

## **ROLE PROFILE**

### **CHIEF EXECUTIVE OFFICER (Head of Paid Service)**

**Salary £155-170k**

#### **JOB PURPOSE**

As Chief Executive and Head of Paid Service to lead, develop and deliver the Council's vision, priority outcomes and core values. Ensuring effective strategic leadership within the Council and place leadership across a range of partners and systems

To support the Cabinet and Council in achieving its place leadership and systems leadership role.

Ensuring the delivery of excellent services in accordance with Council policy, budgetary and statutory requirements.

Leading the organisation with authenticity and empowering the whole Council to effectively manage complexity, ambiguity and risk.

Providing the overarching managerial framework to ensure effectiveness in the development and delivery of priority outcomes and act as an advocate for the Council and the Borough at Local, Regional and National level.

Creating and sustaining culture and behaviours conducive with a high performing Council. Driving a high-performance culture, leading collectively and collaboratively, within and outside the Council. Build on the strengths and assets of Sefton supporting change innovatively and proactively to confidently adapt to the dynamic resource and policy agenda. The Chief Executive must be a key influencer of outcomes for the benefit of Sefton communities.

The role has accountability spanning organisational and system leadership, policy and place shaping, developing and sustaining effective partnerships, performance and stakeholder management and has freedom to act in support of the Council.

#### **PRINCIPAL RESPONSIBILITIES**

1. Providing Strategic Leadership across the Council and the Borough with specific responsibility for ensuring that priority outcomes are delivered in accordance with the Sefton Vision 2030, the Council's Core Purpose and Corporate plan.

2. Build on the transformational approach already adopted to achieve the Sefton 2030 vision including creating new revenue streams, ensuring financial and policy sustainability, creating the opportunity and environment for greater early intervention, inclusive growth and public service reform.
3. Working closely with the Leader and Cabinet to deliver the vision for Sefton and priority outcomes by providing expert strategic advice, support and challenge.
4. Working with all Elected Members to ensure the Council's objectives are achieved.
5. Develop and embed a high-performance culture that delivers better outcomes for local people, monitoring and reviewing that performance seeking continuous improvement
6. Personal accountability for the delivery of a prioritised work programme relating to Sefton's Core Purpose and Corporate plan.
7. Responsibility for Strategic resource decisions and leadership with the Council and wider region.
8. Developing and sustaining strategic partnerships at the local, regional and national level.
9. Role model the agreed leadership behaviours and support the development of a high performance, innovative and collaborative culture.
10. Work with Liverpool City Region partners and the Combined Authority to ensure the effective and successful development and delivery of sub regional priorities.
11. Managing the interface between Elected Members and Senior Officers, maintaining the essential Member/Officer partnerships and maintaining appropriate Member/Officer processes.
12. Act as the Council's Returning Officer.

### **OTHER RESPONSIBILITIES**

1. Advocate for the needs of local people and develop strategies that enable local communities to become more resilient and self-sufficient.
2. Maximise the benefits from partnership working
3. Communicate effectively to a wide range of people and organisations and to improve communication networks.

4. Ensure equality and inclusion within the Authority and across all service provision, ensuring the diverse needs of all service users are recognised and met.
5. Scrutinise and advise on plans and actions of Central Government and other external agencies to determine impact on the development of local policies and priorities.
6. Directly manage the Executive Directors and Assistant Directors, including the Chief Executive's office and support staff.
7. Comply with Financial Regulations and Standing Orders and maintain spending within approved levels.
8. The postholder will:
  - Lead Council-wide officer and partner Boards and groups as required;
  - Act as the Emergency Duty Co-ordinator, on a rota basis, for the Council's Emergency Planning processes and to attend ongoing training as required;
  - Represent the Council at key Civic events as required
  - Represent the Council at partner events as appropriate;

**GENERAL:**

The post may require specific safeguarding checks. Where these are required the person appointed will be subject to those checks.

The post requires access to the Public Service Network (PSN) and requires compliance with the HMG Baseline Personnel Security Standard.

New appointments will be required to satisfactorily complete a six month probationary period.

The postholder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change. Out of hours working will be required.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and

promote the equality policies of the Council.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

In accordance with the Local Democracy, Economic Development and Construction Act 2009, this post has been politically restricted.

**Note:** Where the post-holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

January 2023

## CHIEF EXECUTIVE OFFICER

### PERSON SPECIFICATION

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
<b><u>Qualifications / knowledge</u></b>		
Educated to Post Graduate level	E	C/AF
Recognised Leadership Qualification or appropriate experience	E	C/AF
Knowledge and understanding of the strategic, regulatory and political context within which local government operates	E	AF/I
In depth Knowledge of formulating and implementing corporate policies and strategies.	E	AF/I
<b><u>Experience &amp; Ability</u></b>		
Experience of operating at a high level within a complex organisation involving diverse stakeholders.	E	AF/I
Ability to successfully co-ordinate and deliver large multi partner projects.	E	AF/I
Substantial and proven ability to work successfully with Elected Members.	E	AF/I
Proven track record on delivering successful leadership and management outcomes within a large complex organisation setting.	E	AF/I
Significant understanding of strategic policy development and implementation within a large organisation setting applicable to Local Government and Sefton Council's vision.	E	AF/I
Excellent knowledge of the working of Local Government and other public, private and voluntary sector organisations that are required for delivery of Sefton's vision.	E	AF/I

An ability to provide and empower innovative thinking which leads to tangible delivery of outcomes.	E	AF/I
Ability to fulfil the overarching essential role, skill, attitude and value based criteria.	E	AF/I
Ability to communicate effectively to a wide range of people and organisations	E	AF/I
Extensive experience of the management and control of large complex budgets	E	AF/I
Ability to influence and inspire the workforce and partners in pursuit of the Council Vision and Values	E	AF/I
Analytical, problem solving and negotiating skills to produce practical and creative solutions and innovations.	E	AF/I
Ability to operate successfully in a political environment showing ability to work with the Leader, Cabinet and Elected Members as required	E	AF/I
Ability to develop and sustain effective professional relationships which enable creative problem solving and maximise opportunity	E	AF/I

**Assessment Methods Key:**

AF – Application Form

C – Certificates

I – Interview

**Skill and Attitude and Value Based Criteria**

- Sefton’s vision and promise sets out how we as a Council want to work with each other, and with our communities and our partners, to make Sefton a confident and connected Borough
- Personal responsibility to support the delivery of the vision and consistently demonstrate the agreed behaviours and values
- Have the necessary political knowledge, skills and abilities needed to operate effectively in a political environment.
- Develop, lead, participate and collaborate in effective partnership across organisations and sectors.
- Focus on outcomes, break down service/professional barriers and facilitate One Council delivery.
- Thrive on ambiguity and demonstrate exceptional personal resilience.

- Create and sustain enabling and open relationships.
- Create the most effective environment for innovation, learning and performance.
- Lead change and empower the Council to effectively manage complexity, ambiguity and risk.

January 2023