

Job description and specification

Job Title:	Assistant Chief Executive
Reference:	CEDR2003
Service:	Chief Executive's Office
Grade:	D
Reports to:	Chief Executive
Location:	Delamere House, Crewe with travel to Macclesfield Town Hall and other locations within Cheshire East.
DBS Requirement:	Basic DBS

Your job

As Assistant Chief Executive, lead the delivery of strategic change and support the Chief Executive to shape a council that is fit for the future delivering for Cheshire East's communities, overseeing a range of corporate strategic and enabling services.

As a member of the council's Corporate Leadership Team (CLT), the Assistant Chief Executive will provide strategic leadership, operational management and accountability for the delivery of the Council's ambitious transformation programme and continuous improvement ensuring clear cohesion across the Council's officers, Members and Transformation Board to support the Chief Executive.

Work collaboratively with CLT, Directors and Members to develop and deliver the priorities of the Council's Corporate Plan, leading on significant projects and initiatives.

In this job you will

1. Proactively support the Chief Executive to shape and inspire the authority so that it has the vision and capacity to become a high performing Council, navigating successfully through the challenges and maximising the opportunities ahead.
2. Act as the Council's principal strategy and policy advisor, assisting and advising the Chief Executive, CLT and Members to determine and deliver policy and strategy which reflects the priorities of the Council.
3. Ensure effective corporate business processes to support continuous improvement in the delivery of strategic and service priorities within available resources.
4. Lead the management and development of high performing teams including Engagement and Communications, Transformation, Strategy, Policy and Performance and build corporate capacity to achieve the Council priorities.
5. Lead the overall development and delivery of the Corporate Plan reflecting Member priorities, resident and partner feedback, engagement with staff, and setting the strategic vision and priorities for Cheshire East Council.
6. Lead the strategy development and delivery of the Council's transformation programme to support cultural and business change across the Council.
7. Working in collaboration with the Director of People improve the overall Customer Experience aligned to the Corporate Plan and transformation programme
8. Ensure appropriate and effective governance and engagement related to business area.to support cultural and business change across the Council
9. Work with senior colleagues across the Council's directorates, external partners and services to nurture and foster a culture of accountability and responsibility driving productivity and

performance. Ensuring there is clarity of purpose and defined priorities within team plans and officer roles to deliver business change

10. Develop and drive a performance management, framework and culture, promoting continuous improvement, transformation, productivity, innovation and evidence-based decision making which will ultimately support the Council in delivering its Corporate Plan
11. Provide effective change management leadership and support so that the change vision is delivered using innovative solutions.
12. Champion, exemplify and drive innovation and transformation across areas of strategic responsibility, working across the Council and with strategic partners.
13. Lead the work with the independent Assurance Panel to deliver the Council's Corporate Peer Challenge Action Plan and support its financial sustainability.
14. Delivery of strategic and proactive internal and external communications, public engagement and consultation activities that enhance, protect or impact the reputation of the Council.
15. Drive and direct the development and implementation of a stakeholder management framework supporting the delivery of the Council's Corporate Plan
16. Reflect key national and local policy changes and relevant external matters to support strategic relationships and operational service delivery, identifying priorities for action and influencing strategic decision makers.
17. Lead the development and delivery of the council's Equality, Diversity and Inclusion strategy and action plan embedding activity into service delivery, strategy and policy development, communication, engagement and transformation through training and robust equality and community impact assessment processes.
18. Driving business efficiency through process reviews to create a culture of flexibility, responsiveness and continuous improvement throughout the Council.
19. Developing timely, accurate performance information, relevant business intelligence and analysis to support effective decision making.
20. Ensure that services/functions are delivered within and to budget, and to set and manage appropriate financial and other controls, which enable decisions to be made directly and quickly at the frontline (within agreed delegated authority).
21. Manage all aspects of the team and individual staff performances including use of resources against agreed shared and personal targets.
22. Work closely with elected Members at local level, to support them in undertaking their Community Leadership role effectively and confidently.
23. Attend Committee meetings, provide necessary reports and manage, under the Executive Director of Resources leadership and direction, relationships with relevant members.
24. Be the lead manager for any corporate/council-wide peer reviews/audit or inspection processes and within the designated portfolio of services and the development of associated action plans.
25. Represent Cheshire East Council externally and internally, being an effective ambassador for the Council as required.
26. Assist the –Chief Executive, deputising at both local, regional and national levels and, carrying out other duties and responsibilities as may be required from time to time while displaying the skills, experience and flexibility expected of a Director and member of CLT.

From time to time you may be asked to undertake work as may be determined by the Chief Executive and/or an Executive Director. This will be up to or at a level that is consistent with your job role. This supports our joint commitment in our employee deal to work together as one team and one council to deliver the best service for our customers and communities.

In this job you will need

You must be able to demonstrate the following essential requirements:

- Educated to degree level, equivalent and continuous professional development.
- High levels of analytical, creative and interpersonal skills and experience and understanding of the political environment within local government
- Significant experience and demonstrable success in leading major organisational and cultural change, with evidence of innovative and transformational thinking.
- Considerable clear demonstrable experience of managing a major change management programme within a large, complex organisation.
- Experience and consistent achievement at a senior management level in an organisation of comparable scope and complexity pursuing a transformational agenda.
- Experience of performance management in a customer focused business/organisation
- Experience of leading, motivating and managing services with multi-disciplinary teams to achieve significant, sustainable improvements and positive outcomes through internal and external partnerships.
- Transferable skills in leading complex services in local authority settings and delivering effective change and service improvement.
- Experience of leading the delivery of strategic objectives and policies through effective corporate and service planning.
- Planning, prioritising, persevering and delivering improvements to achieve objectives within timescales.
- Proven ability to lead teams, focused on delivering change and improvement across partnerships and organisational boundaries.

It would also be desirable if you hold the following experience:

- Substantial evidence of political awareness and experience of successful management in a senior position at the political/management interface
- MBA Qualification/experience level (desirable)
- Experience of leading the business areas within the role e.g. communications, strategy, policy, performance and transformation at a senior level.
- Ability to explore innovative and creative means of delivering improved service outcomes through effective constructive challenge.
- Ability to operate effectively within the democratic processes, with the political acumen and skills to develop productive working relationships with Council members that command respect, trust and confidence. An excellent understanding of local democracy and the processes, practices and culture required delivering strong, health local governance.
- Ability to provide visible and supportive leadership, empowering, motivating and developing staff and fostering a positive organisational culture, focusing on delivering improved outcomes for service users.

Our culture

For us, it is not just about our achievements as an organisation, but about how we do it. At Cheshire East Council we are working for a brighter future together –

- **We have a shared purpose**
- **We are supported and well led**
- **We are treated fairly and highly valued**
- **We succeed together**

This is all underpinned in our employee deal and everyone is expected to uphold their commitments by living by our values and demonstrating our behaviours.

Our values

Flexibility: adaptable, open to learning and resilient

Innovation: creative, challenges convention and always looks to improve

Responsibility: delivers on promises, efficient and has integrity

Service: listens, delivers quality, is reliable and enables others

Teamwork: respectful, inclusive and contributes at all levels

Our COMMITMENT

Shared purpose

- Provide a safe and positive working environment
- Setting clear performance objectives with realistic timescales for delivery
- Having fair and efficient policies and procedures in place and applying them consistently
- Listen, respond and act appropriately when you tell us about something that is inappropriate or wrong

Well led

- Provide honest, respectful and responsible leadership
- Be fair, consistent and timely in our decision making
- Work with you, enabling you to do your best work every day with the right resources, tools and technology

Valued people

- Have regular, useful team meetings, keep you informed and provide an opportunity for everyone to share their views
- Treat you as individuals, be respectful, flexible and supportive
- Care for your health and well-being
- Provide you with regular, meaningful and constructive feedback on your performance through one-to-ones and performance review meetings

Succeeding together

- Offer you opportunities for learning and developing
- Recognise and value your hard work and contribution
- Work together as one team and one council to deliver the best service for our customers and communities

Your COMMITMENT

Shared purpose

- Bring a positive and can do attitude into work
- Be proactive and always responsive to our customers and communities
- Work responsibly and ask for help if you need it
- Tell us if you see or experience anything that is inappropriate or wrong

Well led

- Be honest and reliable
- Get involved, keep informed, make suggestions and share your ideas
- Embrace technology and new ways of working

Valued people

- Participate fully and make helpful contributions to team meetings
- Be respectful of others and work flexibly and collaboratively with colleagues and partners
- Care for your health and well-being enabling you to maximise your attendance at work
- Value helpful constructive feedback and act upon it

Succeeding together

- Take the opportunity to learn and develop
- Be supportive and appreciate others
- Work together as one team and one council to deliver the best service for our customers and communities

Working for a brighter future together

