

# Appendix A

## Job description

<b>Job Title</b>	<b>CHIEF EXECUTIVE</b>
<b>Primary Purpose of the Job</b>	<p>To act as principal adviser to The Leader, Executive/Cabinet and all elected members. To support Councillors in the leadership, development and establishment of a single, larger Council.</p> <p>As the statutory Head of Paid Service, to provide leadership and direction throughout the organisation. To represent and promote the interests of the Council on local, regional and national bodies. To be accountable for the performance of the organisation and meet the Council's strategic objectives of economic development and efficient and effective deployment of resources. To ensure that residents receive services of the highest standard.</p>
<b>Responsible to</b>	The Leader of the Council and the Executive/Cabinet
<b>Responsible for</b>	<p>Those officers for whom there is, at any point in time, a direct or matrix management responsibility. As Head of Paid Service - all employees of the Council.</p> <p>This document is written with reference to the National JNC for Local Authority Chief Executives National Salary Framework &amp; Conditions of Service Handbook.</p>
<b>Principal Responsibilities</b>	<ol style="list-style-type: none"><li>1) To lead the development and establishment of the single Council, ensuring it is successful, viable and excellent in service delivery.</li><li>2) To act as an ambassador for the Council specifically by working collaboratively and negotiating on behalf of the Council on external bodies and networks. This includes working at Parish, County and National level to ensure services are delivered effectively and efficiently at all levels of government.</li><li>3) To advise and support the Leader and Executive/Cabinet on any matter relevant to the Council's functions.</li><li>4) To ensure transparent, timely and accountable processes are in place to support the democratic process.</li><li>5) To ensure Elected Members' vision for the single Council is translated into operational reality.</li><li>6) To work with all Elected Members to provide leadership, vision and strategic direction to Somerset West and Taunton District Council, ensuring a clear sense of ambition and purpose, particularly in the context of the operational and financial challenges the new Council will face.</li><li>7) To enable and ensure the efficient corporate management of the Council through the Management Team, ensuring the delivery of high quality services and to drive improvements and coordinate strategies.</li></ol>

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- 8) To maintain and enhance existing front line services where possible.
  - 9) To exercise the duties and responsibilities as Head of Paid Service.
  - 10) To drive forward existing and future regeneration and growth activity across the Somerset West and Taunton area and ensure the Council is a key lever to economic prosperity. To identify new opportunities for economic growth in the changing landscape.
  - 11) To strategically lead, promote and manage effective partnership and community relationships within and outside of the Council.
  - 12) To act as principal policy adviser to Members and ensure that the Council's policies and priorities are understood, owned and implemented across the organisation.
  - 13) To ensure the effective governance of the Council and the legality, probity, integrity, proper public accountability and scrutiny of its decision making processes.
  - 14) To promote a culture of excellence underpinned by performance management and continuous improvement, motivating and developing the Council's workforce to achieve its objectives.
  - 15) Specific accountability for delivering the budget strategy and ensuring tight budgetary control. To ensure employees are aware of the aims and objectives of the Council and the standards of behaviour and performance expected of them.
  - 16) To act as the Council's Returning Officer for local elections, Acting Returning Officer for the various Parliamentary Constituencies and Local Returning Officer for the European Elections.
  - 17) To act as the Council's appointed Electoral Registration Officer.

# Person Specification

**Job Title**      **CHIEF EXECUTIVE**

## The person

You will be commercial, innovative, visionary and creative with a track record of delivering outstanding change management and organisational development whilst being politically aware.

You will lead our commercial activity so must be able to demonstrate entrepreneurial flair, combined with a strong customer focus.

You will have highly developed communication skills, be diplomatic and skilled at providing strategic advice in a highly pressured political environment. Previous experience of building enduring and successful partnerships with stakeholders, communities and businesses will be vital for success in this role.

You will be self-aware and politically astute with a proven ability to command the respect, trust and confidence of councillors, staff, partner organisations and the public.

Your empowering style will bring out the best in staff and ensure a high performing organisation.

<b>The Minimum Essential Requirements for the above post are as follows and will be assessed by application and/or interview</b>
<b>1. EXPERIENCE, SKILLS AND KNOWLEDGE.</b>
Ability to develop positive working relationships with all elected members, ensuring their vision is translated into operational reality.
A proven track record of leading, managing, empowering and inspiring teams of senior staff and junior staff to a high level of achievement and innovation.
Experience of successful change management and transformation within a major organisation, ideally within a politically sensitive environment.
Ability to develop, manage and maintain community relationships.
A clear knowledge of a Council's financial context and budget strategy and a proven track record in the successful management of comparable complex budgets and resources within a Local Government setting.
Successful experience of operating in a sensitive political context and providing clear, objective advice to senior officers, Elected Members and partner organisations.
A proven track record of formulating and implementing complex strategies and plans that cross

service and institutional boundaries; driving the development of an organisation and delivering corporate objectives including economic development.
Extensive experience of successfully developing and managing high quality strategic partnerships and relationships across sectors with a wide range of stakeholders, to deliver inter-organisational objectives.
A detailed understanding of the public sector and challenges it faces especially in the changing nature and models of local government, including the regional and sub-regional context relating to the Somerset West and Taunton area and the impact that establishing a new Council and organisational change will have on staff and residents.
Knowledge and experience of driving and delivering regeneration and growth, to maximise the opportunities a local authority has to shape the place and improve community outcomes within which it operates. Investigating opportunities for the Council's short, medium and long term commercial investment opportunities.
Demonstrable experience of working and exercising sound judgement in an environment which involves a high degree of interface with senior politicians and officers, local and regional government and partner organisations.
Highly developed analytical, problem solving and negotiating skills, producing a record of innovative solutions to ensure achievement of corporate objectives.
Successful involvement with the media and in promotion and management of an organisation's corporate reputation.
Evidence of ongoing continuous professional and personal development.
Actively role modelling and championing the behaviours as detailed in the Council's Behaviour Framework and confident to challenge others when required.
<p><b>COMPETENCIES.</b></p> <p>Candidates will be assessed against the following competencies</p> <ul style="list-style-type: none"> <li>• Leadership</li> <li>• Strategic management</li> <li>• Inspires the Leadership team and staff to deliver our ongoing transformational vision</li> <li>• Ability to work collaboratively with elected Councillors of all parties</li> <li>• Creates vision</li> <li>• Ability to demonstrate an agile mind-set</li> <li>• Acts collaboratively</li> <li>• To be a motivational, empowering leader with high level of determination and resilience</li> <li>• Continuously improving performance</li> <li>• Ability to work with non-local government bodies</li> </ul>
<b>3. WORK RELATED CIRCUMSTANCES.</b>
<p>The Chief Executive is expected to:</p> <ul style="list-style-type: none"> <li>• Work such hours as are necessary to ensure the job gets done. This routinely involves</li> </ul>

evening work and attendance at civic events, occasional regional (LEP) and central Westminster attendance as well as the standard Monday to Friday business week. Occasional weekend working is required. The post holder is "on call" at all other times, particularly to cover emergency planning requirements. No extra payments are made for such extended hours.

- Be prepared to travel, both within and outside of the UK, as required by the demands of the job.
- Remain politically neutral and ensure any personal interests are not in conflict with their position.