

## **JOB DESCRIPTION – CHIEF EXECUTIVE**

### **Job Purpose**

Lead and manage the corporate direction of the Council through strategic leadership and vision, enabling the Council to deliver on its political priorities and corporate strategy to enhance the lives of residents, businesses and visitors of Havant.

This is a Chief Officer role reporting to the Leader, Cabinet and Council. The postholder chairs the Management Team.

### **Leadership Accountabilities**

1. Delivery of the Council's Corporate Strategy
2. Appointed as the Head of Paid Service
3. Appointed as the Electoral Registration and Returning Officer
4. Leading stakeholder engagement with the community, Government agencies, businesses and other public bodies

### **Direct Accountabilities**

Lead the management team in the planning, development, co-ordination and implementation of the Council's policies, objectives and priorities;

Ensure an effective financial and corporate governance framework, upholding the highest standards of conduct and modelling the Council's values and behaviours

Develop and promote a culture for change that facilitates new ways of working, minimising bureaucracy to ensure efficient decision making

Lead the development and maintenance of sound working relationships with elected councillors and work with the Council's partners to be an ambassador of the Council's objectives.

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.

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

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.

### **Behaviours & Skills**

The Chief Executive is expected to:

- Lead the management team to collaborate proactively and productively and work effectively with Councillors
- Demonstrate 'whole organisation' thinking in the delivery of shared and direct accountabilities
- Identify and create opportunities for agile practices in all areas to progress the Council's efficiency agenda and reduce bureaucracy
- Display a 'commercial' awareness in planning and decision-making, encouraging others to do the same
- Communicate compellingly verbally and in writing
- Demonstrate strong political awareness, stakeholder relationship management and cultural sensitivity
- Manage people well to encourage optimum engagement and performance
- Be skilled at managing conflict and achieving resolution
- Show a commitment to customer excellence

### **Service Specific**

This postholder is expected to bring:

- Significant experience of successful leadership within a public authority, delivering tangible benefits and outcomes for communities.
- Evidence of successful resource and financial management, including evidence of the resolution of conflicting priorities, formulating budgets, applying rigorous monitoring and control procedures and maximisation of available grants.
- A record of success in communication and engaging with a wide range of internal and external bodies, building partnerships and productive working relationships and positively promoting organisational reputation and interests.
- Evidence of championing successful change management within a complex and demanding environment; developing, leading and implementing strategies and change programmes to secure continuous service improvement, successful outcomes and significant operational and service changes.
- Evidence of success in building and enhancing the reputation of an organisation with external bodies and the media.
- A track record of working effectively within a political environment, providing clear and balanced advice and guidance on strategic issues to achieve service objectives.
- Ability to develop effective working relationships with the local community; focussing on their needs whilst being able to develop practical and creative solutions to service and corporate problems.
- Ability to promote the Council, its reputation and status at a regional and national level.
- A track record of having achieved personal professional and organisational goals over the course of their career

