

Job Description

Deputy Chief Executive

Level: Chief Officer One

Responsible To:

Chief Executive

Responsible For:

Director of Change and Delivery

Director of Finance

Director of Governance

About the job:

To support the Chief Executive as the Councils' Deputy Chief Executive.

To lead effective decision making and transformation across South Ribble Council and Chorley Council, including the development and implementation of transformation and change programmes, as well as supporting the efficient delivery of services.

To work with the Councils' Members, Chief Executive and leadership team to develop the culture and achieve the aims and desired outcomes of each Council.

To support the Chief Executive in setting the overall strategic direction of the organisations.

Role:

To deputise for the Chief Executive when required.

To be the Councils' principal advisor on services provided within the directorates of Change and Delivery, Finance, and Governance.

To provide guidance and support to the councils, the Executive Cabinets, Scrutiny, Committees and subcommittees and ward members in translating their political objectives and priorities into coherent initiatives that will deliver high performing public services.

Provide strong visible leadership and direction to the councils' workforces to deliver Council and community priorities, maximising potential and developing a culture of accountability and empowerment.

To undertake any other duties incidental to the role of Deputy Chief Executive of the councils.

Responsibilities:

Line Management:

- You will manage individual and team performance to ensure that agreed targets and outcomes are achieved and that quality services are provided at all times, in line with our HR policies
- You will be responsible for all aspects of staffing matters related to the Team including recruitment, appraisals, absence management, capability and discipline
- You will participate in and deliver staff development activities as required

Corporate:

- Carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation
- You will actively promote customer care, value for money and performance management
- You will manage organisational risk effectively and ensure effective governance around decision making
- Your duties will be carried out in line with our equality scheme
- You will be compliant at all times with GDPR and data protection legislation
- You will constructively participate in communication and promotional activities
- You will promote an environment of continuous learning & development and professional behaviour in line with the organisations' values and behaviours
- You will manage the budget in line with the organisations' Financial Regulations.
- You will effectively manage and support change
- To ensure that all activity complies with Standing Orders and Codes of Practice

Organisational:

- You will deputise for the CEO as required
- You will be a member of the Shared Management Team and Leadership Team and be visible at all times across the organisations
- You will understand and communicate the Councils' plans ambitions and position to your team, supporting your team's understanding and engagement in delivery.
- You will create an inclusive culture which provides opportunities for everyone to participate and progress in
- You will have effective relationships across all Directorates, with stakeholders and external partners to ensure the Councils' priorities and objectives are met.
- You will positively promote and represent the Councils' at all times
- You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role

What the successful candidate will:

- Have relevant degree or equivalent qualification and / or extensive relevant experience
- Be able to demonstrate a commitment to professional development
- Have significant experience of a managing relevant teams and functions with demonstrable success at a comparable level of scale and complexity
- Have experience of managing significant projects, using transferable skills to move between projects and teams to drive delivery and achieve benefits
- Be able to demonstrate effective written and verbal communication skills
- Be able to work as part of a team, maximising available resources
- Be able to plan and organise a varied workload with shifting deadlines and priorities.
- Be able to challenge service performance, identifying and implementing improvements

Our Values & Behaviours

Customer Focused - We listen to our communities, keeping them informed about the things that matter most to them and providing a professional and responsive service.

Forward Thinking - We solve difficult problems by being adaptable, resilient, and innovative.

Working Together - We are focused on achieving our collective goals as an organisation and we support our colleagues to deliver excellent services.

Making a Difference - We make a positive difference for our communities by being helpful and going the extra mile.

Delivering Quality Services - We strive for quality in everything we do, making sure the people of Chorley and South Ribble get the best outcome.