

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 fulfil the statutory role of Head of Paid Service, acting as principal policy adviser to the Council. To provide overall leadership to the organisation, working closely with the political administration to develop the strategic direction of the Council. To lead, manage and co-ordinate the delivery of Council services and functions, and ensure that appropriate arrangements are in place to successfully deliver the Council's Corporate Strategy.

To act as Returning Officer, Deputy Returning Officer and Registration Officer for Electoral Registration.

KEY AREAS

1. Undertake the statutory role of Head of Paid Services, with overall responsibility for the effective strategic, corporate and operational management of the Council.
 2. Act as principal adviser to the Elected Members on the vision and strategic direction of the Council and keep Elected Members fully informed on all aspects of the Council's operational and financial position. Work with Cabinet to ensure that strategic priorities are implemented in an appropriate and accountable manner through delivery of the Council's Corporate Strategy. Ensure effective and collaborative working relationships between officers and both Executive and non-Executive members in accordance with the Member/Officer protocol.
 3. Lead the Council's Senior Leadership Team and all Council staff. Allocate and manage resources to ensure the provision of both high-quality services within the Borough and appropriate levels of support to Elected Members.
 4. Ensure the Council develops effective relationships with local communities and engages with communities to ensure that services are designed around residents needs.
 5. Develop effective relationships with strategic partners at local, county, regional and national level as necessary. Oversee the 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 which deliver benefits for the local area.
 6. Act as an ambassador for the Council through the Authority's civic role and by promoting the image and reputation of the Council through liaison with local major employers, potential inward investors, voluntary and community groups.
 7. To act as Returning Officer, Deputy Returning Officer and Registration Officer for Electoral Registration. ensuring arrangements are in place to effectively deliver all elections and referendums required within the borough.
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OTHER DUTIES AND RESPONSIBILITIES

- 1 To lead and line manage the Executive Directors and one or more Assistant Director(s) as required.
- 2 Provide professional leadership for the Council, ensuring that there is an effective structure and sufficient resources to discharge the authority's statutory functions and other corporate priorities.
- 3 Through senior managers, ensure strong, visible and positive leadership across senior leadership team. Ensure the corporate vision and priorities are clearly communicated and understood throughout the organisation and are reflected in directorate and service plans and individual employee targets.
- 4 Ensure that all employees are managed in accordance with the Council's employment policies and procedures (including performance appraisal processes) to attract and retain a skilled, motivated and engaged workforce who are listened to and have opportunities to progress and are effective in meeting the needs of local residents, communities and businesses.
- 5 Advise and support Elected Members, building positive working relationships to ensure that they are well informed to make decisions. Promote effective communications between Members and Officers to facilitate the process of policy development and implementation.
- 6 As the Head of Paid Service, and working with the Section 151 Officer and Monitoring Officer, ensure corporate governance and financial oversight of the Council through the effective delivery of the statutory responsibilities held by these roles.
- 7 Ensure robust financial management across the Council, ensuring that the Council's budget is effectively controlled within the cash limits available and that all services delivered or procured represent effective value for money and that opportunities for income maximisation are explored and monitored.
- 8 Be accountable for performance management processes, including monitoring delivery of the Corporate Strategy, performance review and the risk management framework. 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.
- 9 Ensure all Council services and functions are delivered in accordance with the Council's constitution, governance arrangements, policies and procedures.
- 10 Lead and develop the Council's transformation programme, to deliver improved outcomes for employees, residents, and businesses in West Norfolk.
- 11 Develop, lead and take responsibility for specific corporate themes and programmes as determined from time to time and coordinate Council wide initiatives and projects as necessary.
- 12 Maintain effective communications with both employees and partners/stakeholders and ensure that information about Council services and initiatives is effectively communicated. Ensure that there is effective engagement with local communities and with staff to ensure the Council continues to improve outcomes for all our communities.
- 13 Act as Returning Officer/Deputy Returning Officer at various elections to ensure that elections are conducted in accordance with the law and to a high standard. Act as the Council's Registration officer for the Electoral Register.
- 14 Lead the Council's approach to equality, diversity and inclusion and ensure it is embedded across all service provision, and promote community cohesion.
- 15 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.

- 16 Lead and take ultimate responsibility for the Council's business continuity policy and plans and provide leadership during emergency management situations, taking on GOLD command role for the Council.
- 17 Act as the Council's Senior Information Risk Owner (SIRO).
- 18 Responsible for the Council's participation in the Operation Bridges planning with respect to the royal Sandringham residence within the Borough, working closely with representatives from relevant partners.
- 19 Management Team representative for and attendance at Cabinet and Full Council meetings and for the Shareholder Committee.
- 20 Develop and maintain effective working relationships with stakeholders and partners, including being a member of the King's Lynn Town Board.
- 21 Required to obtain, hold and retain a Security Industry Authority (SIA) Non-Front Line Licence on behalf of the Council as a security service provider.
- 22 Undertake duties as the nominated Senior Responsible Officer (SRO) under the Council's Regulation of Investigatory Powers Act (RIPA) policy.
- 23 Represent the Council at county, regional and national networks as required (eg Norfolk Public Sector Leaders Board).
- 24 Be a member of the Norfolk Chief Executives group and act as nominated representatives on strategic Norfolk wide partnerships (eg Norfolk Climate Change partnership).
- 20 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.

In addition to duties as Head of Paid Service, the Chief Executive also undertakes duties in relation to elections as:

- Electoral Registration Officer – taking all necessary steps to comply with the duty to maintain the electoral register and to ensure, as far as is reasonably practicable, that all those eligible (and no others) are registered in it
- Returning Officer/Deputy Returning Officer - ensuring that the election is administered impartially, effectively, in accordance with the law and that, as a result, the experience of voters and those standing for election is a positive one. The Returning Officer is personally liable for the conduct of an election and not the Local Authority.

If required, further information on these roles can be found on the Electoral Commission website www.electoralcommission.org.uk

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PERSONAL SPECIFICATION

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KNOWLEDGE

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| Essential | - | A degree or full professional qualification with proven evidence of continuing personal and professional development. |
| | - | Management qualification (equivalent to Level 7) |
| | - | Background of successfully leading within a complex organisation, ideally in the public sector, including formulation of and delivery of corporate strategies, policies and objectives |
| | - | Experience of directly managing and motivating senior leaders to ensure that corporate priorities and/large scale projects are delivered in accordance with agreed objectives, timescales and budget |
| | - | A proven track record of personally leading and delivering organisational and cultural change both effectively and with sensitivity, and of translating ambitions into demonstrable and measurable achievements |
| | - | Thorough knowledge and understanding of the legal framework and operational 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 |
| | - | Ability to operate effectively within a political environment with considerable previous experience of providing advice and guidance to, supporting and working collaboratively with, Elected Members (or similar) across a politically diverse organisation |
| Desirable | - | Knowledge and understanding of the challenges facing a rural district Council |
| | - | Previous experience of business continuity and emergency planning processes |
| | - | Previous experience of supporting election and/electoral registration processes |
| | - | Knowledge and understanding of health and safety and data protection legislation |

SKILLS

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| Essential | - | Ability to provide visible leadership, operating with integrity and in a manner consistent with the Council's vision and values to employees, including motivating and developing others |
| | - | Ability to plan strategically, build consensus and project the Council's vision |

- 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.
- Politically aware, with the ability to develop productive working relationships with Elected Members from across the Council, providing timely and balanced advice
- Ability to develop and maintain effective relationships across all sectors of the community, including the Borough's business community, voluntary and community groups and other statutory organisations.
- Excellent interpersonal and people management skills, including the ability to establish rapport at all levels in order to gain trust and confidence
- Excellent communication and presentation skills, with flexibility to adopt differing styles suitable to a wide range of situations/audiences
- Ability to represent and promote the local authority, its services and initiatives, to national and local bodies, the public and the media
- Good problem solving, decision making, analytical and critical thinking skills and ability to apply these in a complex organisation
- Excellent project management skills with the ability to ensure that the Council's major programmes and projects are delivered successfully

ATTITUDES

Essential

- Commitment to the effective delivery of public services
- Positive attitude to meeting the challenges currently facing local government
- Commitment to ensuring that teams work effectively and collaboratively 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 equality, diversity and inclusion in service delivery and employment
- Self-confident with high levels of resilience in a demanding, complex and politically sensitive environment
- A positive attitude to problem solving
- A high degree of probity and integrity
- Outgoing and approachable with 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 (including evenings/weekends)

This is a politically restricted post under the Local Democracy, Economic Development and Construction Act 2009.