



## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	<b>Chief Executive</b>
<b>HBC Grade:</b>	<b>Chief Executive – JNC</b>

### **Main Purpose of the Role**

- Be the Head of the Council's Paid Service and provide overall day-to-day management of the Council and its workforce.
- Be responsible for the effective provision of advice to the Leader of the Council, the Executive Board, the Council, and where appropriate individual Members in the identification and development of key strategic policy objectives and priorities.
- Be responsible for the overall management of Corporate Governance.
- Lead decisively and inspire the Council's Management Team and officers to deliver the Council's vision, values and objectives in a coordinated, corporate approach.
- Ensure that all the resources within the council's remit are used effectively and in a coordinated way to deliver excellent customer service to all those who work, live in or visit Halton.
- Be an active participant within, and support the work of the Liverpool City Region Combined Authority to contribute to the delivery of outcomes agreed with Government.
- Be an active participant within and support the work of the Cheshire & Warrington Sub- Region.
- As an advocate and ambassador for the Council – within and beyond Halton - to ensure it is fully engaged in a working partnership with its stakeholders and communities to fulfil its community leadership role.
- Effectively grow and manage relationships with Government, public agencies, health colleagues, Police, Fire and community bodies, neighbouring Councils, the business sector, and the community and voluntary sector to drive improvement across all areas of life in Halton.

### **Key Duties**

<b>1.</b>	Establish and drive forward a corporate management style and identity, underpinned with a performance management culture which reflects the Council's Vision and Values.
<b>2.</b>	Support Members of the Council in developing their vision and priorities and advise the Council on the most appropriate response to internal and external pressures for change.

<b>Key Duties</b>	
<b>3.</b>	Determine the most effective utilisation and deployment of resources (Human, Physical and Financial) in order to implement the Council's priorities and statutory responsibilities within allocated budgets in an imaginative and innovative way.
<b>4.</b>	Ensure the paid service is organised optimally to deliver agreed strategy and lead and co-ordinate significant programmes of change to the Council's organisation, culture and structure.
<b>5.</b>	Ensure that robust Finance, Audit, Health and Safety and Scrutiny arrangements are in place and that the Council's assets are adequately safeguarded and maintained.
<b>6.</b>	Ensure that all relevant Strategic Plans, policies and statutory requirements are effectively developed, implemented and regularly reviewed.
<b>7.</b>	Establish and maintain effective corporate management and communication systems and processes, in conjunction with senior colleagues, to ensure that employees at all levels are fully aware of their respective roles, functions and responsibilities and changes to legislation or Council policies.
<b>8.</b>	Promote the support and development of staff through continuous professional development, training and organisational development programmes.
<b>9.</b>	Actively promote the role and influence of the Council at local, regional and national level as appropriate.
<b>10.</b>	Ensure full compliance with corporate policies and processes by management and staff across the Council and actively promote and encourage the adoption of Council policies and initiatives.
<b>11.</b>	Create a culture of continuous improvement and innovation and act as a role model to inspire all employees to promote the values of the Council and present a positive image to the community
<b>12.</b>	Act as principal policy adviser to the Liverpool City Region Combined Authority on assigned portfolio responsibilities.
<b>13.</b>	Collaborate with colleague professionals in the Cheshire sub-region to deliver key objectives as required.
<b>14.</b>	Contribute professional knowledge and expertise to the improvement of the Local Government sector in general.
<b>15.</b>	Undertake any other duties and responsibilities which may be assigned by the Council
<b>16.</b>	Undertake the statutory responsibilities attached to the Chief Executive's role.
<b>17.</b>	Fulfil the role of Returning Office for the Borough in local, sub-regional, regional and national elections and referenda, as required.

This post is Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

	Education	Experience	Knowledge	Skills & Abilities
<b>ESSENTIAL</b>	Degree level or equivalent standard of general education that may include an honours degree or postgraduate qualification.	Substantial and consistent leadership and managerial achievement at senior level in a local authority, or comparable organisation.	An understanding of the statutory role of local authorities and of national and regional policy issues which relate to local government, along with experience of developing strategies and solutions to address these effectively.	The ability to maintain a strategic overview and an oversight of operational delivery.
	Evidence of continued professional development in a senior public sector role.	Experience of preparing, managing and controlling complex budgets and of the deployment of resources to achieve corporate objectives.	Thorough knowledge and understanding of relevant legislation, national policy issues and best practice.	Effective communication and negotiation skills and an ability to influence outcomes through effective reasoning and persuasion.
		Experience of leading cultural and organisational change.	Knowledge of strategic and corporate management.	The ability to analyse situations and make decisions based on risk.
		Evidence of improving performance delivering positive outcomes and establishing and maintaining a strong performance culture.	A detailed understanding of the public sector at local, sub-regional, regional and national levels and political context, including the modernisation agenda.	Sound political judgement and political sensitivity locally, sub-regionally, regionally and nationally.
		Successful track record of effective partnership working and networking with key stakeholders.	Clear and contemporary understanding of political context at a national, regional, and sub-regional level.	Strong analytical skills, ability to focus, co-ordinate and implement effective corporate strategies that deliver results.
		Experience of leading major organisational and cultural change through inception to delivery.	Understanding and evidence of role modelling equality of opportunity and fairness.	Ability to gain the confidence of elected members, colleagues and partners to build sustainable and productive relationships.
		Experience of successfully managing issues that attract a high level of media attention.		Enhanced interpersonal skills to operate with sensitivity, engaging Members, staff, partners, business leaders, community and voluntary

	Education	Experience	Knowledge	Skills & Abilities
				sector stakeholders, residents and visitors.
		Experience of having led and delivered a range of high level projects to the benefit of local communities		Ability to deal with complex, contentious and confidential issues while demonstrating an awareness and understanding of relevant policies, protocols and statutory requirements
				Ability to coach and mentor colleagues and peers, inside and outside of the organisation, to promote excellence in the delivery of public services.
<b>DESIRABLE</b>	Recognised management qualification, e.g. MBA			
<b>HOW IDENTIFIED</b>	Production of qualifications at interview	Application / Interview / Assessment	Application / Interview / Assessment	Application / Interview / Assessment

<b>Other requirements of the post</b>	
<b>ESSENTIAL</b>	Experience, knowledge and ability to effectively discharge the responsibilities of the Returning Officer in local, sub-regional, regional and national elections and referenda.
	Experience, knowledge and ability to effectively discharge the responsibilities required under the Civil Contingencies Act.
<b>DESIREABLE</b>	
<b>HOW IDENTIFIED</b>	Interview / Assessment / Production of documentation

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

For office use only:

<b>Date Created:</b>	<b>10 November 2021</b>
<b>Agreed by:</b>	<b>Cllr. M. Wharton / R. Rout</b>

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.