

Democratic Services



**TO EACH MEMBER OF THE
CHIEF EXECUTIVE APPOINTMENT COMMITTEE**

20 December 2021

Dear Councillor

CHIEF EXECUTIVE APPOINTMENT COMMITTEE - MONDAY 20 DECEMBER 2021

The following additional information was circulated at the meeting.

Should you have any queries regarding the above please contact Democratic Services on
Tel: 01684 272021

Yours sincerely

**Lin O'Brien
Head of Democratic Services**



PARTICULARS OF EMPLOYMENT

POST: CHIEF EXECUTIVE

CONDITIONS OF EMPLOYMENT

The appointment will be subject to the Joint Negotiating Committee (JNC) for Chief Executives of Local Authorities Conditions of Service as adopted by the Council, together with such other local conditions of employment as may be determined by the Council from time to time. Some of the most important conditions are outlined below.

SALARY

The salary for this post will be £109,053 - £120,005 per annum on Grade SM1. Progression through the salary scale will be subject to annual performance review. Salary is paid on the 21st of each month by payment direct into a Bank or Building Society Account.

LEAVE ENTITLEMENT

Annual leave entitlement for this post is 35 days, including one statutory day set by the council between Christmas and New Year, and plus public holidays. The leave year will run from the date of your appointment with the Council.

HOURS OF WORK

In general terms, the Chief Executive will be expected to devote his/her whole-time service exclusively to the work of the authority, requiring attendance as and when necessary. The normal working week is 37 hours per week, Monday to Friday but due to the nature of the work the Chief Executive is expected to exercise a high degree of flexibility in order to fulfil the needs of the role for which additional pay will not be due.

PENSION

You may participate in the Local Government Pension Scheme maintained by the Gloucestershire County Council.

POOL CAR AVAILABILITY

The council has a fleet of pool cars which can be booked for all council business travel.

POLITICAL RESTRICTION

Under the terms of the Local Government and Housing Act 1989, this is a politically restricted post.

RELOCATION ASSISTANCE

In order to help offset the costs involved, the Council has a relocation benefits package of up to £8,000.

PROBATIONARY PERIOD

All persons appointed who are new entrants to the Local Government Service will be required to serve a probationary period of not less than six months.

NOTICE PERIOD

The appointment is subject to three months notice on either side.

JOB DESCRIPTION

Politically Restricted

1. **Directorate** Corporate Services
2. **Post Title** Chief Executive
3. **Post Number** CCE01
4. **Post Grade** Chief Executive
5. **Responsible to** The Council
6. **Job Purpose**
 - I. To provide leadership, strategic direction and effective management of the Council's resources, in line with the Vision and Council Plan
 - II. To act as the Council's principal corporate policy adviser
 - III. To ensure that the Council's Values, strategic objectives and priorities are achieved
 - IV. To be the Head of Paid Service and therefore to ensure that the Council's activities are organised and resources managed effectively and efficiently
7. **Principal Accountabilities and Activities**
 - 7.1 To advise the Council on the formulation and development of its strategic objectives and on the policies and plans to achieve them including, the Council Plan and all major policy documents and to be responsible for their effective implementation.
 - 7.2 To act as the Council's advocate and to support the Leader, Executive and other Members in the Council's community leadership role.
 - 7.3 To lead and develop effective partnerships with local, regional and national bodies to achieve successful outcomes for the Council and its communities and businesses.
 - 7.4 To build and develop effective relationships with all partners, local communities and key stakeholders, including the media, in order to enhance the Council's reputation.
 - 7.5 To provide strategic leadership of the Council's place making and growth agenda and associated partnerships and governance.
 - 7.6 To lead, direct and manage the Corporate Leadership Team and Management Team to ensure that they effectively manage the Council's business, financial position and deliver the services for which they are accountable as individuals and collectively in line with overall corporate objectives.
 - 7.7 To be an ambassador for the Council and the borough.
 - 7.8 To develop and promote positive relationships between the Council's Members and Officers.

- 7.9** To develop a positive culture within the Council, with a strong customer focus and continuous improvement in service delivery.
- 7.10** To ensure that the Council's organisation and structures remain fit for purpose and that the human, financial and physical resources are optimized and managed effectively.
- 7.11** To advise the Mayor on matters within the duties of that Office and undertake such civic and ceremonial functions as may reasonably be requested by the Council.
- 7.12** To ensure that the performance monitoring and Scrutiny activities of the Council are properly supported and that effective action is taken in respect of the outcomes of those activities.
- 7.13** Ensure that services are delivered in compliance with existing and new Health and Safety legislation and the Council's Health and Safety Policy, and ensure that duties are pursued in a safe manner with due regard to the Health and Safety.
- 7.14** To manage risk and to help formulate and comply with the council's Corporate Health, Safety and Welfare Plan, and to ensure that both systems and premises are maintained in an acceptable standard to ensure the risk management and health and safety of staff and the public.
- 7.15** To adhere and promote all Council Policies, in particular Equal Opportunities.
- 7.16** To undertake specific functions as may be assigned to the post either by the Council or as a result of Government direction.

CHIEF EXECUTIVE

PERSON SPECIFICATION & METHODS OF ASSESSMENT

Methods of Assessment key:

A: Application **C:** Certificates **I:** Interview **T:** Tests (presentation/group discussion/written task)

CRITERIA	METHOD OF ASSESSMENT			
	A	C	I	T
Qualifications				
Essential				
A degree or equivalent full relevant professional qualification	√	√		
Evidence of continuing management development	√	√		
A management qualification equivalent to NVQ Level 7 or equivalent	√	√		
Desirable				
Relevant post-graduate qualifications	√	√		
Experience	A	C	I	T
Essential				
Considerable and extensive experience at a strategic senior management level in a complex organisation	√		√	
A track record of improving performance and standards of service	√		√	
An in-depth knowledge of the present working of Local Government	√		√	
Able to demonstrate success in planning and implementing change	√		√	√
Experience of securing service improvement through partnership and community engagement	√		√	
Experience of leading and understanding place making and growth at a strategic level	√		√	
Desirable				
Strategic senior management experience in more than one sector	√		√	
Strategic management experience in a similar sized district authority	√		√	
Experience in leading corporate carbon neutrality agendas	√		√	

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Aptitudes/Skills	A	C	I	T
Essential				
Ability to demonstrate the skills to provide objective, relevant and perceptive advice regarding strategic management issues and options			√	√
Ability to harness the energy of individuals, communities and partner organisations to improve the Council's performance			√	
Strong leadership skills in a strategic and political setting			√	√
Strategic vision			√	
Ability to drive continuous improvement through creative thinking and innovation	√		√	√
Ability to demonstrate skills in efficiency development and cost reduction			√	
Effective communication and reputation management skills			√	√
Highly developed skills in building partnerships across organisational boundaries				
Personal Qualities:	A	C	I	T
An effective communicator, persuader, influencer, motivator, innovator and leader			√	√
A strong customer focus			√	√
The ability to maintain high professional and personal standards whilst managing conflicting pressures and a high workload			√	
A high degree of political sensitivity, awareness and the ability to be objective and impartial			√	
Able to build and maintain effective working relationships inside the Council and the Community			√	
Other essential skills (not specified above)				
Commitment to the principles of equality, diversity, Risk Management and Health and Safety				
Ability to travel as required to efficiently fulfil the needs of the role				
Personal commitment to public service				

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