

SLOUGH BOROUGH COUNCIL

JOB DESCRIPTION

JOB TITLE: CHIEF EXECUTIVE

RESPONSIBLE TO: The Council through the Leader of the Council

RESPONSIBLE FOR: Strategic Management

Leadership including responsibilities as Head of the Paid Service

Partnership and Community Development

Resource Management

Working with Members

Equality and Diversity

MAIN PURPOSE OF JOB:

- ◆ To provide leadership in the strategic management of the Council with the objective of achieving its vision, priorities and aims
- ◆ To be the Head of the Paid Service and ensure that the Council is organised efficiently and effectively to deliver excellent customer focused services

MAIN RESPONSIBILITIES:

Strategic Management

1. To ensure that the Council's vision, priorities and aims are made a reality by providing a clear sense of direction, optimism and purpose and by marshalling the resources of the whole organisation to achieve these ends.
2. To be the Council's principal adviser on corporate strategy by setting a clear framework for the development and achievement of corporate policies and objectives and through working effectively with members through the Council's democratic structure.

Leadership

3. To be the Head of the Paid Service and to lead the Corporate Management Team so that positive contributions are made by Directors in the development and implementation of policies that will optimise service delivery to the people of Slough.
4. To inspire, empower and develop the Council's workforce to secure a real sense of ownership of its vision and priorities, seek continuous improvement,

encourage cross Council working and move decision making and responsibilities as close as possible to the point of service delivery.

5. To develop and maintain a flexible and focused organisation which is able to embrace, absorb and respond positively to changing requirements and priorities.

Partnership and Community Development

6. To lead the Council's commitment to working with a range of stakeholders with the aim of maximising positive and sustainable investment through the Heart of Slough Project and other initiatives.
7. To develop and maintain effective systems of consultation, community involvement and partnership working to achieve the Council's Community Strategy.
8. To promote the interests and image of the Council and enhance its influence in constructive relationships with key stakeholders in the community, in government and other public bodies, the voluntary sector and in the business community.

Resource Management

9. To ensure that effective organisational structures and performance management systems are in place to plan, deliver and monitor strategic and service objectives.
10. To plan and keep under review the Council's budget strategy and other significant financial funding arrangements in line with the priorities agreed by the Council; to ensure that budgets are monitored and controlled and that there is clear accountability.

Working with Members

11. To have overall responsibility for the management of relationships between elected members, political groups and officers by establishing a clear understanding of roles and by developing and maintaining clearly understood procedures for converting policies into action within the constraints of propriety and legality.

Equality and Diversity

12. To provide the leadership, communication and action which will exemplify the Council's values and commitment to value diversity, ensure equality of opportunity and strengthen cohesion in the community.

Person Specification - Chief Executive

	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Experience	Significant experience at a Senior Director or as a Chief Executive in local government or similar public sector organisation with a track record of success as a senior manager	Essential	A,I
	Successful corporate leadership with significant track record in strategic planning and performance management leading to improved outcomes for local people	Essential	A,I
	Successful working with elected members or stakeholders and in building relationships of trust	Essential	A,I
	A track record of achievement in partnership working with a wide range of stakeholders	Essential	A,I
	Establishing effective relationships with multi cultural communities and in dealing confidently with diversity issues	Essential	A,I
	Successfully leading organisational change to achieve major improvements	Essential	A,I
	Success in financial, people and resource management of a significant scale and complexity	Essential	A,I
Knowledge	A clear understanding of the major challenges in local government and of the current social policy issues to be faced in a multi cultural urban environment	Essential	I,T
	Strategic planning and performance management systems including external inspections	Essential	I,T
	Legislative and financial frameworks within which local authorities operate	Essential	I
	High level of understanding and commitment to diversity issues	Essential	I,T
Key Competencies	Has highly developed leadership skills to inspire commitment from teams and individuals throughout the Council	Essential	I,T
	Has high personal credibility and political sensitivity to work with elected members and a wide range of key stakeholders	Essential	I,T
	Demonstrates a well developed strategic perspective that can be applied to achieve results in a broad range of corporate, community and service issues	Essential	I,T
	Has the ability to plan, organise and review corporate systems and structures to deliver results and achieve continuous improvement	Essential	I,T
	Can lead major changes in an inspirational way	Essential	I,T
	Communicates clearly and effectively to a range of audiences and is confident in dealing with the media	Essential	I,T
	High interpersonal, influencing and persuasive skills and is a good negotiator	Essential	I,T
	Can build effective partnerships with a wide range of stakeholders	Essential	I,T
	Shows sound judgement, balanced decision making and has good analytical skills	Essential	I,T
	Committed, robust, resilient and has the drive and energy to achieve results within a challenging and complex environment	Essential	I,T
Qualifications	Degree or equivalent qualification	Essential	A
	An appropriate professional qualification	Desirable	A
	Management qualification	Desirable	A
	Evidence of continuing professional development	Essential	A