

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 paid services
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 and to support Members with the objective of achieving its vision, priorities, aims and ambition for Slough
- To be the head of paid service and ensure that the council is organised efficiently and effectively to deliver excellent customer focused services.
- To enhance *and be the guardian* of the reputation of the Council with residents, businesses and other stakeholders
- *To act as the Returning Officer and the Electoral Registration Officer*

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.
3. *To ensure effective governance, safeguarding the Councils financial and statutory duties and ensuring proper public accountability*

Leadership

4. To be the head of 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.
5. 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.
6. 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

7. To lead the council's commitment to working with a range of stakeholders with the aim of maximising positive and sustainable *external* investment in the *town centre* and other initiatives.
8. To develop and maintain effective systems of consultation, community involvement and partnership working to achieve the council's community strategy.
9. 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

10. To ensure that effective organisational structures and performance management systems are in place to plan, delivery and monitor strategic and service objectives.
11. 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


12. To have overall responsibility for the management of relationships between elected member, political groups and officers by establishing a clear understand of roles and


by developing and maintain clearly understood procedures for converting policies into action within the constraints of propriety and legality.

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

Person Specification

	Description	Essential/ Desirable		Method Application Interview, Test
Experience				
1.1	Significant experience as 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
1.2	Successful corporate leadership with significant track record in strategic planning and performance management leading improved outcomes for local people	Essential	✓	A/I
1.3	Successful working with elected members or stakeholder and in building relationships of trust	Essential	✓	A/I
1.4	A track record of achievement in partnership working with a wide range of stakeholders	Essential	✓	A/I
1.5	Establishing effective relationships with multicultural communities and in dealing confidently with diversity issues	Essential	✓	A/I
1.6	Successfully leading organisational change to achieve major improvements	Essential	✓	A/I
1.7	Success in financial, people and resource management of a significant scale and complexity	Essential	✓	A/I
2.1	A clear understanding of the major challenges in local government and of the current social policy issues to be faced in a multicultural urban environment	Essential	✓	I/T
2.2	Strategic planning and performance management systems including external inspections	Essential	✓	I/T
2.3	Legislative and financial frameworks within which local authorities operate	Essential	✓	I
2.4	High level of understanding and commitment to	Essential	✓	I/T

	Description	Essential/ Desirable	 disability confident EMPLOYER	Method Application Interview, Test
	diversity issues.			
Knowledge				
3.1	Has highlight developed leadership skills to inspire commitment from team's individuals throughout the council.	Essential	✓	I/T
3.2	Has high personal credibility and political sensitivity to work with elected members and a wide range of key stakeholders.	Essential	✓	I/T
3.3	Demonstrates a well developed strategic perspective that can be applied to achieve results in a broad range of corporate, community and services issues.	Essential	✓	I/T
3.4	Has the ability to plan, organise and review corporate systems and structures to deliver results and achieve continuous improvement.	Essential	✓	I/T
3.5	Can lead major changes in an inspirational way.	Essential	✓	I/T
3.6	Communicates clearly and effectively to a range of audiences and is confident in dealing with the media.	Essential	✓	I/T
3.7	High interpersonal, influencing and persuasive skills and is a good negotiator.	Essential	✓	I/T
3.8	Can build effective partnerships with a wide range of stakeholders.	Essential	✓	I/T
3.9	Shows sound judgement, balanced decision making and had good analytical skills.	Essential	✓	I/T
3.10	Committed, robust, resilient and has the drive and energy to achieve results within a challenging and complex environment	Essential	✓	I/T
Key competencies				
4.1	Degree or equivalent qualification	Essential	✓	A
4.2	An appropriate professional qualification	Desirable		
4.3	Management qualification	Essential	✓	A
			✓	

	Description	Essential/ Desirable		Method Application Interview, Test
4.4	Evidence of continuing professional development	Essential		A