

Job Profile

Job Title:

Chief Executive

Date Completed:

21 April 2015.

Job Reference Number:**Job Band:**

Chief Executive grade

Functional Area:

- To act as Head of Paid Service with authority over all other employees (except where employees are exercising responsibilities imposed upon them by statute)
- To directly manage members of the Corporate Management Board

Accountable to:

Leader of the Council

Job Dimensions:

Overall responsibility for:

- Council Revenue Budget - £2.27 billion
- Capital Budget - £200 million
- FTE – 6,100

The Role:

Performing the most key role in Essex County Council, one of the largest local authorities in the UK and an organisation at the forefront of change in local government, the Chief Executive will work closely with the Leader of the Council and Cabinet Members to ensure that ECC can efficiently and effectively meet its key objectives.

Leadership of the Corporate Management Board will be central to the role, including goal setting and performance monitoring, in order to ensure that ECC remains on track to achieve long term goals.

The Chief Executive will be an innovator and a driving force in the transformation of the public sector, at the forefront of change in local government, bringing together partner organisations and their resources to develop a transformed service provision.

The postholder must therefore possess significant business acumen, be a highly credible leader of people and an extremely effective communicator.

Job Purpose Summary:

- 1) To be responsible and accountable for the delivery of the clear and ambitious agenda set by Members of the Council, within the resources available, to ensure that ECC meets the aspirations of Members and those of the communities that they serve.
- 2) To ensure that ECC remains at the forefront of change in the public sector, including devolution of power from central government, promotion of affordable government and by taking a strong and active role in leading and developing the public and private sector partnerships required to deliver the best shared outcomes for the people in Essex.
- 3) To lead the strategic management of the Council through the Corporate Management Board, developing and coaching each Executive Director in order that they can contribute fully in delivering the Council's agreed outcomes as part of a highly effective team.
- 4) To act as an ambassador for the Council, being the public face of Essex County Council, influencing Government, Policy makers, Regulatory Agencies, partners and stakeholders and promoting the activities of ECC with the local and national media and general public.
- 5) Provide clear and visible leadership to create and foster a working environment for all Council employees that promotes commitment and provides scope for personal development, to enable the Council to recruit, retain and motivate high quality and high performing employees at all levels of the organisation.

Key Responsibilities and Accountabilities:

Core CMB Accountabilities

- 1) Contribute strategically at an organisation wide level through being a member of Corporate Management Board.
- 2) Develop organisational capability through mentoring and developing individuals and supporting cross organisational talent development.
- 3) Be an ambassador for ECC and role model the leadership behaviours and values to employees, members, partnerships and stakeholders.
- 4) Be responsible for the core accountabilities of:
 - a. Strategic leadership and people management.
 - b. Financial management.
 - c. Change, planning and risk management.

Role Specific Accountabilities

- 1) To ensure that Members of the Council receive the highest quality of advice on policy and strategy to enable them to develop commitments and deliver outcomes to the people of Essex.
- 2) To provide the primary interface between Members and senior management of ECC and be accountable for the development and delivery of strategies, plans and policies designed to achieve agreed outcomes and service standards, in line with agreed Commissioning strategies and statutory obligations.
- 3) To ensure that the Council delivers the identified outcomes within an agreed and secure resource envelope, underpinned by a strong financial and risk management culture, and that a strong commissioning and commercial ethos underpins all activity, with plans in place to maximise income for the organisation.
- 4) To drive and develop the wider networks and partnerships that the Council needs across Whitehall, and with regulators, funders and think tanks to maximise the influence of ECC.
- 5) To ensure that the Council's ambitions for economic growth and prosperity are fulfilled.
- 6) Through representation, influence and negotiation interact with and drive the development of partners at all levels within the public, private, community and voluntary sectors to ensure that strong, collaborative partnership working delivers the best agreed outcomes for people and businesses in Essex.
- 7) To develop a deep customer service culture across the Council, and in partner organisations.
- 8) To ensure that the Council uses the most innovative, creative practices to deliver solutions to public service challenges.
- 9) To develop and drive strategies to promote resilient, independent communities, underpinned by active volunteering and engagement, robust prevention and early intervention programmes.
- 10) To ensure services for vulnerable children and adults are good, meeting the requirements of regulators, and underpinned by the most innovative prevention and early intervention practice.
- 11) To develop the County Council's communication strategy, ensuring that impacts are effectively communicated, the public are consulted on major policy issues and that the reputation of the organisation remains strong.
- 12) To provide credible, authentic, visible leadership to all employees of the Council, and in partner organisations, embedding the culture required to achieve a highly engaged, skilled and committed workforce.
- 13) To offer the resilient, inspirational leadership required to deliver transformation in the Council as well as in pursuit of Integration, Growth, Devolution and Public sector Reform across Essex.

- 14) Behave in line with expected standards including ECC values, confidentiality, information management, corporate governance, health and safety, safeguarding responsibilities and respect for others.

Knowledge, Skills and Experience (maximum 10):

- 1) Significant and consistent record of achievement in a leadership role within a local authority or multi-functional organisation of comparable scope and complexity.
- 2) Track record of establishing a strong performance culture, including the establishment of effective performance measures, the evaluation of service quality and improving service delivery in a way that meets the needs and expectations of customers.
- 3) Track record of achieving improved outcomes or transformational change through public or private sector partnerships.
- 4) Track record of success delivering change and securing the commitment of others in the process.
- 5) Track record of successful development of strategies to deliver corporate objectives in a local authority or other large multi-functional organisation.
- 6) Track record of building effective relationships with external bodies, stakeholders and partner organisations at local, regional and national levels.
- 7) Significant involvement in the setting, management and control of large complex budgets, including the delivery of major financial savings.
- 8) Track record of effectively promoting and enhancing the reputation of an organisation with external bodies and the media.
- 9) Substantial experience of successfully managing and developing diverse groups of senior professional employees.
- 10) Track record of personal leadership in the achievement of equal opportunity in both employment and service delivery

Competencies and Behaviours:

The postholder must behave in accordance with ECC's Values and Behaviours.

Leadership Behaviour Matrix.

CLEAR

- By inspiring a common sense of purpose and direction across ECC and by being definitive about the contribution that you and your team need to make to support ECC in the successful delivery of outcomes for the Essex community.

DECISIVE

- In applying commercial judgement to make decisions that will deliver cost efficient and effective results for ECC and outcomes for the broader Essex community.

ACCOUNTABLE

- By visibly displaying your commitment to cross organisational success and in accepting full responsibility for the contributions of you and your team to this success.

INNOVATE

- By giving freedom to others to improve the performance of ECC by challenging the status quo and providing enough scope for individuals to experiment with new or innovative solutions.

TRUST

- By building a strong and capable team, confidently setting the direction, clearly articulating the measures of success and then trusting your team to deliver.

RECOGNISE

- By genuinely valuing the contribution of others and using formal and informal methods to encourage their unique contributions and recognise their achievements.

INFLUENCE

- By respectfully taking into account the views of others in effectively representing the position of ECC in the establishment of commercial partnerships that deliver the best outcomes for the wider Essex community.

ASTUTE

- By demonstrating an ability to understand and respond to the complex, evolving political, economic and social environment within which ECC operates.

DELIVER

- By setting clear goals that cascade from the key ECC outcomes, by consistently meeting quality standards and deadlines and by looking for ways to succeed no matter what the challenge.

DRIVE

- In displaying genuine passion and enthusiasm for the achievement of ECC priority outcomes and proactively seeking ways to address issues that that may hinder the achievement of these outcomes.

SELF-AWARENESS

- In being aware of how your behaviour, personality and operating style impacts on others and using this awareness to find the best way to work with and lead others.

IMPACT

- By leveraging your natural leadership style to inspire others to work with you and to promote a culture at ECC that encourages achievement and regularly celebrates growth and success.

Work Style:

☐ **Office based.**

An office based employee will spend most of their working time at a desk. They will rarely attend meetings and are unlikely to be away from the office. They may, however, work flexibly on an infrequent/ad-hoc basis.

X ☒ **Flexible office based.**

A flexible office based employee will have a main base but will either attend regular meetings, and/or work flexibly on a more frequent basis.

☐ **Mobile.**

A mobile employee has a nominated ECC base but spends at least 50% of their time working flexibly.

☐ **Home based.**

A home based worker has no nominated ECC base and spends at least 80% of their time working at home.

Safeguarding:

Essex County Council is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment.

Role Requirement: This role does not require a DBS (CRB) check.

JP Owners	Signed	Date

Pre-employment Checks:

Role Requirement:

Not working with children or vulnerable adults, in a specified place or a specified post.

Pre-Employment Check	Definition
Self Declaration <i>(Unspent convictions only)</i>	A declaration of unspent convictions must be completed by all employees who do not work directly with vulnerable adults or children.
References	A minimum of two employer references will be required - one of which must be the last employer. <i>Any gaps of 4 weeks or more will be explored by the manager at interview stage. Where requested by the manager additional character references will be taken up.</i>
Medical	All new recruits are required to complete a medical health declaration.
ID/ Eligibility to work in the UK	Proof is required in line with UK Visa and Immigration requirements and original documentation will be sought i.e. passport or full birth certificate.
Regulatory qualifications and professional registration (subject to role)	Original qualification certificates and proof of registration with a professional body is required (if applicable).
Protocol Check <i>(SCF - Children's Social Care Team only, now known as Family Operations)</i>	A check against the individuals name on the Social Care electronic database will be administered.

Safer Recruitment Consultant	Signed	Date