



Chief Executive

Message from the Leader

There is so much going on in North West Leicestershire – I really think this is a 'dream job' for an ambitious and determined candidate with a track record of success. We have lots of exciting growth and development in the district, with numerous regeneration projects and East Midlands Airport (one of the UK's largest freight airports) in the patch, and we are playing a key role in the emerging East Midlands Development Corporation and the first inland Freeport.

Despite all this great work, I am also conscious that we have more to do in the more deprived areas of the district and we have focused a lot of attention – and resources – on Coalville in recent years. The recent opening of a £22m leisure centre there is a great achievement and will make a big impact in the town, as will the many other regeneration schemes which are already delivering results.

Within the council, the pandemic has meant we have all had to adapt our working patterns. Indeed, you will be joining us at a great time as our new hybrid working model and accommodation changes start to really kick in, seeing us move to a new office location later in the year.

As a Leader, I like to work collaboratively with my Chief Executive but I will definitely let you get on with the job – I am very clear on that! You will of course need the appropriate qualifications as detailed in the job pack to fulfil the statutory duties of a chief executive, but just as important will be your positive and creative approach, strategic understanding, and collaborative management style.

This is a great opportunity for you to make a difference. If this sounds like the role you've been waiting for, then I look forward to receiving your application and meeting you in due course.

Regards

Cllr Richard Blunt, Leader

North West Leicestershire District Council



About North West Leicestershire District Council

North West Leicestershire has a diverse and prosperous economy, based in the heart of The National Forest with strong road, rail, air and digital infrastructure. Central to the three cities of Leicester, Derby and Nottingham and the M1, M6, M42 'golden triangle', the district is home to East Midlands Airport and the Strategic Rail Freight Interchange at East Midlands International Gateway, providing global links to facilitate growth across all sectors.

Many large employers have made North West Leicestershire their home including Amazon, Marks and Spencer, UPS, DHL and more recently Jaguar Landrover who are building a parts and distribution centre at Junction 11 of the M42, the largest in the northern hemisphere.

The district has seen significant growth both housing and employment and in 2018 Grant Thornton 'Vibrant Economy' Index study, North West Leicestershire ranked in the top 20% nationally of all local authorities in terms of prosperity.

The emerging East Midlands Freeport will wrap around North West Leicestershire incorporating neighbouring strategic sites within the three counties of Leicestershire, Derbyshire and Nottinghamshire. These sites, including the East Midlands Gateway (incorporating East Midlands Airport and the SEGRO development alongside Maritime Strategic Rail Freight Interchange), Ratcliffe on Soar Power Station and the proposed East Midlands Intermodal Park near Toyota in South Derbyshire, are strategically located with strong infrastructure connecting them to the rest of the United Kingdom, Europe and onwards to the rest of the world.

In 2021, the proposed HS2 (East) was announced as part of the government's Integrated Rail Plan. When delivered, this will result in the construction of a new high speed railway through North West Leicestershire and it is planned to connect to the East Midlands Hub Station at East Midlands Parkway.

It will be vital to ensure that we support our communities and businesses impacted by the HS2 route whilst maximising the benefits.

The district lies at the heart of The National Forest which is developing as an emerging tourism destination. The National Forest provides a unique natural environment of woodland and wildlife habitat that provides a beautiful backdrop for life within the district and contributes to economic growth, social inclusion and physical and mental wellbeing.

As a place to live and visit, The National Forest offers natural environments that enhance the quality of life and provides cultural, economic and environmental benefits to the area. The National Forest is a national exemplar of the interrelations between the economy, climate change mitigation and natural capital.

North West Leicestershire contains a number of leisure and visitor attractions and facilities such as Donington Race Circuit, Snibston Colliery Park, Moira Furnace, Conkers Visitor Centre, Hick's Lodge, Ashby Castle and a number of prestigious hotels and conferencing facilities.

With a population of 97,200 much of the district remains rural in character with attractive countryside in places. The principal town is Coalville, steeped in industrial heritage and a focus for regeneration. The district is also home to historic Ashby de la Zouch and the key local centres of Castle Donington, Ibstock, Kegworth and Measham.

The Council's Vision

North West Leicestershire Council is proud to put our communities and customers at the heart of what we do. We have achieved customer service excellence in 2021 and continue to adapt to the changing needs of our customers post pandemic. We are looking to the future and preparing our strategic to support the local economy, businesses and communities in the long term, creating growth and employment while encouraging residents to spend locally and support each other.

Five Priority Areas

- Supporting Coalville to be a more vibrant, family friendly town
- Our communities are safe, healthy and connected.
- Local people live in quality affordable homes.
- Supporting businesses and helping people into local jobs
- Developing a clean and green district

Our plans and priorities are guided by our corporate values and driven by our Customer First approach to everything we do. Our aim is to also provide Value for Money services, to continue to invest in key regeneration schemes that make a real difference to our communities whilst balancing the books and planning for the future.

Underpinning our work are the Council's corporate values and we pride ourselves on our approach to empowering our staff through a coaching culture to be the best they can be:-

Council's values – One Council, one team.

- **Trust** - As an organisation we want to be open, fair and transparent, and to be trusted that we will deliver our promises. Please give examples of how you have delivered what has been requested.
- **Respect** - Our community is made up of many different people with different needs, all of them important. Please give examples of how you will respect and value customers and colleagues, taking into account their individual needs.
- **Excellence** - North West Leicestershire District Council wants to lead the way and be the best we can for our community. Please give examples of how you make sure your work is of high quality.
- **Pride** - The council is working to make North West Leicestershire a happy, healthy and vibrant place to work and live. Please give examples of what you do in your work to show pride in your workplace and community.
- **Growth** - Life in North West Leicestershire District Council is not about standing still. We aim to work together to grow and to continually improve. Tell us about what you have done to help you do your job better and bring more quality to your work.

Please see: <https://www.nwleics.gov.uk/pages/performance>



Growth is a dominant feature of our district and our aspirations are set out within the Corporate Plan and also the Growth Plan 2019. The Growth Plan is currently being refreshed taking account of the changes as a result of the recent pandemic.

Since the publication of the 2019 Economic Growth Plan, North West Leicestershire District Council has declared a Climate Emergency (https://www.nwleics.gov.uk/pages/climate_change) and has begun to develop the response to the need to reduce the council and districts carbon emissions. The Climate Emergency and achieving new zero carbon emissions are fundamental to designing and delivering sustainable economic growth.

In addition, the emergence of the East Midlands Development Corporation and the region's Freeport will have a significant role in driving economic growth for the district and wider region. The Chief Executive plays a vital role within both structures ensuring the needs of the District are balanced with the wider regional benefits and that North West Leicestershire has a voice at the table.

Our engagement and relationship with our private sector partners is key to ensuring that future growth brings with it the necessary infrastructure and is sustainable, linking all communities to the emerging and developed employment sites. Our growth plan sits alongside the governments Build Back Better plan for growth and the emerging Leicestershire and Leicester Growth strategy (<https://www.llstrategicgrowthplan.org.uk/>) which ensures that we maintain our proactive role in shaping economic growth for the region and country as a whole.

The regeneration of Coalville is a key corporate priority (https://www.nwleics.gov.uk/pages/regenerating_coalville) with the current focus on delivery and bringing forward physical change to Coalville. Significant steps have been made over the last few years and a regeneration framework is currently being prepared to tell the story and illustrate how the individual projects sit within an overall strategy.



Photography credit Ian Kenny

Significant housing growth is occurring around the edges of the town and transforming and connecting the centre is key to ensuring it remains the destination of choice for our communities. Key projects are listed below which illustrates the scale of ambition.

1. Marlborough Square (2022)

Transforming the public realm in Marlborough Square to create a vibrant and attractive multi-functional space for residents and visitors to Coalville. A revitalised Marlborough Square will be a hub for lively outdoor markets, events, retail and leisure activity.

2. Marlborough Centre (2023)

Complimenting investments in Newmarket and Marlborough Square by restoring a prominent building to its former glory and reinstating lost historical features. Shop Frontage improvements will enhance the retail space and drive footfall into the area.

3. Wolsey Road Regeneration Area (from 2022)

A series of developments including new highway infrastructure which will restore a brownfield former factory site into a new residential neighbourhood with exceptional access to Town Centre amenities and the open space of the Urban Forest Park. Housing projects planned for the area are expected to offer a range of tenures, with accommodation suited to all stages of life.

4. Belvoir Shopping Centre (including Customer Service Centre) (from 2021)

Improvements to the public space within the Belvoir Shopping Centre, introducing attractive green spaces, shop frontage improvements and better connections to the car park. A newly constructed town square will provide a pleasant space for shoppers to relax in and a modern Customer Service Centre will ensure NWLDC is accessible at the heart of the town.

5. Cinema (from 2023)

A new multiplex cinema located in the heart of the town centre which will encourage patronisation, increase dwell time and leisure spends within the town and wider district.

6. Old Market Hall (from 2022)

New retail space which will attract traders who need accommodation not currently on offer in the town.

7. Council Offices / Stenson House and Square (from 2022)

Development of the current Council Office site and a sympathetic restoration of the Council building with new public square.

Key links:

Growth plan: [Strategic Growth Plan Leicester and Leicestershire - North West Leicestershire District Council \(nwleics.gov.uk\)](https://www.nwleics.gov.uk/strategic-growth-plan-leicester-and-leicestershire-north-west-leicestershire-district-council)

East Midlands Freeport: - [North West Leicestershire District Council \(nwleics.gov.uk\)](https://www.nwleics.gov.uk/north-west-leicestershire-district-council)

Development Corporation: [East Midlands Development Corporation \(EM DevCo\) - North West Leicestershire District Council \(nwleics.gov.uk\)](https://www.nwleics.gov.uk/east-midlands-development-corporation-em-devco-north-west-leicestershire-district-council)

The district council is currently controlled by 38 councillors representing 38 wards, who are elected every four years; the last election took place in May 2019 and saw the Conservatives remain in control.

The majority of Council employees are based in offices in central Coalville on two sites, at the Council Offices on Whitwick Road and our Depot on Linford Way. Following the pandemic we have re-evaluated our accommodation plans and our existing building will be replaced by a refurbished Council headquarters in one of our current business centres with a smaller footprint and designed for a modern hybrid working workforce. In addition we are constructing a new Customer services centre in the main shopping area in the centre of Coalville, and we are refurbishing the older historic part of the Council Offices to provide a member and community hub and facilities. The current Council Offices building will then be demolished and the site will be redeveloped.

We have around 545 directly employed staff - a significant proportion of services are directly provided by in-house teams with the majority of service areas tested for efficiency through a robust service transformation programme. We have a shared Revenues and Benefits service with Hinckley and Bosworth Borough and Harborough District Council and a shared Audit service with Blaby District Council and Charnwood Borough Council.

Following the election in May 2019, there are 38 Elected Members of North West Leicestershire District Council representing 38 wards.

The current political composition is:

- Labour - 9 seats
- Conservative - 22 seats
- Liberal Democrat – 4 seats
- Independent – 3 seats

The Leader of the Council is Councillor Richard Blunt (Conservative) and the Deputy Leader is Councillor Robert Ashman (Conservative).

We operate a cabinet style government with separation of executive and scrutiny functions. These arrangements have been improved and developed, particularly those for scrutiny. All Cabinet members have been allocated a specific portfolio and are responsible for driving forward the Council's key strategic aims.

The council has an executive known as the Cabinet which is made up of 7 councillors who have special responsibilities and power. As the Conservatives have overall control of the council they hold all of the seats on the Cabinet.

Key links:

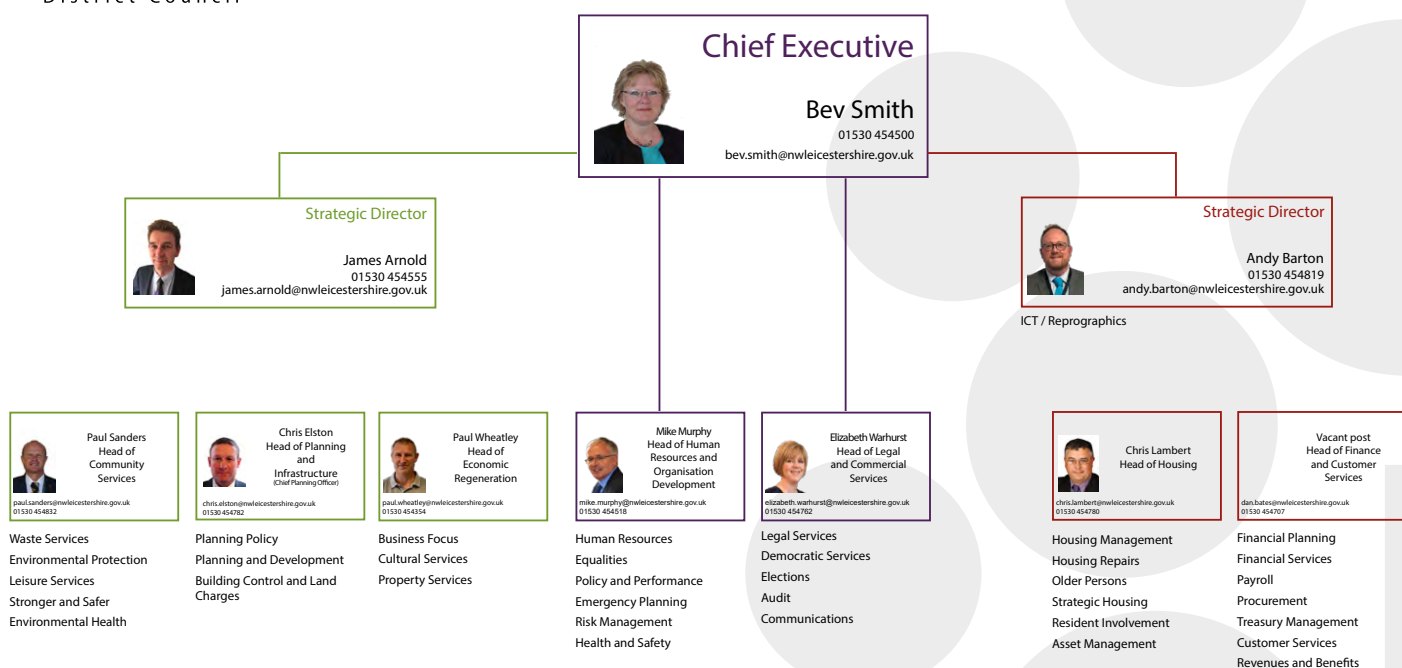
Budgets: https://www.nwleics.gov.uk/pages/council_budgets_and_spending

Priorities and performance: <https://www.nwleics.gov.uk/pages/performance>

MTFS: https://www.nwleics.gov.uk/files/documents/mtfs_2018_2023/Medium%20Term%20Financial%20Strategy%202018%20%202023%20for%20website.pdf

The Cabinet: <https://minutes-1.nwleics.gov.uk/mgCommitteeDetails.aspx?ID=126>

Management Structure



Organisation Who's Who
November 2021

Main Purpose

- To provide dynamic and positive leadership of all council employees as Head of Paid Service.
- To challenge and inspire the level of performance of the Council and its partners
- To provide advice to council members and to ensure that their strategic policy objectives are identified and achieved as effectively and economically as possible, within the legal framework available to the council
- To represent and promote the council at a local, regional and national level.

Summary of Main Duties and Responsibilities

1. Leadership – To provide clear leadership and direction on the development and implementation of the council's vision for the future, and provide council employees with a clear sense of ambition, direction and purpose to deliver council priorities. To lead and develop the corporate management team to ensure that the council's financial and other resources are properly planned, managed and controlled.
2. Challenge – To ensure that effective corporate performance and management arrangements are in place and constantly reviewed in order to achieve the council's objectives, and to provide an effective challenge to council performance.
3. Financial and Corporate Governance – To promote effective financial and corporate governance measures throughout the council, to ensure the legality, probity, integrity, public accountability and scrutiny of its decision making processes.
4. Corporate strategies – To ensure Council's strategies / plans and policies are understood, owned and implemented across the organisation
5. Elected Members – To build strong and positive relationships with members and to support them in the performance of their functions, and to be innovative in encouraging participation in the democratic process
6. Communications – To develop, maintain and promote effective communications throughout the council, to encourage strong working relationships with external stakeholders and to assist in building the good reputation of the council, through appropriate attendance at local, regional and national meetings and events.
7. Culture – To promote and deliver a positive culture for the council, that has high ethical and behavioral standards,
8. Services – To ensure that council services are driven by quality and customer focus, judged on results and determined through the requirements of council members
9. Such other duties required consistent with the general level of responsibility of the post, including being the Head of the Paid Service, leading during times of civil emergencies, acting as the Returning Officer, Deputy Returning Officer or Acting Returning Officer as appropriate at elections and undertaking the duty of Electoral Registration Officer.



Competency Standards

Competency	Description
Collaborates and works with partners	Actively engages and involves internal and external partners to develop and achieve shared community goals and objectives.
Engages with the community & other stakeholders	Ensures decision making is properly informed by others within the local community.
Delivers customer focussed services	Actively involves internal and external customers / partners to develop and deliver effective services.
Is politically sensitive	Engages effectively with elected members and other stakeholders to deliver effective solutions.
Is strategically focussed	Is able to see the bigger picture and focuses decision-making on the achievement of agreed long-term goals.
Manages diversity in practice	Values and respects differences between people (and the service benefits that can arise), challenges discrimination and treats others with respect.
Manages change	Understands the need for change and actively manages the change process to conclusion.
Manages performance	Agrees and sets targets and motivates others to achieve them.
Manages the job	Prioritises tasks to make the best use of resources to deliver the job.
Communicates	Gets the message across clearly and appropriately to the needs of the audience.
Develops talent	Makes the best use of talents and skills of people in achieving agreed objectives.
Manages within teams	Manages individuals and tasks and helps teams to achieve agreed goals.
Working together	Encourages working together for the benefit of customers.
Leadership	Leads by example through own behaviours and professional approach to work. Inspiring and results-driven.
Developing commercial skills	Seeks and implements best practice from the private sector, to improve the customer experience and to drive best value-for-money.
Achieving excellence	Delivers high quality services to meet personal, organisational and customer expectations. Adopts a can-do, innovative approach.
Reducing bureaucracy	Actively seeks to minimise ineffective processes and behaviours. Structures communication and engagement processes to meet the needs of customers.

Essential requirements

- Degree qualification and evidence of continued professional development membership of an approved professional body,
- A track record of high performing, consistent and demonstrable achievement at a senior management role in an organisation of at least a comparable size.
- A good understanding of political processes and experience of managing politically sensitive issues and of working with officers and elected members.
- Evidence of establishing an effective performance management culture to drive continuous improvement, and challenge performance
- A record of innovative achievements in partnership and joint working with external bodies, business and the communities.
- Significant experience in, or a demonstration of, the ability to develop economic strategies and initiatives and working with public and private sector partners to deliver local growth and job creation.
- A record of horizon-scanning to identify and monitor critical issues and to develop strategies for addressing the impact on the Council and its communities or stakeholders.
- A record of leading, motivating and managing teams to achieve high performing and significant sustainable improvement and outstanding results, through internal and external partnerships
- Experience of leading and managing at a corporate level.
- Able to effectively manage strategic relationships with key stakeholders and partners at a senior level.
- Able to prepare and present complex strategy and policy documents to non technical audiences.
- Experience of the effective management of human and financial resources.
- Knowledge and experience of a coaching culture and coaching techniques and their application.
- Able to personally use new technology and software appropriate to the job role, including hybrid working capability.
- Able to present verbally to a high standard to critical and/or informed audiences.
- Able to engage positively, quickly and effectively with a variety of people to manage and seek solutions to complex and sometimes conflicting views.
- Able to present as an ambassador and role model for communicating the shared vision and objectives of the Council.
- Resilient to cope with the demands of the role.
- Persuasive and effective influencer who can foster effective relationships, partnerships, to achieve performance and results through others.
- Able to demonstrate effective networking skills.
- Able to engage positively with media and social media to manage the reputation of the Council.
- Must demonstrate a high standard of personal integrity and respect for others.
- Must be flexible about working hours and be able and prepared to work evenings and weekends, covering meetings, events, emergency situations etc.

A full statement of the terms and conditions of employment will be given to you if you are the successful applicant. However, the following provides a summary of the main terms and conditions.

The post is covered by the Chief Executive National Conditions of Service with some local variations.

Salary scales

This is on a salary scale comprising four incremental points – see below.

1. £124,737
2. £127,606
3. £130,540
4. £133,544

Returning officer fees are also paid in addition, where applicable, associated with Parish, District, County, Parliamentary and other elections/referendums.

Starting salary within the range will be subject to discussion with the successful applicant.

Salaries are paid on the 25th day of each month, by bank transfer.

Incremental progression is normally automatic, awarded annually on the 1st April.

In addition the Council will reimburse the payment of one professional subscription, and you will be provided with a mobile telephone.

Annual Leave

Annual leave entitlement is 30 days per annum with 9 bank holidays and extra statutory days.

Hours of Work

Your hours of work are unspecified subject to a minimum of 36.25 hours per week and will include evening and weekend work as necessary.

An agile working hours scheme is in operation, which allows for greater flexibility in working times, and many of our employees now undertake a significant proportion of their work from home. We will provide a laptop, screen and contribution towards the cost of a desk and a suitable office chair if needed.

There will be a requirement to attend the offices when needed for face to face formal Council meetings and as part of your wider management role.

Political Restriction

This post is politically restricted in accordance with the terms of the Local Government and Housing Act 1989. Due to the seniority of this role, and the nature of the post, there is no right of appeal against this restriction.

The final decision on the appointment to this post will be by a small Appointments member committee chaired by the Leader of the Council

Notice

This post requires a notice period of 12 weeks

Pension

You are automatically included in the Leicestershire Local Government Pension Fund unless you opt out. Pension rights are usually transferable, if desired, if an employee moves from one public authority to another. If you elect to remain in the Local Government Pension Scheme, the current employee contribution rate for the role is 11.4%.

Relocation Expenses

The scheme can cover the normal expenses associated with moving to the district area including contributions towards removal expenses, legal, estate agents and a settling-in allowance. A repayment condition applies to the scheme if the employee leaves within a two year period.

Use of vehicles

With this post you have the option to lease a car in accordance with the terms and conditions of the Authority's policy. This scheme allows the choice of any lease car and the Council will pay a defined contribution towards the cost of the vehicle depending on engine size and CO2 output. As an alternative you may choose to receive a lump sum car allowance currently valued at £3,000 per annum. The car allowance is not classified as pensionable pay. The nature of this job role means that you will need to use your own vehicle for business use so you must ensure that your insurance documents reflect this. Any business mileage will be paid at the lease car rate – currently 16.6p per mile.

Immigration, Asylum and Nationality Act 2006

You must be eligible to work in the UK. Candidates will be required to provide original evidence of his/her eligibility to work in the UK. (Passport, national insurance number, or visa/work permit).

References

We will require three references, including one from your most recent (or current) employer. These will need to be sought if you are one of the shortlisted candidates.

Relationships to officers and councillors

You must declare if you are in any way related or the partner of a councillor or officer of the council. If you are related to such a person, you must state if you are their parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece. This will not prevent you from being appointed. You must not seek the support of a councillor for appointment to this role. If you seek the support of a councillor, you will be disqualified from appointment.

Declaration

You will be asked to sign a copy of your electronic application if you are successful at the short listing stage of the process. Any information that may be false will disqualify you from appointment, or if appointed will render you liable to dismissal without notice.

Copies of Qualifications, professional memberships etc.

On appointment, you will be asked to provide the original certificates to support your key qualifications and relevant professional memberships. Failure to supply such information may lead to termination of the contract of employment without notice.



How to Apply

We hope you will consider expressing an interest in this role. If you have questions about the appointment process and would find it helpful to have an informal conversation, please contact Luke Judd on luke.judd@starfishsearch.com.

To make an application, please go to <https://starfishsearch.com/jobs/nwldc-chief-exec/> and click on the apply now button, with the following prepared:

- your CV
- a supporting statement (max four sides) which addresses the essential requirements.

Please also ensure you have completed and submitted the equal opportunities monitoring form that appears on this site as you submit your application. The information you provide will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

Closing date:	21 March 2022
Longlist/technical interviews:	28-29 March 2022
Final interviews:	21-22 April 2022

