

# Job description and specification

<b>Job Title:</b>	<b>Chief Executive</b>
<b>Service:</b>	<b>Cheshire East</b>
<b>Grade:</b>	<b>Chief Executive</b>
<b>Reports to:</b>	<b>Leader of the Council</b>
<b>Location:</b>	<b>Westfields, Sandbach</b>

## Your job

### The Chief Executive

- Is the Head of Paid Service and the principal advisor to the elected members of the Council.
- Is accountable for the delivery of long term outcomes which have significant impact on the Borough and the lives of people, who live, visit and work in Cheshire East.
- Will provide a strong sense of direction and purpose, and will strategically plan resources to enable the Council to deliver its Vision and Priorities.
- Is also the Council's Returning Officer (the responsibilities for this role are distinct to the duties as an employee of the Council).

## In this job you will

- Ensure that all staff have the required skills and resources needed to deliver high quality, cost effective services to people who live, visit and work in Cheshire East, ensuring alignment to the vision, values and priorities of the organisation.
- Be the principal advisor to the Elected Members of the Council ensuring that they are provided with impartial, timely, accurate and appropriate professional advice.
- Provide, and role model, professional positive leadership behaviours, empowering, engaging and encouraging staff to live the Council's values and promote their wellbeing.
- Provide a clear sense of direction, purpose and delivery throughout the organisation.
- Adopt an influential role in enhancing performance and efficiency across the Council in line with the Council's environmental vision.
- Lead on ensuring the formulation and delivery of effective policies, strategies, plans, and management arrangements to enable the delivery of the Council's vision and priorities.
- Shape and direct the senior management team to ensure that the Council's resources are managed effectively through the development, monitoring and controlling of appropriate medium and long term financial strategies.
- Lead major corporate programmes including the Council's transformation programme.
- Lead and enable the whole organisation to ensure that effective strategic commissioning arrangements are in place for all services in line with the Council's Corporate Plan.
- Direct the Council's governance, compliance and decision making processes ensuring they are effective and efficient.
- Develop, promote and maintain effective partnership, engagement and communication arrangements across the public, private and community sectors.
- Represent the Council at the national and regional level, acting as a positive ambassador for the Council and Borough at all times.

- Ensure that the Council is able to fulfil its statutory and regulatory responsibilities.

From time to time you may be asked to undertake work as may be determined by the Leader of the Council. 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

### Experience and Qualifications

- An appropriate post graduate and professional qualification
- A successful track record of achievement as a senior leader in a large, multi-disciplinary organisation in a politically complex environment.
- Evidence of successfully leading complex change initiatives that has delivered cultural and organisational change, bringing a commercial and transformational approach within the public sector
- Evidence of successfully leading a large and diverse workforce, managing complex budgets, projects and other resources
- Evidence of working within a political environment, providing clear, balanced advice and guidance on strategic and complex matters
- Evidence of delivering successful outcomes through effective leadership, performance management and effective planning

### Skills and Knowledge

- An in depth knowledge and understanding of local government, public service delivery and delivering effective partnerships
- Experience to cope with complex change and competing demands whilst maintaining focus on the key priorities for the Council
- The ability to anticipate, interpret and develop strategic responses to local, national and international events and issues that affect the Borough and Council, including climate change.
- Excellent communication skills including the ability to articulate and disseminate a vision, present complex issues clearly and concisely to a range of audiences and to possess an understanding of political sensitivities

### Personal Attributes

- Model and uphold the positive behaviours of the Council at all times
- High ethical and professional standards
- Commitment to diversity and equality of opportunity in employment and service delivery
- Capacity to work under pressure and under public scrutiny
- A high level of resilience and the ability to develop resilience within the organisation

The post holder must carry out their duties with full regard to the Constitution, Code of Conduct and the Finance and Contract Procedure Rules

The post holder must provide leadership in, and comply with, the Council's Health and Safety Policy and with Health and Safety legislation

## 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**

OFFICIAL

- **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

## Employee deal

### 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

