

THE BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK**JOB DESCRIPTION**

JOB TITLE	Chief Executive
DEPARTMENT	Chief Executive's Department
POST NUMBER	CE001

MAIN PURPOSE OF JOB

To head the Council's paid service, and act as the principal policy adviser to the Council.

KEY AREAS

1. As principal adviser to the Elected Members, promote effective communications between Members and Officers to facilitate the process of policy formulation and implementation. Ensure effective and collaborate working relationships between officers and both Executive and non-Executive members.
 2. Ensure that strategic priorities are implemented in an appropriate and accountable manner by providing a clear sense of direction and overseeing performance management arrangements to ensure delivery of the Corporate Business Plan.
 3. Lead the Council's Management Team and staff and allocate and manage resources to ensure the provision of both high quality services and appropriate levels of support to Elected Members.
 4. Develop effective relationships with the community, external agencies, other authorities and customers at local, county, regional and national level as necessary. Oversee development of successful and productive partnerships which contribute to the wider economic and environmental wellbeing of West Norfolk, identifying shared goals and efficient working arrangements.
 5. Act as an ambassador for the Council through the Authority's civic role in addition to liaison with local major employers, potential inward investors, voluntary and community groups.
-

OTHER DUTIES AND RESPONSIBILITIES

- 1 Undertake direct line management of Executive Directors and one or more Assistant Director(s) as required.
- 2 Provide professional leadership for the Council, ensuring that sufficient resources are available to discharge the authority's statutory functions and other corporate priorities.
- 3 Through senior managers, ensure that the corporate vision is clearly communicated and understood throughout the organisation and ensure that all employees are managed, appraised, developed and motivated in accordance with the Council's employment policies and procedures.
- 3 Take overall responsibility for the Council's budget, ensuring it is effectively controlled within the cash limits available. Ensure that all services delivered or procured represent effective value for money and that opportunities for income maximisation are explored and monitored.

- 4 Be accountable for performance management, review, risk and governance. Ensure that effective systems are established for the management and monitoring of large scale projects and programmes, including the establishment of formal boards and companies as necessary.
- 5 Lead on and take responsibility for specific corporate themes and programmes as determined from time to time and coordinate Council wide initiatives and projects as necessary.
- 6 Maintain effective communications with both employees and partners/stakeholders and ensure that information about Council services and initiatives is effectively communicated.
- 7 Act as Returning Officer/Deputy Returning Officer at various elections.
- 8 Ensure equality of opportunity both within the Council and across all service provision, and promote community cohesion.
- 9 Understand and be responsible for compliance with Health and Safety regulations and the Council's Health and Safety Policy as it relates to the duties and responsibilities of the post.
- 10 To lead on and take ultimate responsibility for the Council's Business Continuity policy and Plans, Risk Management Framework and act as the Senior Information Risk Owner (SIRO).
- 10 These duties are neither exclusive or exhaustive and the post-holder will be required to undertake other duties and responsibilities which the Council may determine.

THE BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

PERSONAL SPECIFICATION

JOB TITLE	Chief Executive
DEPARTMENT	Chief Executive's Department
POST NUMBER	CE001

MAIN PURPOSE OF JOB

To head the Council's paid service, and act as the principal policy adviser to the Council.

- KNOWLEDGE** - A degree or professional qualification with proven evidence of continuing personal and professional development.
- Management qualification (equivalent to NVQ Level 7) desirable
 - A proven track record of achieving and managing organisational change both effectively and with sensitivity.
 - Sound knowledge of contemporary management techniques, including performance management, project management, risk management governance and objective setting.
 - Experience of strategic management and policy development at a senior level, gained within the public, private or voluntary sector, with demonstrable achievements.
 - Experience of formulating and ensuring delivery of strategic objectives, with demonstrable achievements across a range of service areas.
 - Thorough knowledge and understanding of the workings of local government and the major issues and challenges facing local authorities including financial pressures and the need to identify efficiency savings/maximise income.
 - Appreciation of the roles played by elected members within a local authority.
 - Ability to operate effectively within a political environment.
 - Sound understanding of Local Government Finance, including management of budgets and knowledge of funding opportunities.

- SKILLS**
- Ability to allocate and manage resources across a range of diverse functions to ensure optimum delivery of high quality, valued and cost effective services.
 - Well developed leadership skills with the ability to ensure that clear lines of accountability and responsibility exist throughout the organisation.
 - Ability to develop effective relationships across all sectors of the community, including the Borough's business community, voluntary and community groups and other statutory organisations.
 - Excellent communication and presentation skills, with flexibility to adopt differing styles suitable to a wide range of situations.
 - Ability to promote the local authority, its services and initiatives, to national and local bodies, the public and the media.
 - Excellent analytical and problem solving skills with the ability to ensure that the Council's major projects are delivered successfully.
 - A strategic thinker with the ability to learn quickly and develop new skills as necessary.

- ATTITUDES**
- Positive attitude to meeting the challenges currently facing local government.
 - Proactive approach to delivering the Council's corporate strategy.
 - Commitment to ensuring that teams work effectively to deliver corporate objectives.
 - Willingness/ability to learn from best management practices across all sectors of the economy.
 - Commitment to the Authority's civic role.

- Commitment to ensuring ongoing development of managers and employees at all levels within the organisation.
- Self confident with high levels of resilience a positive attitude to problem solving and an enquiring mind.
- A high degree of probity and integrity.
- Outgoing and approachable with a good sense of humour and the ability to foster harmonious relationships at all levels.
- Prepared to take an active role in the Council's functions outside normal office working hours (inc evenings/weekends).