

DRAFT 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 ensure that the political priorities of the Council are addressed and delivered at officer level.

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 strategy 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 clear and effective 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, leading the development of corporate and service strategies; the development of policies and

plans; and ensuring 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.

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 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, ensuring that appropriate succession strategies are in place.

Sustain and enhance the outward facing community and customer focus of the workforce, and ensure that a strong focus on equality, diversity and inclusion is at the heart of all council activity.

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.

PERSON SPECIFICATION

Essential education, qualifications and training

- Educated to degree level or equivalent

Desirable education, qualifications and training

- Post graduate level management qualification in a relevant area
- Evidence of commitment towards continuous professional development

Essential knowledge and experience requirements

- Detailed knowledge and understanding of Local Government and the services provided.
- Substantial experience of successfully working as part of a strategic management team to achieve outcomes, including organisational change and improvement, within the public sector and preferably within local government.
- Proven track record of fostering effective relationships that have delivered successful outcomes through partnership working across organisational and professional boundaries.
- Experience must be sufficient in breadth and depth to enable the postholder to operate at the highest level of the organisation, providing strategic vision, direction, leadership and management.

Skills Required

- Highly developed leadership skills including:
 - The ability to think and plan strategically.
 - The ability to set and deliver realistic objectives.
 - The ability to lead and inspire teams of people.
 - A creative and innovative approach to problem solving.
 - The ability to prioritise the use of resources – human, financial, physical, and time, to achieve objectives.

- The ability to quickly understand and analyse complex issues, and convey that understanding to others.
- A strong understanding of local government finance supported by financial acumen.
- A high degree of political sensitivity, understanding and responsiveness to the implications of working within a political and democratically accountable organisation.
- Ability to gain the confidence of partners, colleagues and employees and establish positive relationships with elected Members which generate mutual confidence and respect.
- Demonstrable commercial awareness and a commitment to applying this to local government public service delivery.
- An understanding of and commitment to equality, diversity and inclusion in policy, service delivery and employment terms.
- Significant experience of working with elected Members and the ability to demonstrate political sensitivity and interpret political will.

Desirable experience and skills

- Experience of operating as a successful Chief Executive within a large local authority.
- Experienced of managing large scale growth, regeneration and development programmes.
- Able to demonstrate a track record of success in leading, mobilising deploying, motivating, developing and inspiring a large workforce and delivering substantial change programmes.
- Demonstrable and sustained record of commitment to public service and local democracy.
- Extensive and demonstrable knowledge and understanding of the management environment in large, complex local government organisations.