

BRISTOL CITY COUNCIL

Deputy Chief Executive

Job Description

JOB PURPOSE

To deputise for the Chief Executive.

To assist the Chief Executive in:

Cultural Change, Organisational and Workforce Development

- establishing and implementing methods to bring about culture change and organisational development with a focus on building a confident, energetic and customer focused organisation,
- connecting the vision to action and providing clear accountability to all levels,
- encouraging team working across the structure, by leading the development of cross-departmental and corporate working to improve the City Council's capacity and the ability to deliver
- encouraging and supporting personal development across the organisation,
- providing the managerial leadership and vision that will enable the development and implementation of innovative, flexible and community focussed approaches to service delivery,
- ensuring services are delivered around the needs and choices of individuals and the wider community, are targeted on improving outcomes and are provided in a culturally sensitive way.

Performance Management

- the overall management of the authority in order to improve the performance and inspection ratings of the City Council,
- monitoring the City Council's effectiveness and efficiency by setting and monitoring performance targets, ensuring targets reflect corporate priorities,
- ensuring the City Council complies with the benefits of its procurement, purchasing and commissioning arrangements, and that there are robust arrangements for supervising contracts, where services have been outsourced or commissioned from another agency, and monitoring the quality and timely delivery of those services.
- ensuring strategies for improving services are in place,
- establishing benchmarks for service development and customer service, monitoring progress against them and taking remedial action when required,
- ensuring there are clear and appropriate accountability arrangements in place to scrutinise the work of services,
- ensuring there are systems in place to deal with poor performance by City Council provided services and those provided by partners, contractors and other agencies,
- ensuring information requested by the Government, regulatory bodies and other national agencies is provided.

Partnership Development

- identifying and developing internal and external partnerships, to ensure there are clear and effective arrangements in place to support joint planning, monitoring and delivery of services between the various service providers,
- working actively with the stakeholders and partners within the Council, the City, the West of England, the South West Region, the UK and Europe.
- leading the LSP,
- harnessing the potential contribution of the private, community and voluntary sectors

- ensuring that service users and the community are involved in the planning, design and provision of services.

Crisis Management

- identifying and resolving crisis issues.

Communications

- enhancing the City Council's image and impact (internally and externally) by developing and implementing effective communications,
- ensuring that information about services available is effectively communicated to current and potential service users.

To take the strategic lead: Local Strategic Partnerships, Local Area Agreements and Partnership Development.

To take corporate accountability for:

- Strategic planning
- Marketing, communications and reputation management
- European and external affairs
- Corporate area assessment
- Performance, all inspections/reviews
- Emergency planning

General Accountabilities

- This is a politically restricted statutory chief officer post under Section 2 of the Local Government and Housing Act 1989 (as amended).
- As a member of the Strategic Leadership Team of the Council the jobholder will report directly to the Chief Executive and will participate in the planning of the full range of council services and will support Members in realising and delivering their vision for a better Bristol.
- The jobholder will have direct access to all members of the City Council, including the executive and scrutiny committee members.
- Financial Responsibilities: To formulate and recommend financial strategy for the department to the Executive. To ensure that financial systems are in place to ensure the effective management of the department in accordance with best value priorities. To ensure that the department meets its and the Council's financial objectives. To make timely reports to the appropriate Executive and/or Cabinet in accordance with the Council's financial regulations and timetable. To ensure financial regulations are adhered to throughout the department. To ensure that departmental schemes of delegation are properly developed and maintained.
- Resource Management: Sufficient human and other resources from the City Council and partner agencies have been identified, are available, effectively used and provide value for money. Employees are developed and supported to enable them to reach required competencies to deliver services to both national and local standards. The conditions for others to perform and innovate are created. All employees providing services, including those of other organisation providing those services, are aware of their shared responsibility for improving outcomes and sharing information.
- The jobholder will meet the key result areas and competencies within the Bristol Director Competence Framework.