



## APPENDIX A: Role Profile - Chief Executive

### Role purpose

To provide strategic leadership to the council, ensuring that the policy objectives and priorities of the administration are put into operation by the council as efficiently, effectively and economically as possible.

Through leadership and development of strategic partnerships across Herefordshire and beyond, ensure the development of shared commitment and capacity to provide high quality public services to people living and working in, or visiting, Herefordshire.

### Accountabilities specific to this role

1. Take lead responsibility for the overall strategic and operational management of the council, monitoring performance against plans to ensure effective and efficient delivery of services to the highest standards, including financial, performance, risk, people and change management. This includes performing the statutory role of 'head of paid service'.
2. Develop and sustain a positive and enabling organisational culture that puts at its heart the provision of good quality, value for money services and ensure that there is sufficient capacity within the organisation to deliver successfully against the council's ambitions and priorities
3. Provide first class inspirational leadership to the council by creating the working environment where employees can deliver their best. Pro-actively manage the culture & values of the council by being a respected role model and leader.
4. Set and manage ambitious performance expectations for everyone recognising excellence and challenging those who under-perform. Create an environment where learning, innovation and the application of new ideas flourish resulting in significant improvements to service delivery.
5. Working with the Leader of the council develop an effective collaborative working relationship between the organisational and political structures of the council and provide an appropriate framework to act as a focal point for member and management input on policy issues.
6. Support Members by providing the highest quality advice and guidance on all matters relating to the council's functions and services. Ensure Members are appraised about issues to enable informed decision making in line with the council's vision and ensuring high standards of internal governance so that policies are agreed and implemented.
7. Ensure the successful delivery of the council's political priorities and lead the corporate leadership team to deliver the strategic direction as outlined by the elected leadership.
8. Develop and review the organisation's resources, partnership arrangements and practices to ensure effective and efficient delivery of services.

9. Provide oversight to the develop of the council's budget setting process, management of its in year budget, setting a clear focus for the leadership team in delivering required savings, and understanding and managing cost pressures.
10. Create and manage effective partnerships with a broad range of stakeholders, building support among them in order to deliver better public services and improved results for local people.
11. Be a strong advocate for the county and represent the organisation, its aims and achievements to stakeholders locally, regionally and nationally.
12. Manage relationships with partners and providers ensuring that services designed and shaped by commissioners are effectively planned and put into operation.
13. Forge a broad network of contacts across the public and private sector to maintain awareness of best practices and initiatives, adapting them for use within the council to create efficiencies and cost savings.
14. Promote, develop, and maintain good relationships with the media and public and ensure an effective communication strategy both internal and external to the organisation.
15. Ensure that the council has appropriate governance and regulatory systems and controls in place which are adhered to, and which are modern, flexible, fit for purpose and proportionate.
16. Undertake on call responsibilities including participation in the council's GOLD emergency planning on call rota.
17. This position has been identified as a politically restricted post under the Local Government and Housing Act 1989.

## **Statutory Duties**

1. The post holder fulfils the statutory functions of Head of Paid Service.
2. The post holder is the council's designated Proper Officer for all statutory 'proper officer' functions.
3. The post holder fulfils the functions of Electoral Registration Officer and Returning Officer/Acting Returning Officer (these functions are fulfilled independently of the council).
4. The post holder fulfils the functions of Clerk to the Lieutenancy.

## **Skills, knowledge and experience**

1. Substantial record of successful senior strategic leadership and corporate management in a similar, large and complex organisation.

2. Evidence of developing a culture of high performance which puts customers first and empowers and values colleagues, as well as setting objective measures to ensure the provision of quality services.
3. The ability to work effectively and impartially with elected Members in supporting the democratic decision making process with the political acumen and skills to develop positive and respectful working relationships with elected Members, fostering respect, trust and confidence.
4. Evidence of success in leading major organisational and cultural transformation to create high performance in a complex and demanding environment.
5. The skills and credibility to provide visible leadership to deliver outcomes for residents, customers and stakeholders, while empowering, enabling, motivating and developing the council's workforce and fostering a positive organisational culture.
6. Experience of successful management and implementation of complex policy issues, leading organisational and/or cultural change in order to achieve successful outcomes.
7. Experience of representing an organisation at a regional and national level on a range of strategic agendas.
8. Significant and successful involvement in the promotion and maintenance of the corporate reputation of an organisation.
9. Successful and extensive experience of the strategic development, management and control of large complex financial plans and budgets, including the evaluation of competing priorities.
10. A successful track record of forging and maintaining working partnerships with communities to ensure the development, design and delivery of services that reflects their needs.
11. Able to communicate a compelling vision to key stakeholders internally and externally to achieve operational outcomes.
12. Commitment to, and ability to visibly demonstrate the council's values and behaviours.
13. A strong commitment to the value of public service, local democratic processes and furthering the interests of the rural county of Herefordshire.

