

Job Description

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| Job Title: | Chief Executive |
| Location: | BHCC, Kings House |

Job Purpose

- Working in partnership with elected Members to create a responsible, high performing modern council.
- Provide pro-active leadership and vision for all staff.
- Ensuring provision of the best possible services for the people of Brighton & Hove.
- Driving and developing the corporate agenda to make Brighton & Hove a forward-thinking centre of local government excellence in the county.

Job Description

Leadership

- Act as the Council's senior advisor to Members and Head of Paid Service.
- Direct the Management Team to ensure the Council fulfils its statutory functions, service objectives and outcomes.
- Develop and maintain excellent and appropriate relations between Members and officers.
- To play a key role in promoting the reputation of Brighton & Hove City Council through proactive communications locally and nationally.

Strategic Management

- Lead by personal example and develop senior staff in order to help them reach full potential.
- Optimise the Council's resources, commission and procurement arrangements to ensure value for money and effective resource management.
- Lead and develop a corporate approach across the organisation to respond to a very changing local government environment.

Organisational Culture

- Ensuring Brighton & Hove is an exemplar of modern local democracy.
- Taking a lead role in shaping the culture and organisational development of Brighton & Hove, so that the organisation is equipped to be an employer of first choice.
- Lead by personal commitment and clear action as to the Council's positive approach to diversity so that it is reflected in all the Council does.
- Ensure that staff are fully informed, consulted and engaged and feel ownership of the activities of the Council.

Modernisation

- To develop and shape a forward looking, results-orientated efficient organisation, well equipped to respond to the current economic challenges.
- Optimise the Council's capacity to ensure effective cross departmental and flexible working.
- Keep under review appropriate management and organisational structures to ensure continued effective delivery of services.

Regeneration & Innovation

- Spearhead and support initiatives which will ensure that Brighton & Hove is at the national forefront in terms of innovation.
- Represent the Council and city at regional, national and international level in a way consistent with Brighton & Hove as a City of Opportunity.
- Act as a focus for building and improving partnerships with key stakeholders, leading to successful outcomes on regeneration projects and programmes.
- To ensure the Council achieves the goals of a vibrant and varied and sustainable economy whilst at the same time promoting the City's strengths.

Service Delivery & Performance

- Ensure that the Council continuously improves services and exceeds the expectations of residents, customers and other staff.
- Setting clear and strategic direction for the resourcing, direction, achievement and reviewing of organisational projects.
- Ensure that service planning and delivery meets all statutory and local requirements.
- Ensure that the Council's overall planning and budgetary processes are delivered into management action