

# Job Description Person Specification Chief Executive

## Introduction:

Eden District Council is an ambitious authority, committed to continuing excellence and being one of the leading councils in the country. Our vision is to provide the opportunities for “Communities, residents and businesses [to] thrive and prosper throughout Eden’s rich environment”. We are committed to providing Decent Homes for All; Strong Economy, Rich Environment; Thriving Communities and a Quality Council.

## Job Purpose:

The Chief Executive as Head of Paid Service assumes overall responsibility for the efficient management and delivery of the Council’s functions. Working closely with the Leader, the Chief Executive is responsible for setting and delivering the strategic direction for the Council. Acting as the Council’s principal adviser, the Chief Executive is responsible for leading the Council’s corporate Management Team.

The Chief Executive is expected to lead by example, providing energetic, visible, inspiring and collaborative leadership throughout the organisation taking personal responsibility for the delivery of all aspects of Council’s services to the residents, businesses and visitors of Eden District, while empowering others to do the same.

## Main responsibilities of the post:

- a) To fulfil the role of statutory Head of Paid Service and have overall responsibility for the efficient management and delivery of the Council’s functions as set out in the constitution;
- b) To be accountable to the Council, to lead the senior Management Team and act as the Council’s principal adviser on matters of general policy;
- c) To provide professional high quality advice and guidance to all Elected Members of the Council particularly the Leader of the Council, Executive Members, Leaders of the opposition group(s) and others as appropriate to inform decision making and enable the Council’s priorities and responsibilities to be progressed.
- d) To lead by example, providing energetic, visible and inspiring leadership, taking personal responsibility for all aspects of the Council’s services to the residents, businesses and visitors of Eden District, while empowering others to do the same;
- e) To communicate and develop organisation-wide ownership of the corporate vision, values and priorities, and promote the effective corporate working of the organisation,
- f) To work with senior Councillors and the senior Management Team to develop the Eden Vision and the Penrith Masterplan;

- g) To actively develop a culture of collaborative leadership across the wider Management Team and promote a positive outward facing culture of high performing, customer focused service delivery;
- h) To promote a culture of commercial thinking and innovation, identifying opportunities for income generation and of continuous improvement to deliver maximum efficiencies.
- i) To support effective medium/long term financial planning and continued strong financial management, ensuring that the Council's financial systems and affairs continue to be managed to a high standard and its statutory obligations are met.
- j) To lead the Council's external engagement with key strategic stakeholders, ensuring the council is represented externally and to promote and present a positive image of Eden District Council;
- k) To develop and promote strong partnership working arrangements with other public sector bodies and agencies at both local and national level including government departments, Parish, and Town councils, residents, local businesses and the voluntary/community sectors to secure community cohesion and the social, environmental and economic well-being of the area.
- l) To attend meetings of the Council, Executive, Committees, Special Interest Groups and outside bodies as appropriate.
- m) As a local authority employee there is a requirement to respond to and to assist with the management of an emergency incident as defined by the Civil Contingencies Act 2004. Responsibility for specific emergency response roles is detailed in the Eden District Council's Emergency Plan. These exceptional circumstances could be within or outside of normal working hours. This postholder is the strategic lead on all emergency planning issues ensuring that the Council's legal duties are discharged and the Council plays an active role in protecting the local community. The role will include participating in training and responding to an emergency when declared.
- n) To keep abreast of economic, legislative and social development affecting Local Government;
- o) To actively promote equality and inclusion and the elimination of discrimination at all levels of service delivery and employment.
- p) To ensure that risks associated with Council services as a whole are effectively managed and mitigated effectively, including the risk of fraud and corruption, protection of data and business continuity;
- q) It is the duty of every post holder while at work to take reasonable care for the health and safety of him/herself or any other person who may be affected by his/her acts or omissions at work. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions. The post holder is accountable for promoting safe working practices and ensuring statutory provisions are complied with.

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- r) Every post holder has a general duty to have regard to the need to safeguard and promote the welfare of children, young people and adults at risk. This post has specific safeguarding duties in being accountable for the adherence of the organisation to safeguarding policies for these groups.
  - s) Every post holder has a general duty to ensure that data used is accurately recorded and collected and should be aware of general data protection regulations (GDPR) and requirements. This post holder is responsible for the promotion of responsible use of data and adherence of the organisation to the relevant policies.
  - t) The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

### **Transport Requirements:**

The post requires the individual to have regular access to a vehicle to enable them to travel within/outside the district to carry out their duties. Duties may include attending meetings, different work locations, conducting site and other visits and transporting heavy/bulky equipment or materials for business purposes as and when required. This post currently is currently designated as a Casual Car User post. The car user status of any post is reviewed periodically (generally every three years).

### **Working Patterns:**

Hours are generally worked during normal office hours and subject to the Council's Flexible Working scheme, by agreement. There is a requirement to attend evening meetings on a regular basis and weekend meetings on an occasional basis. The post holder is required to be contactable outside of normal working hours. The postholder will be required to provide visible leadership in emergency situations including attending and participating in multi-agency meetings and media briefings as required in and out of hours.

### **Political restrictions:**

This post is deemed to be a politically restricted post.

### **Criminal Records Check:**

This post is subject to an enhanced criminal records check in accordance with the Council's Employment Screening procedure.

## Person Specification

### Qualifications and Practical Knowledge

Educated to a degree level or with a full relevant professional qualification or equivalent experience demonstrating a comparable level of attainment.

Evidence of continued professional development.

An understanding of the statutory role of local authorities and Head of Paid Service, and of national and regional policy issues which relate to local government and experience of developing strategies and solutions to address these effectively.

Sound knowledge of the demographics of both the District and County with a good understanding of rurality / sparsity and the challenges which come with that.

An understanding and knowledge of the role of Elected Members.

Demonstrable knowledge of corporate issues and understanding of service issues affecting local government.

A clear understanding of local government finance and funding streams with experience of preparing, managing and controlling complex or large budgets and of the deployment of resources to achieve corporate objectives.

Strategic understanding of the role of new technology and how it can shape services.

Knowledge and understanding of local authority safeguarding duties and responsibilities.

Knowledge and understanding of Health and Safety legislation

### Experience

An experienced, engaging and visible senior leader with a track record of consistent achievement.

Sound experience of leading and motivating a team of senior professional managerial staff to a high level of achievement.

A strategic thinker with experience of strategic policy formulation.

Proven track record of working successfully at all levels with a wide range of individuals from all backgrounds and building strong relationships such as with government departments, public agencies, private sector, voluntary bodies and statutory and non-statutory bodies.

Experience of leading cultural and organizational change and negotiating with staff and trade unions to deliver strategic priorities.

Experience of shared services and other deliver models.



A record of improving performance, delivering results and establishing a strong performance culture.  
Successful track record of developing effective and productive working relationships with Councillors.

### **Skills and Competencies**

Ability to provide visible, motivational and inspirational leadership to staff and stakeholders to ensure that political priorities are understood.

Ability to drive high quality, high performing services.

A high degree of openness, honesty and personal integrity with an ability to engender trust confidence amongst peers, staff, residents and stakeholders.

Ability to demonstrate an agile mindset and to 'think on their feet'.

Evidence of personal commitment to continuous improvement and the development of others.

Possess the resilience to lead decisively and inspire the senior management team and staff to deliver the council's vision and objectives.

Political acumen and sensitivity, with the ability to develop productive working relationships with elected members and advise all political groups and the Council as a whole in an objective and bias-free way.

Possess excellent analytical and creative problem-solving skills, with an ability to cut through to the root cause of an issue, including an ability to analyse, calculate and manage risks.

Ability to influence and drive economic growth strategies and initiatives, working with public and private sector partners to deliver local growth in housing and job creation.

Have the ability and commercial acumen to understand and successfully exploit commercial opportunities.

An appreciation of community needs and the importance of successful community involvement and empowerment with particular understanding of issues connected with rurality.

The ability to be confident and authoritative when representing the Council with credibility and impact in a wide range of meetings and collaborative arrangements.

A high degree of personal resilience and integrity with the capacity to cope with ambiguity and pressure and the ability to work under public scrutiny whilst maintaining a sense of perspective.

A strong and influential communicator and negotiator.

### **Other**

The Council will consider reasonable adjustments to accommodate applicants with disabilities and/or communication difficulties for interview and employment.

No Officer shall undertake any private work or outside engagements which may have any relation to a function of the Council.

**Date:** March 2018