



**Chief Executive of the Council**  
**JOB DESCRIPTION**

**Grade:**

**Responsible to:** The County Council. Performance appraised by the Leader of the Council

**Primary Purpose:**

As Head of the Paid Service to ensure effective performance management of the Council's staff in line with the Council's policies and procedures.

To ensure the efficient and effective deployment of the Council's resources in delivering the Council's policies, aims and objectives.

**Core Accountabilities:**

- As Cabinet Secretary and principal adviser, support the Leader and the Executive in the development of the strategic direction of the Council, setting a clear managerial framework for the development and achievement of its policies and objectives.
- Manage relationships between elected Members, political groups and officers by the ongoing clarification of their respective roles, ensuring all operate within the constraints of propriety and legality.
- Ensure the separation of the executive, scrutiny, non-executive functions and service delivery and ensure that they are in balance and effectively resources.
- Ensure the co-ordination of the community, corporate and performance planning processes and act as champion for performance management and best value throughout the organisation.
- Lead organisational development to ensure that the County Council remains 'fit for purpose', including taking a leading role in driving any necessary changes to organisational culture and process.

- To act as the Council's Head of Paid Service including the appraisal, direction and development of General Managers, Heads of Cabinet Support and Scrutiny Support and any other directly reporting employees.
- To build effective partnerships with key stakeholders within the community, in government and other public bodies, the voluntary sector and the business community, and undertake such external representation of the Council as agreed with the Cabinet.

**This job description will be supplemented by annual performance outcomes and objectives, which will be developed in conjunction with the postholder. It will be subject to regular review and the Council reserves the right to amend or add to core responsibilities.**

## **CHIEF EXECUTIVE'S TARGETS 2010/2011**

### **Rising to the Challenge**

1. Assess the implications of the coalition Government's programme and policies (as they are announced) and advise the Council on an appropriate response.
2. Work with others (the LGA, SEEC, SESL) to seek to influence the emerging policies and decisions of the Coalition Government as they affect Buckinghamshire.
3. Oversee the Council's transformation, efficiencies and savings programme (AOP) including developing proposals to both speed up and increase the level of savings.
4. Revise the COMTstat process to focus on the delivery of efficiency and savings whilst maintaining performance in key service areas.
5. Support the Leader and Cabinet Members in effectively communicating the Council's budget strategy and its blueprint to other Members, staff, partners and the public.
6. Maintain the high standing that the Council enjoys within local government and with our key stakeholders, staff and the public.

### **Partnership Working**

1. Establish a forum of other public sector agencies (Forum for Countywide Public Services) and develop cross-agency projects which deliver efficiency savings and improved customer service.
2. Continue to work with the District Councils through CADEX as appropriate.
3. Continue to drive the implementation of the Bucks Community Strategy through BSPIG and the delivery of the LAA targets and develop proposals for the future of LAAs.
4. Promote Buckinghamshire as the entrepreneurial heart of Britain through continued support for BELP, BBG, FSB, etc.
5. Develop proposals for business to maximise the benefits of the 2012 Olympics and to take advantage of emerging trends.

6. Act as lead Chief Executive for South East England Councils and Chairman of LACE.

### **Leadership and Support**

1. Continue to provide strong visible leadership to CoMT, Leadership Group and the rest of the Council and with our partners.
2. Maintain good working relationship with Members and with the political leadership of the Council.
3. Support the Leader/Deputy Leader in their national and local roles.
4. Take opportunities to raise the profile of the County Council in professional journals and local media.

## Person Specification

<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Senior management experience (minimum 5 years) in a large complex organisation (E)</li> <li>▪ Senior management experience within a large authority (D)</li> <li>▪ Demonstrable experience of developing and effectively delivering an organisation's vision, values and strategic objectives within a political environment (E)</li> <li>▪ Demonstrable evidence of developing close, strategic relationships with a wide range of external organisations (E)</li> <li>▪ Demonstrable experience of driving organisational development and cultural change within a large organisation (E)</li> <li>▪ Demonstrable experience of leading effective corporate performance and planning processes (E)</li> <li>▪ Proven track record of promoting, leading and managing change and of harnessing the strengths and talents of employees at all levels in a large organisation (E)</li> <li>▪ Demonstrable evidence of proven success in the achievement of equality of opportunity in employment and service delivery (E)</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>▪ Degree and/or professional qualification (E)</li> <li>▪ Management qualification (D)</li> <li>▪ Evidence of continuing management and personal development (E)</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Deep knowledge and understanding of the major issues facing local government (E)</li> <li>▪ A clear understanding of, and commitment to, corporate and partnership working (E)</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Ability to champion performance management and best value within a large organisation (E)</li> <li>▪ The ability to work across service boundaries and to facilitate the delivery of cross cutting activity (E)</li> <li>▪ An ability to maintain clarity about organisational priorities, how to define them and how to use resources effectively to achieve them (E)</li> <li>▪ Able to identify and pursue the potential of ICT and e-services in securing service improvement and increased efficiency (E)</li> <li>▪ Able to gain and retain the confidence of elected Members of all political parties (E)</li> <li>▪ Able to assist elected Members in their development of the Council's overall policy direction and strategy (E)</li> <li>▪ Able to align political policy imperatives with service outcomes to achieve the overall strategies of the Council (E)</li> <li>▪ Able to represent the County Council in a variety of settings (E)</li> </ul>