

ROLE DESCRIPTION

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

Job Context
<p>As the most senior officer of Wiltshire Council, the Chief Executive works with the Leader and Cabinet to ensure the setting of a clear strategic direction.</p> <p>They 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, leading 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 that the postholder in this role has presence and gravitas, a commercial mindset and 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 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>The Chief Executive will provide line management to, and be 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>

Job Purpose

The purpose of the role is to act as the Council's statutory Head of Paid Service* and be responsible for the overall management of the Council including the provision of the highest quality advice to the Cabinet, Select Committees and all members in their various roles, and ensures delivery of the vision of the business plan which is to grow our economy, build strong communities and protect the vulnerable in our communities.

In light of the recent COVID-19 pandemic a major focus for the role will be on leading the rapid and sustainable recovery both for the council itself and, through the Recovery Coordination Group, across the County of Wiltshire as a whole.

Against this backdrop they will also identify, drive and secure opportunities to improve and transform services.

Specific duties will include:

- Acting as the Council's principal adviser to the elected leadership of the Council on policy options and the forward planning of objectives, services and resources to deliver their ambitions for the county. Providing a clear sense of direction and purpose assisting them in the process of policy formulation to ensure that the Council's vision and priorities are made a reality.
- Setting the strategic direction for all council services, engaging with members and strategic partners to develop innovative approaches within a complex financial environment.
- Providing strong visible leadership and direction to the Council's workforce to deliver Council and community priorities, maximising potential and developing a culture of accountability and empowerment.
- Taking the lead role in establishing the future direction and shape of the Council. Ensuring full compliance with corporate policies and processes by management and staff across the Council and actively promote and encourage the adoption of Council policies and initiatives.
- Scrutinising and advising on the plans and actions of Central Government and other external agencies to determine their impact on the development of local policies and priorities and position the Council as a decisive and influential organisation.
- Ensuring the effective discharge of the responsibilities of all of the statutory roles (DCS, DASS, Monitoring Officer & Section 151 Officer), by the relevant directors.
- Ensuring that the development of the workforce and ensure that the expertise, skills and potential of staff is realised, within a supportive learning environment.
- Driving high levels of staff engagement in order to encourage people to realise their full potential and play their role in transforming the organisation.
- Ensuring that the Council has appropriate governance and regulatory systems and controls in place and adhered to, which are modern, flexible, fit for purpose and proportionate.
- Robustly driving performance within the council, in a supportive way which encourages people to excel.
- Build effective and constructive relationships with key stakeholders and partners in order to

promote successful partnership arrangements within Wiltshire and relevant partner organisations and to promote the Council regionally and nationally.

- Representing and negotiating on behalf of the Council at local, regional and national levels, promoting inter-authority working across the region and demonstrating flexibility and responsiveness to change.
- Ensuring that equality and diversity approaches are enabling, both as an employer and provider of services, as well as a community leader.
- Positively role model an active commitment to Health, Safety and Wellbeing and demand the same from all management.

Statutory roles:

- *The role is designated as the Head of Paid Service and is a statutory appointment under the provisions of section 4 of the Local Government and Housing Act 1989. (*Subject to approval by Council*)
- The role will also be designated the statutory roles of Electoral Registration Officer (ERO) and Returning Officer (RO)

Dimensions				
Type of budget	Direct	Indirect	Responsibility	Amount / Cost
Council Revenue budget	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Overall responsibility for spend	£900m
Staffing			Employees directly managed will be 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 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.
- Demonstrable commitment to the council's vision and an ability to model the behaviours explicit in the council's behaviours framework.
- A customer focused 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.
- Commercial acumen with the ability to maximise opportunities to trade services.