

JOB DESCRIPTION: CHIEF EXECUTIVE AND HEAD OF PAID SERVICE

JOB PURPOSE:

1. Within the context of a council with no overall political control, work proactively with elected members to provide strategic, visible, inspirational and ambitious leadership and direction for the successful delivery of the council's corporate plan and its key priorities.
2. Establish and deliver an innovative and workable set of strategies and plans that provide solutions to the challenges for the council in order to secure a positive and optimistic picture for the future sustainability of local government services on the Island.
3. Be responsible for the effective management of the council, ensuring that all available resources are strategically aligned to the delivery of the council's key priorities.
4. Act as professional advisor to the Leader, Executive and group leaders.
5. Act as ambassador for the council and ensure that it is fully engaged and working in partnership with its stakeholders, nationally, locally and with its communities to fulfil its community leadership role.
6. Act in the capacity as the council's head of paid service.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Leadership:

1. Proactively develop and promote positive and productive working relationships between elected members and officers to secure working arrangements that are as inclusive as feasibly possible within a challenging political environment.
2. Lead decisively and inspire the council and senior management team, promoting a high performance and accountable culture to enable them to possess a clear sense of internal leadership, direction, optimism and purpose in making a positive contribution to the successful delivery of the council's vision, goals, political and financial aspirations.
3. Act as a role model to embed a culture of innovation, boldness in ambition, engagement in cultural and structural change and continuous improvement to meet the needs of a changing organisation and in which there are many challenges to be addressed.
4. Promote social cohesion and democratic accountability by acting as an ambassador and advocate for the Island.
5. Promote and role model the council's commitment to valuing diversity.

Strategic direction:

1. Develop and deliver creative and innovative whilst robust and evidence-based proposals that will provide the platform upon which a balanced budget can be secured together with a continued positive ambition for the longer-term financial sustainability of the Island.
2. Drive cultural change with a clear focus on building a valued, confident, innovative and focussed workforce to enable all staff to understand and align their work to the strategic aims of the council which is focussed only on those activities that are strategically important to the council, within the level of capacity available.

3. In consultation with elected members and corporate management team, determine, evaluate and implement management structures that provide the necessary capacity, skills and performance to deliver the council's agreed strategic priorities and statutory obligations within financial constraints.

Policy advice:

1. Proactively act as the principal policy advisor to members of the council, leading the development of innovative, commercially focussed but workable and affordable strategies which will deliver agreed council key priorities and objectives.
2. Undertake the responsibilities of the role of the head of paid service defined in law and the council's constitution and to be the council's principal advisor directing the management process and officers of the council to deliver the council's corporate plan.

Partnerships:

1. Work with elected members in their role as community leaders by advising on building and fostering relationships across the local community to ensure that the needs of the Island community are articulated, and their interests progressed to achieve improved outcomes for local people within the fiscal constraints that exist.
2. Promote the image and reputation of the council by supporting members in building its influence through constructive relationships nationally and locally with private, public and voluntary sector organisations, ensuring that the Island secures the best possible deal for its residents.
3. Work with partners and stakeholders to harness and develop the resources of the Island to develop policies and community plans which will benefit local people in line with the council's aspirations and which makes best use of available resources.

Operational Management:

1. Hold overall accountability for the management of staff. Develop a culture which demonstrates both a positive outlook and commitment to continuous improvement to effectively meet the challenges in a time of financial constraint.
2. Ensure the delivery of robust financial planning policies and procedures that allow the council to conduct its financial affairs effectively maximises the potential for income generation, whilst operating within its means.
3. In conjunction with the corporate management team, be responsible for developing a culture of collective and individual accountability for the overall performance management, risk management, people management and change management operations to ensure the capability of effectively delivering the council's objectives.
4. Promote the development of effective policies in response to the changing demands imposed by legislation, government and service demands.
5. Provide modern and cost-effective democratic arrangements that meet legislative requirements.
6. Take overall responsibility for the council's risk and reputation management by ensuring it operates in an open, respectful, accountable and democratic manner.

PERSON SPECIFICATION: CHIEF EXECUTIVE AND HEAD OF PAID SERVICE

EXPERIENCE

1. Evidence of a successful background of consistent achievement at a senior management level in an organisation of comparable size, scope and complexity.
2. A successful track record of delivering innovative and ambitious solutions, within robust and workable strategies, that have secured significant financial savings in a challenging environment.
3. Proven track record of delivering strategically on corporate transformation projects and policy development that secure lasting and sustainable change and financial stability.
4. Evidence of working in a challenging political environment, developing effective and productive relationships with members and senior managers in order to balance the achievement of organisational objectives within financial constraints and professional, service and other standards.
5. Evidence of working successfully at all levels with a wide range of individuals from all backgrounds and with partner organisations including public agencies, private and voluntary sector, statutory and non-statutory bodies.
6. A successful track record of strategic leadership, establishing high performing teams and a strong performance management culture which is customer focused, quality driven and delivered to objectively measured outcomes.
7. Experience of delivering challenging organisation-wide budget strategies, managing complex budgets, controlling capital programmes and the effective deployment of scarce resource to maximum effect.
8. Proven track record of driving cultural change and organisational development, with a clear focus on building a valued, confident, innovative and focused workforce. In particular, developing and promoting an enabling organisational culture that: encourages cross-boundary working and integrated solutions; provides accountability; and generates a framework that inspires the self-confidence to respond effectively to an external agenda which is growing and developing.
9. Experience of working to achieve equality of opportunity in both employment and service delivery and of personal leadership in the demonstration of valuing diversity.

KNOWLEDGE AND SKILLS

1. An understanding of the statutory role of local authorities and of national and regional policy issues which relate to local government and experience of developing strategies and solutions to address these effectively.
2. Evidence of understanding local community needs and the importance of successful community involvement and empowerment.
3. Excellent oral and written communication skills, including the ability to be a dynamic and persuasive communicator in formulating and delivering complex strategic plans and longer term goals.
4. The ability to provide inspirational leadership by engaging and enabling others to deliver their best.

5. Ability to support and motivate a diverse group of people at all levels which, coupled with a willingness to address issues and make difficult decisions, will result in the provision of agile and effective customer focused services that promote collaboration, innovation and flexibility in a changing environment.
6. Being ambitious and entrepreneurial but measured and risk aware. Capable of seeing beyond the short term to identify innovative, but realistic and evidence-based opportunities, as well as the potential to achieve successful end results.
7. Demonstrate political acumen, with the ability to advise all political groups and the Council as a whole in an objective and bias-free way.
8. Able to work under constant pressure whilst maintaining a sense of perspective, proportion and humour.
9. Strong analytical skills, with the ability to quickly understand complex issues and an ability to translate longer term strategic objectives into tangible practical actions and plans.
10. Ability to understand and influence national policy direction and development into local plans and actions to meet council priorities.
11. A clear understanding of the legal, financial and political context of working within local government, demonstrating strong business acumen and commercial awareness.
12. A leadership style that establishes trust, credibility and respect of members, staff and partner organisations.

QUALIFICATIONS

Evidence of high intellectual capacity, which may include one or more of the following:

- An honours degree
- A postgraduate qualification
- Membership of an appropriate professional body
- A managerial qualification
- Evidence of continued professional development