies and service outcomes, their resource implications, and the allocation and reprioritisation of resources.

Lead the Senior Management Team in the development and implementation of corporate policy, strategy and plans to deliver the Council's objectives. Ensure the creative and innovative management of all Council resources to enhance the Council's capacity and ability to achieve its objectives whilst identifying and addressing financial and other risks.

2. Leadership and Partnerships

Ensure that the citizens of Cambridgeshire receive well co-ordinated and effective services by leading and promoting partnership working throughout the organisation and across other agencies. This includes consultation and co-ordination of strategies and activities with key statutory, voluntary and private sector partners and influencing the work of a range of key external organisations.

Contribute to the leadership of the Council by communicating the vision, objectives and values; encouraging and enabling managers to motivate and inspire their teams; representing the Council at local, regional and national forums. Develop and maintain a culture of collaborative and consultative working between services, members and external partners to maximise efficiency and effectiveness.

For the benefit of residents and businesses, maximise any Devolution Deal struck with Central Government securing relevant freedoms and flexibilities. Support the implementation of any necessary governance changes and provide officer leadership across partners for the delivery of a Devolution Deal agreed for the County.

Develop and maintain effective networks with central government, European agencies and local MPs to ensure that the needs of Cambridgeshire citizens are known and that the county benefits from national and European policies, programmes and initiatives.

3. Communication and Customer Focus

Ensure that strategies, policies and systems are in place to inform and receive feedback (including complaints and suggestions) from service users, partners,

stakeholders and employees; and to evaluate that feedback and to take appropriate action for continuous improvement. Ensure that customer-focus is promoted as a core value of the authority.

Ensure that robust strategies, policies and systems are in place to communicate with and consult about the activities and priorities of the Council externally with the public and key partners, and to enhance the reputation of the County Council with the public, key partners and employees.

4. Financial and Performance Management

Define in collaboration with elected members the required outcomes for the Council, taking into account the needs of citizens and partners whilst ensuring the delivery of a balanced budget within the current challenging financial climate of budget reductions and increasing demand on services.

Promote partnership working across organisational boundaries to ensure that pan public sector funding is exploited to provide value for money strategic outcomes across Cambridgeshire.

Manage the performance of the organisation to deliver these outcomes and value for money. Champion performance management by ensuring that the organisation measures outcomes and sets itself ambitions and suitably challenging goals, and achieves them.

Ensure that officers across the organisation are proactively managing and making best use of the Council's assets at all times.

5. Service Delivery and Quality Management

Make certain that services commissioned or delivered by the Council achieve the best possible outcomes for the County's residents and businesses with the resources available. Test the performance, value for money and quality standards through benchmarking with other councils and relevant organisations.

Ensure that services are of the quality the Council (and the various inspectorates) expects and address any deficiencies quickly.

Drive where appropriate the integration of the Council's ways of working with other relevant bodies and ensure that any collaborations or shared service arrangements are efficient and effective.

Ensure that the County Council discharges its corporate responsibilities in relation to the well-being and safeguarding of children and vulnerable adults, both sensitively and effectively.

6. Governance and Risk Management

Ensure the effective governance of the County Council and the legality, probity, integrity, proper public accountability and scrutiny of its decision making processes.

Lead the overall management of risk within the County Council, ensuring that the lines of accountability are clear and well understood and systems are in place for monitoring, evaluating and managing risk to secure the reputation and physical, virtual and intellectual resources of the Council.

Support the County Council's response to a Major Incident, in conjunction with statutory partner organisations, and ensure the work of the County Emergency Management Team is sufficiently robust, resourced and managed.

7. People Management

Lead, inspire, motivate and develop the Corporate Leadership Team to ensure that the Council can attract, motivate, reward, retain and develop a high calibre workforce.

Maximise the capacity of the Senior Management Team to manage people, performance, programmes and change. Sustain and enhance the outward facing community and customer focus of the workforce.

Ensure CLT and SMT succession strategies are in place and shared as appropriate.

8. Programme and Change Management

Lead and ensure appropriate engagement with relevant programmes across the Council and with partner organisations, to foster the effective management of change and improvement services.

Role Dimensions

People: Approximately 10,500 (including centrally employed staff and maintained school staff).

Budget: Approximately £550 million revenue. Capital Programme of £1,277 million.

