

***Job Description***

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| **Post title** | Chief Executive Officer | **Grade** | CE01-03 |
| **Department** | Corporate Leadership | **Post ref** | CEO 01 |

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| **Overall job purpose** |
| * To be responsible for the effective management of the Authority, providing advice and guidance on major policy options and for the effective implementation of policy.
* To ensure the development and delivery of cost effective excellent services that are responsive to local need and circumstances in accordance with Council policy, budgetary and statutory requirements and enable overall strategic objectives to be met.
* To work with/in partnership with the Elected Mayor and Elected Members to provide vision, strategic and operational leadership and set direction for the Council
* To act as advocate for the Council, as agreed with the Elected Mayor, at local, regional and national levels within their capacity and develops strategic partnerships to improve public services and outcomes for the community.
* To deliver the Council’s internal Transformation Agenda and strategic objectives.
* To lead by example, providing inspiring and collaborative leadership throughout the Authority while empowering others and enabling a coaching culture in order to deliver all aspects of Council’s services.
* To ensure that the Council influences key partners and stakeholders to maximise collaborative working.
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| **Reporting relationships** |
| **Reports to:** | Executive Mayor |
| **Responsible for:**  | Strategic Directors x2, Monitoring Officer and s151 Officer |

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| **Key tasks and responsibilities – post specific** |
| As the Chief Executive and Statutory Head of Paid Service to account to the Council for the Council’s paid service in meeting Council objectives and Mayoral priorities and discharge any associated statutory functions  |
| To act as the Council’s Electoral Registration Officer and Returning Officer in Elections as appropriate and support the democratic process |
| In consultation with relevant Statutory and Lead Officers procedural and other provisions governing the activities and affairs of the Council are correctly observed and that the best interests of the Council as a whole are protected at all times |
| To work collaboratively with the Council’s leadership team and the Mayor to make corporate management decisions. |
| To advise the Members and Council, as part of the management team on preparation, review and delivery of the Council’s business and financial plans and to be accountable for achieving delivery |
| To embed a culture that places customers first, adopts a can-do approach and focuses on communities and working locally ensuring that best practice is implemented and innovation encouraged in all areas of the Council’s activities. |
| To give due consideration to the policy direction and provide advice and recommendations to members on significant policy decisions to ensure effective corporate governance, management of council functions and implementation of Council/Cabinet decisions  |
| To provide strategic focus to the council, planning for and anticipating change and identifying relevant implications  |
| To promote local open decision making in accordance with the Council’s formal governance structure.  |
| To contribute to the preparation and share responsibility for the implementation of key Strategy’s including:* The Medium Term Financial Strategy and annual budget
* The Corporate Plan – Making Mansfield Towards 2030
* The Transformation Plan and supporting initiatives.
* Organisational performance and development
* The Devolution and Levelling Up Agenda
* The Local Plan and supporting Masterplans
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| To represent the Council at regional and national level.  |
| To ensure effective communication and consultation with the public on the relevant aspects of the Council’s services and that the Council is well placed to have a strong role in community leadership  |
| To engage, promote and develop effective relationships with our anchor institutions, partners and stakeholders to support the delivery of the Council’s plans |
| To act as the accountable officer for all the Council’s activities with Elected Members |
| To ensure that the Council’s processes of scrutiny work effectively |

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| **Duties and Responsibilities – Relevant to the Corporate Leadership Team** |
| To operate according to the Council’s core values, mission statement and codes of behaviour |
| To undertake (or participate in a team situation) corporate research projects, and by applying benchmarking techniques, maintain a constant awareness of performance achievements of like organisations, for the purpose of devising or adapting relevant innovative practices and processes that are consistent with the Authority's own policies and strategies, such that the Authority's service/service delivery standards are enhanced on a continual basis. |
| To be responsible for the provision of sound professional advice to senior managers, the Executive Mayor and Executive and all Elected Members on the full range of service matters in the delivery of competent, efficient and effective functions. |
| To undertake representational duties or specific project activity as may be directed by the Elected Mayor.  |
| To take lead responsibility for assigned corporate objectives, cross-cutting themes, projects and initiatives. |
| To promote a positive organisational culture upholding the Corporate values, encouraging innovation, creativity and best practice across the Council, and recognising and celebrating success |
| To actively participate in the workings of the relevant corporate and portfolio meetings, and to manage and co-ordinate the workings of the functional area's own team to further the achievement of the Authority's key priorities and targets and the effectiveness of the individual functional area and cross cutting themes. |
| To develop and monitor continuous improvement proposals and programmes for all cost centre managers To ensure that reports on programme achievements are presented to senior management and Elected Members in line with the Council’s performance management and budgetary planning processes. |
| To undertake performance appraisal and full training needs analysis to formulate training programmes in conjunction with cost centre managers in the service areas of responsibility, for the purpose of continued personal and professional development and the preparation of personal learning contracts for all employees. |
| To participate in efficiency gain processes incorporating team building/working, team briefing, coaching and mentoring techniques as appropriate. |
| To attend, and provide reports as required all meetings of the Council, Cabinet and appropriate Committees as related to service provision and performance. |
| To attend all regular meetings of Cabinet, Committees, Sub-Committees, Working Parties or other bodies as required. |
| To ensure that annual budgets are prepared and regularly monitored for service areas of responsibility and that compliance with the Authority's Standing Orders, Financial and Administrative Regulations and Procedures is maintained at all times. |
| To participate in relevant employee recruitment and selection processes and where necessary in disciplinary and grievance procedures. |
| To work in partnership to ensure the effective implementation of corporate performance management arrangements/procedures and programmes. |
| To ensure knowledge and familiarity with the Council's established Corporate Plan and the Community Strategy, and to participate in the development and implementation of initiatives to achieve and sustain progress towards the Council's aims and objectives. |
| To ensure that at all times all Health & Safety legislative requirements are met; that the Authority's Health & Safety Policy, its arrangements and procedures are implemented; that the Authority's Risk Management objectives are delivered through risk assessment, and other risk management activities are implemented and monitored in their area of responsibility. |
| To promote and deliver fair, sensitive and quality services as a commitment to and understanding of the Council’s approach to equality and diversity. To ensure compliance with the Authority's Equal Opportunities Policy and Procedures; participate in and organise specific training for service teams as may be required. |
| To apply innovative management techniques in the development and improvement of Council services. |
| To develop and maintain partnerships with the relevant external agencies in order to meet the Council’s objectives. |
| To give due consideration to the requirements of Section 17 of the Crime & Disorder Reduction Act in all recommendations and decisions. |
| To comply with the Council’s Data Protection, Freedom of Information Act and ICT Codes of Practice. |
| To apply, within Council policies, employee conditions of service (national and local), including day to day employees relations. |
| To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post. |

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| **Employee signature** |
| This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties many be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.  |
| **Employee signature:** |  | **Date:** |  |

***Person Specification***

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| **Competencies** |
| *Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.* |
| **Role specific Competencies (Please refer to CLT Competency Framework for a fuller description)** | **Essential/Desirable** |
| Seeing the Big Picture | Essential |
| Changing and Improving | Essential |
| Setting Direction | Essential |
| Leading and Communicating | Essential |
| Collaborating and Partnering | Essential |
| Building Capacity for All | Essential |
| Achieving Commercial Outcomes | Essential |
| Delivering Value for Money | Essential |
| Managing a Quality Service | Essential |
| Delivering at Pace | Essential |

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| **Skills** | **Essential / Desirable** | **Assessment** |
| Excellent interpersonal and presentation skills to enhance the reputation of the leadership and of the Council. | Essential | Application Form / Test/Interview |
| Ability to build consensus, persuade, negotiate and influence without direct line management or control of resources. | Essential | Interview |
| Ability to be curious, encourage innovation and new approaches across the organisation and partnerships whilst managing risk. | Essential | Application Form / Test/Interview |
| Ability to use effectively a number of different leadership styles to create an environment of trust, fairness and openness. | Essential | Application Form / Interview |
| Ability to handle conflict and manage sensitive issues within the organisation and between stakeholders and partners to achieve positive outcomes. | Essential | Interview |
| Ability to understand and contribute to wider local government and public sector initiatives.  | Essential | Application Form / Interview |

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| **Knowledge** | **Essential / Desirable** | **Assessment** |
| A thorough understanding and awareness of the Local Government Framework and processes including relevant legislation and political sensitivities, issues/priorities and trends in Local Government including service delivery | Essential | Application Form / Interview/Test |

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| **Experience**  | **Essential / Desirable** | **Assessment** |
| Extensive leadership and senior management experience and achievements in a complex organisation covering a range of functions including budgets, resources performance and services in a multi discipline, dynamic and complex environment. | Essential | Application Form / Interview |
| Successful programme/project delivery within and across an organisation and with partners | Essential | Application Form / Test/Interview |
| Significant experience and understanding of developing cross-sector partnerships locally, regionally and nationally working both as a contributor and in a leadership role | Essential | Application Form / Test/ Interview |
| Experience in preparing, managing and controlling substantial budgets effectively. | Essential | Application Form / Interview |
| Experience of high level strategic planning and the delivery of high quality services to meet local needs. | Essential | Application Form / Interview |
| Experience of leading people whilst managing significant organisational change and improvement programmes | Essential | Application Form / Interview |
| Ability to horizon scan and identify the key matters/challenges that will affect the Council and the District in the future and develop strategies to meet them. | Essential | Application Form / Test/Interview |

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| **Qualifications**  | **Essential / Desirable** | **Evidence** |
| A relevant qualification to Degree level or equivalent | Essential | Certificates /Documents |
| Professional Management Qualification | Desirable | Certificates /Documents |

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| **Equality Act 2010** |
| The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.  |

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| **Additional information / other requirements of the post** |
| * This post is politically restricted under the Local Government and Housing Act 1989
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| **Date produced / last amended** |
| February 2022 |