

## **JOB DESCRIPTION**

### **Politically Restricted**

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|---|---|
| <b>1. Directorate</b>                               | Corporate Services  |
| <b>2. Post Title</b>                                | Chief Executive   |
| <b>3. Post Number</b>                               | CCE01   |
| <b>4. Post Grade</b>                                | Chief Executive   |
| <b>5. Responsible to</b>                            | The Council   |
| <b>6. Job Purpose</b>                               | <ul style="list-style-type: none"> <li>I. To provide leadership, strategic direction and effective management of the Council's resources, in line with the Vision and Council Plan</li> <li>II. To act as the Council's principal corporate policy adviser</li> <li>III. To ensure that the Council's Values, strategic objectives and priorities are achieved</li> <li>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</li> </ul> |
| <b>7. Principal Accountabilities and Activities</b> |   |
| <b>7.1</b>  | 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.   |
| <b>7.2</b>  | To act as the Council's advocate and to support the Leader, Executive and other Members in the Council's community leadership role.   |
| <b>7.3</b>  | To lead and develop effective partnerships with local, regional and national bodies to achieve successful outcomes for the Council and its communities and businesses.  |
| <b>7.4</b>  | 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.  |
| <b>7.5</b>  | To provide strategic leadership of the Council's place making and growth agenda and associated partnerships and governance.   |
| <b>7.6</b>  | 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.   |
| <b>7.7</b>  | To be an ambassador for the Council and the borough.  |
| <b>7.8</b>  | To develop and promote positive relationships between the Council's Members and Officers.   |

we put our **customers first** - we are **positive** about **working with others** - we **value** our **employees**

- 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.