**Portsmouth City Council**

**Role Profile**

**Chief Executive Officer**

**Job Purpose**

The Chief Executive will:

1. Provide strategic, visible and collaborative leadership throughout the council, taking overall responsibility for delivery of services to the residents, communities and business of the city.
2. Fulfil statutory responsibilities as Head of Paid Service.
3. Act as the Electoral Registration and Returning Officer.

**Main Accountabilities**

* Support the leader, cabinet and other councillors to formulate strategies, policies and plans that reflect the priorities of Portsmouth residents, taking advantage of all opportunities and resources available to improve outcomes for residents.
* Provide strong and visible leadership, ensuring all staff understand the council's plans and priorities, and deliver the strategic aims and direction set by councillors.
* Provide sound governance, working effectively with the Section 151 officer and the Monitoring officer to ensure council resources are deployed effectively and in line with corporate priorities; ensuring there is probity and integrity in decision making and compliance with legislation, policy and statutory requirements.
* Ensure robust management of the council, leading on delivery of major projects and initiatives.
* Represent the council locally, regionally and nationally, promoting Portsmouth's best interests.

**Working with Councillors**

* Understand and promote the special identity of Portsmouth and its relevance today, supporting the Lord Mayor in enhancing the council's role and status through civic ceremonial arrangements with other institutions and the public.
* Act as principal policy adviser to the Leader and Cabinet supporting the development of a clear strategic vision and corporate aims and objectives.
* Support councillors by ensuring they receive high quality advice on strategy and policy issues.
* Facilitate councillor and cross-party engagement to deliver better outcomes for residents.

**Communities and Partnerships**

* Work collaboratively and build strong relationships with communities, partners and other stakeholders, maximising opportunities to achieve the best possible outcomes for the city and its residents.
* Ensure that all of our residents, communities and staff benefit from equality of opportunity and inclusion in respect of service delivery, policy, employment and opportunity.

**Leadership**

* Act as a role model to lead, motivate and inspire the organisation; creating an environment and culture that empowers and requires staff to work collaboratively and effectively across the organisation and with its partners.
* Lead, develop and inspire an effective senior leadership team to deliver the aims of the corporate plan through the organisation and its partners with compassion and respect.
* Seeking continuous improvement in service design and delivery and ensure that the customer is at the heart of everything we do.
* Ensure all statutory responsibilities of the council are fulfilled in accordance with legislation, guidance and regulatory requirements.
* Scan the horizon to ensure that the city and the council identify opportunities and are agile in their response.

.

**Knowledge, Skills, Experience**

Significant experience of operating at board level dealing with risk-critical services.

Demonstrable ability to represent the council with confidence and integrity in the community, with public, private and voluntary sector partners, government departments, and with business.

A demonstrable passion for improving the lives of residents, communities and the active promotion of the positive role local government has in improving outcomes.

Significant experience of leading strategic, cultural and operational management in a large and complex organisation.

A demonstrable track record of delivering outcomes, services and improvements that have had a significant positive impact.

A track record of working collaboratively with communities and partners to implement a range of solutions which address the needs of diverse communities.

A track record of leading and inspiring significant change to bring about improvements whilst working within tight financial boundaries.

A deep understanding of how local government works, including financial management systems, current policy issues and strategic challenges facing local authorities, and Portsmouth in particular.

Proven track record of accountability for significant budgets and ensuring the delivery of services within agreed resources.

A thorough understanding of performance management systems and a track record of achieving long term strategic impact with significant measurable outcomes.

A track record of motivating and harnessing the energy and talent of a senior leadership team to achieve more through collaborative working inside and outside of an organisation.

Authority and credibility to work effectively in a political environment and establish trust and positive relationships with Councillors.

Ability to positively advocate for Portsmouth's interests on a local, national and international level.

Significant experience of creating, leading and sustaining partnerships and enabling a wide range of stakeholders to work together, encouraging an organisational focus on the needs of the community.

Excellent interpersonal, communication and presentation skills, with a proven ability to communicate effective and adapt style appropriately for different audiences.

**Personal Qualities**

**Strategic Awareness**

* Strategic approach, embracing innovation and building a shared sense of purpose and joint enterprise across Portsmouth and among all partners
* Translates strategic priorities and the political landscape for staff, enabling teams to focus on excellence in delivery
* Ensures good governance and proportionate compliance and risk management in the council's activities
* Understands the complexities of political dynamics and uses this to build credibility and lasting, effective relationships with elected members, successfully advising and supporting them.

**Inspirational Leadership**

* Provides authentic, honest and respectful leadership to inspire individuals and teams
* Uses emotional intelligence to consider the impact of own actions, and demonstrates high levels of integrity, creating an inclusive environment
* Uses a coaching and mentoring approach to bring out the best in people, motivating, engaging and developing future talent
* Challenges poor performance constructively, and holds difficult conversations to bring about positive behavioural change; has the courage to take difficult decisions when required
* Communicates with credibility and conviction to convey key messages, build trust and influence people
* Demonstrates high levels of energy, stamina and resilience

**Collaboration**

* Encourages an environment of openness and transparency
* Builds relationships, gathering ideas and adapting objectives based on the context of staff and stakeholder feedback
* Consults and communicates with stakeholders, including elected members where appropriate, and builds consensus
* Encourages a collaborative approach to organisation and system wide decisions or interventions

**Outcome Focused**

* Demonstrates a commitment to local democracy and accountability to the local community
* Takes a one-council approach to deliver effective outcomes and avoids and challenges silo-ed thinking and behaviours
* Demonstrates a strong focus on high quality, cost effective public services, leading and driving initiatives to identify and deliver efficiencies across the organisation and through partnership working
* Provides constructive challenge and encourages a learning culture