

# Job Description

## Chief Executive



Salary	£205,178 per annum (plus returning officer fees)
Service/Team	Executive Leadership Team
Reports to	The Leader of the Council and the Cabinet
Responsible for	Executive Leadership Team As Head of Paid Service – All employees of the council
Number of posts	1

### Job Overview

**To improve the quality of life for residents by** providing outstanding strategic and organisational leadership

### Key Responsibilities

- Work with Elected Members to create a meaningful vision and strategy for the council that translates into operational reality
- Act as the statutory Head of Paid Service and be accountable for organisational performance and the deployment of resources
- Ensure the effective governance of the council and the legality, probity, integrity, proper public accountability and scrutiny of its decision-making processes
- Provide visible, authentic and inspirational leadership, role modelling a high performing, supportive, inclusive and engaging culture
- Championing and representing the council on external bodies and networks. Including at civic, local, regional, national and international forums and events
- Demonstrate a commercial focus, which delivers the provision of essential services through a model that reduces cost and creates and maximises income generation opportunities
- Ensure that there is a choice of services available to residents that address wider diverse needs within the local area; incorporating digital technology and modernisation opportunities
- Lead the council to become an employer of choice, attracting, retaining and developing employees to provide the expertise needed
- Use well developed interpersonal skills to create strong, positive working relationships. Taking a collaborative approach to decision making and driving meaningful partnerships with internal and external stakeholders to deliver programmes of sustainable investment
- Develop effective relationships and manage the synergy within the council, specifically leading the interfaces between Members and Officers at all levels
- Translate the plethora of future strategic demands into tangible and measurable policies, projects and programmes that add value to our local communities.
- Develop a culture of continuous improvement and accountability that encourages creativity and innovation
- Champion individual and collective learning and development opportunities, enriching the development of the workforce to maximise engagement and productivity
- Promote and celebrate the diversity represented in BCP and ensure that this is central to service delivery in terms of policy development and implementation and also to the representation, style and culture of the organisation as a provider and employer

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.

- Drive the transformation and digital agenda for the council creating customer-centric operating models using technology for efficiency

### **Specific Qualifications and Experience**

- Degree and post graduate qualification / MBA (or equivalent experience)
- Experience of leading a diverse organisation which operates within a complex political environment
- Have a portfolio career evidencing work across a range of sectors or services
- Experience of championing horizontal and vertical collaboration across an organisation
- A strong and experiential understanding of democratic arrangements and political leadership, effective governance and scrutiny
- Evidence of developing a high-performance, cost-effective culture for an organisation, which delivers outstanding outcomes, through a variety of mechanisms, including structure, working methods, development, culture, reward, contracts, etc.

### **Personal Qualities & Attributes**

- Demonstrable commitment to continuous professional development and active participation in regional and national networks
- Demonstrate a broad and sophisticated repertoire of leadership behaviours underpinned by strong personal ethics and values
- Ability to operate at both an operational and strategic level and understand the difference
- Maintain good self-awareness both through personal reflection, analysis of performance and not afraid to regularly seek feedback from others
- Able to generate support and loyalty at all levels winning hearts and minds and overcoming barriers
- Commitment to the principles of fairness and equality
- Innovative, adaptable and flexible to change
- Resilient, courageous and tenacious in seeing things through
- Maintain good life work balance and ensure a lifestyle that supports effective performance and resilience levels

### **Job Requirements**

- This role requires travel both within and beyond the BCP area.

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