

## **Bassetlaw District Council**

### *Chief Executive – Job Description*

#### **Key Purpose**

Bassetlaw District Council is a member-led authority and, as Head of Paid Service, the Chief Executive is responsible to the Council for the effective and efficient leadership and management of the organisation. In particular, the post-holder will;

- Be the principal advisor to the Council and ensure the development and implementation of strategic policy.
- Work with elected members to develop and implement the Council's vision and organisational values, in order to provide quality and cost efficient services to the people of the District and the promotion and protection of the well-being of its communities.
- Support the development of the Council's role in community leadership and community/neighbourhood planning.

#### **Leadership, Strategic and Change Management**

1. To provide a clear sense of purpose and direction throughout the organisation, playing a dynamic leadership role in ensuring the Council achieves its key objectives and delivers excellent, quality services for the community.
2. Working with elected members to provide strong, inspirational and effective leadership and direction to the Council's Management Team and to all Council employees, promoting, co-ordinating and ensuring a corporate approach across the Council, and a culture of excellence.
3. To develop and periodically review the strategic vision and key priorities for the authority, which will guide its work, assist the Council to allocate resources effectively and ensure that policies are developed which reflect the aspirations of the Council.
4. To lead and deliver significant transformation and change programmes, aimed at driving improvements to service delivery and customer focus.
5. Lead on, identify and negotiate appropriate collaborative working on behalf of the Council with internal and external partners that meets with the organisation's objectives.
6. Working with the other statutory officers ensure there is effective corporate governance of the Council in terms of the legality, probity, integrity, proper public accountability and scrutiny of its decision making.
7. Responsible for safeguarding of health and safety for all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and/or other relevant codes of practices.
8. Responsible for the line management of the Chief Executive's office and HR and OD Service.

#### **Ensuring Quality Services**

9. To champion a "customer first" ethos within the Council and ensure effective and efficient service delivery against agreed standards.

10. To ensure effective community engagement and that the needs and views of the community are taken into account in developing and delivering services.
11. To ensure that the Council's approach to customers is underpinned by a strong equality and diversity ethos.
12. To lead the development of effective methods of procuring and delivering services, working with statutory and other agencies and the private and voluntary sectors.

### **Performance and Project Management**

13. Ensure effective performance management systems are in place and are reviewed in order to achieve the Council's key priorities and objectives.
14. To develop the Performance Management Culture throughout the organisation, ensuring that the Council has the required capacity, skills, systems and processes in place to drive the continuous improvement of services.
15. To ensure that the Directors and Head of Services have individual performance targets and establish and maintain service and/or business plans which support the achievement of the Council's objectives.
16. To provide clear leadership, capacity and support for major programmes and projects across the Council.
17. Personally and through the employees you manage, implement and positively promote equal opportunities in service delivery and employment practices.

### **Working with Members**

18. To manage the interface between all Elected Members and Officers, support the democratic processes, and act as the Council's principal advisor on strategic policy options and professional matters, driving its strategic direction and corporate management.
19. To work closely with all Elected Members and Officers to ensure that the Council's objectives are promoted and implemented through developing appropriate strategies, policies and plans and translating these into effective action.
20. Ensure effective scrutiny arrangements are in place in accordance with statutory requirements and regulation.

### **Working with Partners and Externally**

21. To ensure the Council fulfils its role as Community Leader through determining, in partnership with Elected Members, and others such as the Local Enterprise Partnership, the key priorities for the local community.
22. To lead the development of a Community Strategy; aligned to the Council's Strategic Plan, which will address those priorities and improve the quality of life in the District.
23. To represent the Council and act as advocate and ambassador for Bassetlaw in all external relationships, locally, regionally and nationally, promoting the economic, environmental and social issues of the District at all times.
24. To develop effective and responsive relationships with partners, local communities and key stakeholders in order to achieve the Council's key priorities.

### **People and Resource Management**

25. To promote the effective management and development of all the Council's employees and ensure they are consulted, empowered, valued and motivated.

26. To foster a positive organisational culture across the authority, ensuring that the Council's Values are promoted and developed.
27. To ensure that, within the policies agreed by the Council, there is a "value for money" approach to the utilisation of resources, including finance and budgetary control, staffing levels, supplies, equipment and premises.
28. To ensure that the Council's resources are optimised and controlled effectively by the development, implementation and monitoring of robust corporate, organisational and financial planning processes.
29. To develop and review management structures which will allow the delivery of quality, cost-effective services.

### **Communications**

30. Develop and promote effective communications, internally and externally, that promote positive working relationships with the Council's employees and stakeholders ensuring that the Council's interests are understood and appreciated.
31. Build the reputation of the Council through positive promotion of the Council's image and professional standards of service delivery.
32. Encourage and promote participation in the democratic process across the District.

### **Statutory and other responsibilities**

33. To be the Council's Head of Paid Service.
34. To have overall responsibility for Emergency Planning, health and Safety and Equality/Diversity.
35. To act as Returning Officer and be responsible for the administration of Local Government, Parliamentary and European Elections.
36. To act as the Electoral Registration Officer for the Council.
37. To undertake any other duties as laid down in present and future statutes.

**The post is politically restricted under the Local Government and Housing Act 1989 and post-holders are prohibited from seeking public election, holding political office, writing or speaking publicly on matters of political controversy.**