



Job Description and Person Specification

Chief Executive and Head of Paid Service.

Job Title: Chief Executive

Reports to: Leader of the Council

Context

Southampton is a vibrant and lively port city with a maritime past and an exciting future. Home to one of the UK's top universities and 38,000 students, Southampton Football Club and Grade II listed parks and gardens. Our city boasts a cultural quarter, maritime quarter, old town, busy city centre and bustling district high streets. Our thriving visitor economy, major cruise and container port and airport firmly positions us as a city of opportunity and growth.

We have an ambitious corporate plan and transformation programme underway to address the structural budget deficit. This programme is a pivotal time for Southampton; as well as our modernisation agenda, we have bold and exciting plans for a multi-million-pound city centre renewal scheme and devolution is back on the table.

To be successful and sustainable we will work with our partners to deliver growth and prosperity for the region and our city, and we will forge new relationships with our residents for efficient service delivery, coupled with deeper engagement where that is necessary for them to thrive.

Role Purpose

The role of the Chief Executive is to lead delivery of these aspiration for the city, its residents and across the council.

This will require:

1) Culture and Leadership

- a) Working with the Leader of the Council, Cabinet and Executive Management Board to ensure that the Council's vision, strategic direction, and objectives are clearly defined and delivered in line with Administration's priorities.
- b) Upholding ethical, fair, and transparent practices, ensuring these are understood and embedded throughout the organisation.
- c) Leading, championing and driving change on equality, diversity and belonging within the organisation and across the city and regions with community and anchor institution stakeholders.
- d) Developing an ambitious, forward-thinking, and optimistic organisation.
- e) Acting as a role model to create a positive, open culture that inspires, connects and empowers others. Builds equity, collaboration and through our values of, trust, pride, respect and accountable, motivates the workforce to deliver outstanding services for our residents.

2) Corporate Management

- a) The ability to both deliver and add value to the Adapt|Grow|Thrive transformation programme, by providing robust oversight to deliver high quality, value for money services.
- a) Ensuring robust decisions and actions are supported by good governance. Driving high standards of accountability, transparency, and efficiency which builds trust and stability across the organisation and city.

- b) Ensuring the organisations operating model drives productivity and efficiency, modernises the way we work, and the way we set up work to improve our services, maximise skills and capacity, and build a stable and innovative organisation.
- c) Developing a strong leadership team which works together, can deliver through collectively accountabilities, enhancing an effective performance management culture, monitoring outcomes and nurturing innovation and collaboration.
- d) Ensuring excellent communication and engagement that builds commitment and inclusivity across the workforce.
- e) Ensuring Members receive high quality advice on strategy and policy issues, which will assist with meeting a range of statutory requirements and better outcomes for local people.

3) Resources

- a) Ensuring strong and effective management and use of resources, aligned to and deliver strategic and operational priorities.
- b) Work with the S151 officer to develop and implement a robust financial strategy, robust governance framework is in place to provide long-term sustainability for the council, including city investment to support growth.
- c) Ensuring value for money and resources are used wisely to achieve positive results and providing effective stewardship of public money.

4) City and communities

- a) Utilising the City Councils convening power with communities, anchor institutions and businesses across the city to grow our local economy and bring investment into our city, which creates places where people want to live, work and study.
- b) Facilitating and collaborating with communities to create a welcoming environment for all people from all backgrounds and celebrating a culturally rich and diverse city.
- c) Facilitating community led innovative approaches to achieving better outcomes, working collaboratively with partners, voluntary sector, residents and stakeholders to meet the needs of Southampton's diverse communities.

PERSON SPECIFICATION

It is essential that you can meet the following requirements for the role and be able to give evidence or examples of your proven evidence in each of the sections listed below.

You should expect that all the areas listed below will be assessed as part of the interview and assessment process should you be longlisted and shortlisted.

2) Experience

- a) A proven track record of championing and actively developing and leading equality, diversity, inclusion and belonging in service delivery, the workforce, and with partners and stakeholders.
- b) Experience of personally leading organisational transformation change from vision, to planning and driving forward the delivery that leads to demonstrable outcomes for the city and the organisation.

- c) Have held and successfully operated at board level providing leadership in complex environments.
- d) Experience of working with Members to develop a vision and has put in place an operating model, clear on priorities and ability to take difficult decisions to deliver strategic objectives
- e) Successful track record of influencing, negotiating and providing balanced professional advice and guidance to, and working productively with, senior decision makers in a complex political and business settings.
- f) Experience of leading, inspiring and motivating a range of diverse professional groups of staff to achieve progressively higher standards of service delivery, service improvements and cost reductions within challenging organisational circumstances.

3) Personal Qualities

- a) A visionary leader with positive energy, personal balance and inspiration with a continuous learning and humble mindset. Demonstrating, grit and resilience along with humour and stewardship.
- b) Sound 'political nous' for working in a political environment. Works well with Members and builds a close relationship with the Leader and Cabinet.
- c) Develop excellent relationships with key stakeholders and influencers and is impactful in discussions that have led to improved outcomes.
- d) Financially astute and able to work through and advise on complex financial, service delivery and routes to achieving improved efficiency.
- e) Is an outstanding communicator and listener, builds understanding, commitment and buy-in at all levels and makes the organisation an exciting place to be.
- f) Is clear on how they lead, their values and the imprint this has on an organisation.
- g) Is passionate about the purpose of local government, holds views on future proofing and its evolution.

4) Post of the Chief Executive and Head of Paid Service

- a) It is the role of the Chief Executive, also known as the Head of Paid Service, to ensure that all the authority's functions are properly co-ordinated as well as organising staff and appointing appropriate management. Local Government and Housing Act 1989
- b) Subject to the terms and conditions of service as prescribed by the Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities except where locally agreed conditions are in place.
- c) Politically restricted under section 2(1) of the Local Government and Housing Act 1989. Post holders are disqualified from being a member of other local authorities, a Member of Parliament or a Member of the European Parliament. In addition, the post holder may not hold office in a political party, canvas at elections or attempt to influence support in any other way for a political party.

5) Returning Officer

The Returning Officer role has been designated to the Chief Executive post. The duties are separate from your duties as a local government officer. As the Returning Officer is not responsible to the local authority but directly accountable to the courts as an independent statutory office holder. This role is central to the democratic process to ensure that the

election is administered effectively and that, as a result, the experience of voters and those standing for election is a positive one.