

JOB DESCRIPTION
HAVANT BOROUGH COUNCIL

JOB TITLE: Chief Executive
POST NUMBER: MAN001
GRADE: N/A
RESPONSIBLE TO: The Council, via the Leader
RESPONSIBLE FOR: Corporate management of the Council's paid services

Overall Objectives of the Job

- Lead and manage the corporate direction of the Council through strategic leadership and vision to enable the Council to deliver on its political priorities and corporate strategy to enhance the lives of residents, businesses and visitors of Havant.
- To work collectively with Cabinet and senior management in the development and effective delivery of the Council's strategic priorities as set out in the Corporate Strategy.
- To ensure that the council's resources are deployed to best effect to enable the delivery of the corporate strategy within the Council's governance framework.
- To be responsible to the Council for the overall management, performance and quality of service delivery provided to the communities of Havant.
- To advise the political leadership, and all elected members, on policy options and professional solutions that will take forward the vision and priorities of the Council utilising the available resources to best effect.
- Undertake the statutory duties and responsibilities of Head of Paid Service, as defined within the Local Government and Housing Act 1989.
- To fulfil the statutory role of Electoral Registration and Returning Officer under the provisions of Section 8 of the Representation of People Act 1983.

Key Accountabilities

Strategic

1. To provide leadership and direction to the organisation, especially to create a performance culture based on innovation, efficiency and exceptional public service.
3. Lead the corporate management team in the planning, development, co-ordination and implementation of the Council's policies, objectives and priorities; while ensuring the highest standards of advice and service are provided to all stakeholders.

4. Act as a champion for the values and standards of the Council and develop and promote a culture for change that facilitates new ways of working, maximising the use of modern technology and other tools to deliver enhanced customer service and improving productivity and the working environment for staff.
5. Continuously review and develop working practices enabling Havant Borough Council to achieve and maintain modern, effective and efficient local government service provision.
6. Take the lead in the development and maintenance of sound working relationships with elected councillors and, with them, work with the Council's various partners and contractors in order to develop the services provided and be capable of responding to changing needs and priorities.
7. Manage the external focus and influence of the Council working for the benefit of the citizens of Havant.
8. Ensure that effective, quality internal and external communications are delivered across the Council, promoting a positive public image of the Council, and undertaking an ambassadorial role in relation to its development.

Operational

1. Ensure compliance with the Council's statutory duties and responsibilities and internal policies and procedures as set out in the constitution of the Council. This includes equality, diversity, sustainability, human rights, health and safety, community safety (section 17), data protection and risk management responsibilities. Ensure that these are communicated and understood throughout the Council.
2. Manage the performance of the Directors and any staff of the Chief Executive's Office.
3. Lead the management team across the organisation in monitoring and driving performance improvement, ensure that departments provide services efficiently and fulfil their statutory functions effectively and within budget; while encouraging flexibility and imaginative solutions for service.
4. To ensure that policies and practices are developed and implemented that sustain the standards of the Council as a 'good employer' including the effective leadership, development and motivation of all staff.
5. Undertake the duties as the Head of Paid Service in accordance with the provisions of the Local Government and Housing Act 1989.
6. To be the responsible officer, on behalf of the Council in respect of all matters relating to elections and electoral registration.

General

To carry out such duties and responsibilities delegated to the post under the Council's scheme of delegation; where appropriate arrange for further delegation to officers as appropriate within the Council.

To attend on a regular basis Council and strategic committee meetings, corporate management team meetings; meetings of outside groups and organisations; and, other meetings as required.

Undertake all duties in accordance with the Council's policies, ensuring that these policies are promoted throughout the Council.

It is the nature of the work that tasks and responsibilities are unpredictable and varied. The post holder is expected to work in a flexible way and will be expected to continually develop in the role.

Key Competences, Skills and Personal Qualities

To adhere to the highest standards of leadership and management as defined in the Leadership Behavioural Framework taking personal responsibility and accountability for the continuous development of these competencies.

Learning and Development

To undertake training and development programmes in order to

- update yourself and your management team to ensure the highest standards of professionalism and
- to remain up to date with modern public service leadership.

Equal Opportunities

The Council is an equal opportunities employer offering appropriate training and development opportunities to all employees. Therefore, all staff are expected to help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness.

Health and Safety

To undertake any duties regarding health, safety and welfare at work which may reasonably be allocated to the post holder as a result of legislation, codes of practice or council policies and to undertake such duties as required under the Council's emergency plan.

Other

Full driving licence and vehicle availability or other appropriate transport arrangements

Notes:

This role is subject to the terms and conditions of service as prescribed by the Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities except where locally agreed conditions are in place.

This is a politically restricted post under section 2(1) of the Local Government and Housing Act 1989. The holder of this post is disqualified from being a member of other local authorities, a Member of Parliament or a Member of the European Parliament. In addition the post holder may not hold office in a political party, canvas at elections or attempt to influence support in any other way for a political party.