

## South Kesteven District Council

### Job Description

**Job title:** Chief Executive

**Work base:** Council Offices, St Peters Hill, Grantham, Lincolnshire NG31 6PZ and in accordance with business requirements

**Salary:** CE1 (currently £122,745 Per annum) May 2017

**Hours:** In accordance with business requirements and in line with the working time directive

**Contract type:** Fixed Term for an initial 12 months with a possibility of extension for a further 10 months

#### 1 Job context and purpose

As the most senior officer in the Council, the post holder is responsible for ensuring that the strategic aims of the organisation are clear and fully reflect the Council's vision, values and priorities and the needs of the people of South Kesteven, and balances these against available resources.

As the Council's principal policy advisor, the post holder will support and advise the Leader of the Council, the Cabinet and Elected Members in setting priorities, enabling them to make informed decisions.

Lead South Kesteven's input to regional working across the county and through other local alliances including Local Councils, the commercial sector and regional partner structures, including the NHS.

Lead collaborative working that delivers continual improvements in the standards and efficiency of service delivery and a clear focus on agreed priorities; lead and promote partnership working throughout the district with focus on public sector reform.

#### 2 Main duties and Responsibilities

##### Statutory Responsibilities

To act as the Council's Head of Paid Service and fulfil the statutory responsibilities as outlined in the Local Government and Housing Act 1989.

To fulfil responsibilities as set out in the Council's Constitution.

To have lead responsibility for the safety, health and welfare of all employees or workers in accordance with the Health and Safety at Work Act 1974 and related legislation and Council policies.

##### Leadership Responsibilities

To assist in the ongoing development and execution of the strategic vision and key priorities for South Kesteven set out by the Leader and Elected Members.



To provide strong, visible and inspirational leadership to the Corporate Management Team to all employees and partners championing efficiency sound direction within a culture of continuous improvement across the Council.

To maintain the channels of communication between South Kesteven and all tiers of Local Government across Lincolnshire and the wider region, leveraging influence in support of agreed objectives for the area.

To develop and tailor effective partnership solutions where there are clear advantages for South Kesteven.

To support Elected Members in the provision of modern and effective democratic arrangements that meet the requirements of Government and the local community.

To lead the modernisation of South Kesteven District Council, developing a flexible and corporate 'one team' approach with the flexibility, agility and self-confidence required to exploit the opportunities and meet the challenges of an ever-changing Local Government environment.

To represent the Council and act as advocate and proactive and effective ambassador for South Kesteven within the local community, region and with key stakeholders.

To ensure, through personal example and rigorous action, that a sustained performance culture permeates and infiltrates the organisation, connecting vision to action, providing accountability and generating a framework to empower, value, develop and grow employees to take effective and appropriate responsibility for their work areas.

### **Democratic Responsibilities**

To manage the interface between Elected Members and Officers, support the democratic processes, and act as the Council's principal adviser on policy options and professional matters.

To ensure effective scrutiny arrangements are in place in accordance with statutory requirements and regulation.

To act as Returning Officer and Electoral Registration Officer, where appointed by Council.

### **Resources Management Responsibilities**

To secure the staff and other resources needed to deliver high quality, cost effective services with the flexibility to respond to changing demands.

To ensure the development, implementation and monitoring of robust financial planning processes in order to meet the Council's priorities and achieve a balanced budget.

To champion a customer-focused approach within the Council to ensure effective and efficient service delivery.

### **Governance and Risk Management**

Ensure the effective governance of the Council and the legality, probity, integrity, proper public accountability and scrutiny of its decision-making processes.

Ensure the Council is aware of and responds to impending legislation.



Contribute to the overall management of risk within the Council, ensuring that lines of accountability are clear and well understood and systems are in place for monitoring, evaluating and managing risk to secure the reputation and physical, virtual and intellectual resources of the Council.

Support the Council's response to a major incident, in conjunction with statutory partner organisations and lead the work of the Emergency Team as required.

### **Leading People**

Lead, inspire, motivate and develop the Council's staff to ensure that the Council can attract, motivate, reward, retain and develop a high calibre workforce.

Sustain and enhance the outward facing community and customer focus of the workforce.

Secure the effective operational leadership and management of all key functions within the Council.

Directly manage all staff within the responsibility of the role.

### **Programme and Change Management**

Lead the strategic change agenda and ensure the successful delivery of business transformation programmes across the Council, including, where appropriate, involving partner organisations, to ensure the successful delivery of improvements to services.

### **Election Duties**

Be the Returning Officer for Local, Parliamentary and European Elections.

## **4 Contacts and relationships**

**Responsible for:** As Head of Paid Service, the post holder is responsible for all staff within South Kesteven District Council in addition to having Line Management responsibility for each member of the Council's Corporate Management Team.

**Responsible to:** The Leader of the Council will provide the primary direction to the role; the post holder is also responsible to the Elected Members of the Council.

## **5 Political Restriction**

This job is politically restricted.

## **6 Flexibility**

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.



## 7 Authority to work in the UK

You must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Visas and Immigration service. Copies of all documents provided by you as proof of identity are retained for our records, by providing these proofs the council will treat this as your consent for this to happen.

## 8 Person Specification

The person specification details the essential and desirable personal criteria which the post holder should possess in order to be able to successfully perform the job. Candidates will be assessed through application (A), Interview (I) and testing (T), where relevant.

KEY CRITERIA	JOB REQUIREMENTS	Essential or desirable	Assessment By A/I/T
<b>Qualifications</b>	Graduate level of education or equivalent, able to absorb, assimilate and convey complex information to a range of different audiences.	<b>E</b>	<b>A</b>
	A post-graduate, research-based qualification (e.g. MBA).	<b>D</b>	<b>A</b>
	Evidence of a commitment to continuing professional development and learning.	<b>E</b>	<b>A/I</b>
<b>Experience &amp; Skills</b>	Significant and broad-based leadership experience in a similar complex and politically sensitive organisation with evidence of taking on responsibilities outside of current role remit.	<b>E</b>	<b>A</b>
	A track record of significant achievement in transforming and leading excellent services within a challenging financial environment.	<b>E</b>	<b>A</b>
	Practical experience and knowledge of exploiting new commercial opportunities and winning commitment from cross-organisational stakeholders.	<b>E</b>	<b>A</b>
	Experience of successfully leading strategic change programmes.	<b>E</b>	<b>A</b>
	Sound financial management, along with experience of budgetary responsibilities including the successful and cost effective management of complex budgets.	<b>E</b>	<b>A</b>



	<p>Experience of leveraging partnership solutions in support of common goals, leading to shared resources and reduced overhead costs.</p>	E	A
	<p>Visible and inspirational leadership that captures and harnesses a positive approach resulting in building motivation across the organisation and so enhancing resources to deliver effectively on the ground.</p>	E	A
	<p>A track record of managing conflicting national and local priorities, building consensus and establishing common threads of agreement.</p>	E	A
	<p>Experience of being an effective organisational ambassador. Well versed in reputation management with demonstrable experience of protecting the interests of the organisation and minimising any reputation damage from difficult or controversial decision-making.</p>	E	A
<b>Skills, Knowledge &amp; Abilities</b>	<p>Highly competent in strategic management with the ability to meaningfully interpret and present management information, cutting through bureaucracy to develop effective strategy.</p>	E	I
	<p>A highly effective and persuasive communicator with the ability to relate to people at all levels, including the media.</p>	E	I
	<p>Visible, transformational and inspirational leadership qualities, able to express and win support for the development of South Kesteven in line with Council priorities.</p>	E	I
	<p>Able to display commercial/business awareness and the ability to gain and sustain customer and public confidence.</p>	E	I
	<p>Track-record in building and sustaining complex partnerships which facilitate the effectiveness and efficiency of service design, commissioning and delivery.</p>	E	I
	<p>An understanding of the regulatory and legislative framework within which Public Sector operates.</p>	E	I
	<p>Able to work in a pressurised political environment and manage competing priorities while delivering on a multiplicity of projects, adapting to changing circumstances and priorities, particularly where political unity cannot be relied upon.</p>	E	I



	Able to operate effectively and openly within the democratic process, with the political acumen, emotional intelligence and skills to develop productive working relationships with Elected Members that commands respect, trust and confidence.	<b>E</b>	<b>I</b>
<b>Personal Attributes &amp; Behaviours</b>	A visionary leader who can win the confidence of staff and partners.	<b>E</b>	<b>I/T</b>
	Calm under pressure with the ability to make informed and evidence-based decisions in a timely manner.	<b>E</b>	<b>I/T</b>
	Resilient and resourceful; able to cope with setbacks and deliver against priorities in challenging circumstances.	<b>E</b>	<b>I/T</b>
	A natural champion of internal talent; enabling professional mobility within South Kesteven District Council so that talented individuals are able make a significant contribution to the council whilst achieving their professional ambitions.	<b>E</b>	<b>I/T</b>
	Politically sensitive, able to work effectively with a diverse range of internal and external stakeholders. A commitment to higher standards with a clear focus on enabling continuous improvement to flourish at all levels of the organisation.	<b>E</b>	<b>I/T</b>
	A champion of innovation and continuous improvement; signalling the permission to each member of staff within the organisation to think differently and test out new ideas.	<b>E</b>	<b>I/T</b>

