

ROLE DESCRIPTION

Role description:	Chief Executive Officer – Place
Role profile family:	Leadership
Number of posts:	1
Role profile number and grade:	LSL1-1796
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 - Place** focuses on empowering residents and local communities to shape their own futures, driving economic growth within Wiltshire and ensuring that the pressures of growth are managed, supporting the creation of jobs and homes for our future residents, while protecting the quality of life for Wiltshire residents today.

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

- Setting the strategic direction for Place services, engaging with members and strategic partners to develop innovative approaches which drive economic growth and protect the quality of life for Wiltshire residents, in a complex financial environment.
- Applying specialist understanding and knowledge of Place 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, involved in setting the strategic direction in relation to business development, economic growth, military re-basing and community service provision.
- Ensuring joined up strategic planning across all services, and in Place services, ensuring strategic planning supports sustainable economic growth which benefits our communities and residents.

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 Chief Executive Officer also requires:

- 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 Place will also require the following:

- A degree level qualification in a relevant field and/or the ability to demonstrate relevant experience at a senior operational level which affords the credibility and ability to effectively provide the professional leadership required in this role.
- Up to date knowledge of relevant legislation and guidance in relation to 'Place' services and experience of leading and delivering relevant services (economic development & planning, highways & waste, communities & neighbourhood and housing & commercial), within a large unitary or county council.
- Commercial skills and the ability to develop a commercial strategy in relation to council services and assets that supports economic growth and meets council priorities.
- A sound understanding of the economic infrastructure of the county of Wiltshire and potential opportunities for growth.