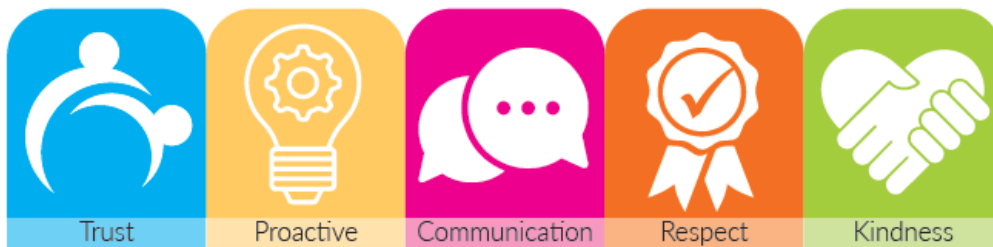


Role Profile

Job Title	Chief Executive and Head of Paid Service
Date	February 2024

One Arun:

Every role at Arun contributes towards our [Vision – A better future](#), and every employee strives to embrace and champion our **Values**:



Overall job purpose:

- To work closely with the Leader and all Members of the Council to support the Council's Executive function and in developing, delivering, and reviewing policy and strategic direction.
- To lead, inspire and manage the Council's staff to deliver the Council's vision, values, and objectives and provide the best possible service to our customers and community.
- To represent the Council externally building effective relationships and engaging with key stakeholders and partners.
- To carry out the statutory roles of Head of Paid Service, Returning Officer, and Electoral Registration Officer.

Key areas of focus:

1.	Provide the leadership to deliver the Council's vision and strategic direction and work with Members and Officers to create and implement the Council's Corporate Plan.
2.	To provide the necessary structure, resource, and capacity to deliver the Council's priorities including addressing the Climate and Biodiversity emergency.
3.	Build and maintain an effective and efficient senior management team through effective performance management, coaching, team building and leading by example.
4.	Direct line management responsibility for the Corporate Management Team.



5.	Responsible for ensuring that financial resources support the Council's Vision and objectives including the delivery of a medium- and long-term financial strategy that ensures the financial stability of the Council.
6.	To provide high quality professional advice and ensure, in conjunction with the Council's statutory officers, that the legal, financial, and procedural obligations of the Council are met and that both officers and members work together in the best interests of the Council.
7.	Actively identify, explore, and promote revenue opportunities whilst managing risk and ensuring that our regulatory obligations are met.
8.	Create a culture which reflects the Council's values and is supportive, inclusive and engages staff enabling them to reach their full potential.
9.	To drive forward best practice in people management throughout the council to support a high calibre, empowered, and engaged workforce.
10.	To ensure that risks associated with Council services are effectively managed and mitigated effectively, including the risk of fraud and corruption, protection of data and business continuity.
11.	To represent the Council externally and work with partners in both the public and private sector to identify opportunities for more effective and efficient service delivery.
13.	Lead and promote the continuing regeneration of the District and the Coastal Area.
14.	To establish a culture with a strong focus on continuing to improve the customer experience and the opportunities future innovations may bring.
15.	Work with staff and Elected Members to properly monitor performance and to act when needed.
16.	To be available as and when required to deal with critical or emergency situations that arise, this may include evenings, weekends and attendance on site if needed.
17.	Be committed to and work towards ensuring equality of opportunity for all residents, employees, and Elected Members in all areas of service delivery and employment.
18.	To keep up to date with the political, social, and economic context and challenges of Local Government.
19.	Any other duties that are appropriate with this post.

Role Requirements

The following outlines the criteria for this post. Applicants will be shortlisted and interviewed to assess if they meet the criteria for the role.

Criteria	Essential	Desirable
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Professional Qualifications		
Educated to a degree level or with a full relevant professional qualification or equivalent experience demonstrating a comparable level of attainment		X
Experience		
Demonstrable achievements in providing strong, decisive leadership and management within a large and complex organisation in either the public, private or voluntary sector.	X	
Successful track record of establishing a strong corporate and service performance culture to continually improve standards and performance.	X	
Able to demonstrate strong financial management and budget planning.	X	
Able to demonstrate a high degree of political sensitivity and an in depth understanding of local government.	X	
Experience of working with the media and managing an organisation's reputation on an ongoing basis.	X	
Proven significant financial and commercial awareness demonstrating effective strategic planning and the management of risk.	X	
Extensive experience in strategic thinking and planning and policy development at a corporate level.	X	
Proven success in leading, managing, and inspiring employees and of building and motivating effective senior teams and holding them to account through rigorous performance management.	X	
Knowledge/Skills		
Demonstrates political acumen to develop effective working relationships both internally and externally.	X	
Ability to lead, delegate and empower employees and develop a positive and supportive organisational culture.	X	
Highly developed networking, influencing and communication skills that are articulate and persuasive in a variety of contexts and situations.	X	
Strong analytical skills and a creative approach to problem solving, including the ability to prioritise and manage conflicting pressures.	X	
An entrepreneurial mindset, able to demonstrate economic and commercial awareness and	X	



creative thinking within the confines of regulatory requirements.		
Demonstrable understanding of and commitment to local democracy and delivery of efficient and cost-effective public services.	X	
Behaviours		
Commitment - Develops a culture where commitment and hard work is recognised, staff are motivated and enabled to be their best. Where leaders set the example and demonstrate pride in working for Arun.	X	
Adaptability - Able to develop plans to respond to quickly changing corporate priorities, embracing change with optimism and leading staff through uncertainty with decisive action and resourcefulness. Personal resilience to cope with public scrutiny and the challenges facing Local Government.	X	
Innovative - Identifies gaps, improvements, and efficiencies in service delivery, developing strategies and models for new ways of working.	X	
Approachability - Makes time to engage with staff on both an informal and formal basis by walking the floor, holding staff meetings, and generally making themselves accessible. Is driven to understand how staff think and feel about work matters.	X	
Competencies		
Leadership - A role model for the organisation offering strategic direction, fostering a culture that supports our values and goals by minimising conflict and inspiring, influencing and encouraging others.	X	
Coaching - Connect with people in a respectful and empathetic way, creating a positive, empowering culture where staff feel safe to ask questions and learn.	X	
Strategic Thinking - Expected to actively lead on the strategic direction of the Council, providing clear leadership and designing services to deliver the Council's Vision, values, and strategic objectives.	X	



Change Management - Ability to lead change projects that have an important strategic impact. Effectively plans for and manages their implementation, setting clear and measurable objectives.	X	
Influence - Respectful of the authority and influence afforded to the level of role, and able to influence others by persuading, encouraging, and gaining support to ensure positive outcomes.	X	
Other		
This post has specific safeguarding duties in being accountable for the adherence of the organisation to safeguarding policies.		
Every post holder has a general duty to ensure that data used is accurately recorded and collected and should be aware of general data protection regulations (GDPR) and requirements. This post holder is responsible for the promotion of responsible use of data and adherence of the organisation to the relevant policies		
Please note this role profile is not contractual.		
	Yes	No
Does this role require a Basic/Enhanced DBS check?		X
Is this a Politically restricted post?	X	
Does this role require any out of hours/ weekend/ evening/ rota work?	X	
Does this role require a driver's license and access to a vehicle?	X	

