

ROLE DESCRIPTION

Role description:	Chief Executive Officer – People
Role profile family:	Leadership
Number of posts:	1
Role profile number and grade:	LSL1-1795
Reports to:	Leader of the council

Job Context
<p>Wiltshire Council's senior leadership model, with an Chief Executive Officer for People and an Chief Executive Officer for Place at tier one, provides capacity and resilience at the very top of the organisation working with the Leader and Cabinet to ensure the setting of a clear strategic direction.</p> <p>The Chief Executive Officers are responsible jointly for the overall corporate management of the council and delivery of the vision of the business plan which is to grow our economy, build strong communities and protect the vulnerable in our communities.</p> <p>They will provide the main link between council members and officers promoting positive and open communications and ensuring strategic priorities are implemented in an appropriate and accountable manner. They will also be the principal advisor on matters of general policy, giving advice at council and at committee meetings in relevant areas.</p> <p>They will be outward looking and a strong ambassador for the council, jointly leading on the development of highly effective partnership working and a "whole-system" approach which enables our communities to do more for themselves. The council's ambitions will demand individuals in these roles who have presence and gravitas, a commercial mindset and who are a persuasive public representative.</p> <p>They will represent and negotiate on behalf of the council with external bodies and will lead the development of effective and productive partnership and collaborative working in order to achieve the council's vision, setting the right balance between the council's objectives and shared goals.</p> <p>They will focus jointly on forward planning and will work closely with the Leader and Cabinet to develop strategic plans, manage overall organisational performance and promote the cultural change necessary to achieve all round service excellence, including the development of an efficient, commercial and long term approach.</p> <p>They will provide line management to, and are accountable for the performance of, directors who lead on the strategic delivery and operational oversight of their services. They will work with their directors in developing policies which reflect the aspirations of the council in ensuring that corporate strategies are developed which support these policies, whilst providing the proper level of service to members.</p> <p>They will provide joint management of the three statutory directors: Monitoring Officer, Section 151 Officer and Head of Paid Service, who as members of the Corporate Leadership will provide the Chief Executives Officers with advice and support on all corporate management decisions.</p>

Job Purpose

The **Chief Executive Officer - People** provides leadership across all social care services, health and education. In this role the postholder ensures that the council supports the most vulnerable people, helping older and disabled people to live independent lives, making sure every child gets a good start and can thrive in life and protecting everyone from abuse and neglect.

The post is accountable to the Council for the performance of the Directors of Adult Social Services (DASS) and Director of Children's Services (DCS) who hold the statutory duty and report to this role.

As Chief Executive Officer – People your specific duties will include:

- Setting the strategic direction for People services, engaging with members and strategic partners to develop innovative approaches which support the most vulnerable in a context of increasing demand and a complex financial environment.
- Applying specialist understanding and knowledge of People services to ensure directors are supported to manage the strategic delivery and operational running of services in a way which is aligned to the council's vision and priorities.
- Raising the Council's profile locally, regionally and nationally to ensure that we are an influential voice and partner and are involved in agenda setting in relation to social care, health and education at all levels, with a strong focus on effective integration and a whole system approach.
- Ensuring joined up strategic planning across all services, and in People services, ensuring strategic planning is "whole-life" to enable the increasing synergies in these areas to develop.
- Ensuring the effective discharge of the responsibilities of the statutory roles of DCS and DASS, by the relevant directors.

Dimensions

Type of budget	Direct	Indirect	Responsibility	Amount / Cost
Operational budgets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Overall responsibility for spend	tbc
Council Revenue budget	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Overall responsibility for spend	£850m
Staffing			Employees directly managed will be associate directors each responsible for significant resources and operational/strategic service delivery	

Person Specification

In addition to the qualifications, knowledge, and skills required for roles at this level and described in the role profile, the role of Chief Executive Officer also requires the postholder to be

- An outstanding and innovative manager who has held a leading/very senior management post in local government and can demonstrate the ability to lead and enthuse a large, complex public sector service organisation at all levels, whilst being prepared to take tough decisions when necessary.
- Demonstrable ability to lead partnerships, with a track record of developing and sustaining partnerships with a wide range of external organisations and service users.
- Ability to act and think strategically, to work corporately and to manage inappropriate conflicts of interest. Can combine strategic vision with the proven ability to manage the performance of

colleagues and to deliver improvements in service delivery and resource management.

- Ability to manage the council within budget so as to achieve the targets set by members, and evaluating competing budgetary and service priorities ensuring that services are coordinated in a way which will achieve maximum effectiveness and value for money in accordance with council priorities.
- Proven ability to work well with elected members of all parties, in particular providing sound, impartial and proactive advice on the wider political implications of alternative courses of action.
- Demonstratable commitment to the council's vision and an ability to model the behaviours explicit in the council's behaviours framework.
- A customer focussed approach to management of the council and the ability to ensure this is consistently demonstrated across all service areas.
- Exceptional all round communication skills with an ability to engage proactively with all of Wiltshire's communities and to act as an ambassador for the council with all stakeholders and with central government. Able to influence and negotiate effectively promoting a positive image of the council.
- Significant experience of successfully managing change and giving a strong corporate lead to ensure joined up working between services. Able to lead and manage organisational and cultural change and to use high level negotiating skills to reconcile potentially conflicting interests.
- Ability to lead and enthuse a highly motivated and professional workforce and to deal with poor performance or unprofessional conduct in a timely manner.
- A full and up-to-date understanding of the workings of local government, the current and future issues to be faced and the financial, legal and political context of public sector management. Understanding of the challenges posed by providing quality public services in a large rural county.
- A thorough understanding of equalities who can demonstrate direct personal achievement.
- Strong commercial acumen with the ability to maximise opportunities to trade services.

The candidate for Chief Executive Officer for People will also require the following:

- A relevant degree level qualification (e.g. social work or teaching), and/or the ability to demonstrate relevant experience in the social care or education field at a senior operational level in order to effectively provide the professional leadership required in this role.
- Evidence of post qualification personal continued development, ideally in the social work or education field.
- Up to date knowledge of relevant legislation and guidance in relation to 'People' services and experience of leading and delivering relevant services (e.g. social care, education, health) within a large unitary or county council.
- A practical knowledge and understanding of commissioning and an ability to develop effective partnerships with external providers.
- Commercial skills and the ability to maximise opportunities to trade services.
- A sound understanding of the complexities of the broad range of people services