

Job Description

Shared Chief Executive

Spot Salary: £145,000

Responsible To:

The Full Councils of Chorley Council and South Ribble Borough Council

Responsible For:

All employees of Chorley Council and South Ribble Borough Council

About the job:

To deliver the councils' corporate and partnership priorities in line with the councils' Corporate Strategies.

As the Head of Paid Service to ensure the effective strategic leadership of the council's Senior Management Team and be the Council's principal policy adviser in order to support the delivery of excellent services in accordance with Council policy, budgetary and statutory requirements.

Role:

To act as the councils' principal adviser to the elected leadership of the councils on policy options and the forward planning of objectives, services, and resources to deliver the sovereign councils' ambitions for the boroughs.

To provide leadership, direction and management of the officers of the councils to ensure the delivery of the council's Corporate Strategies and the provision of high quality, cost effective services based on community needs.

Manage the interface between Elected Members and Senior Officers, promoting a positive and respectful relationship between Members and Officers.

Provide strong visible leadership and direction to the councils' workforces to deliver Council and community priorities, maximising potential and developing a culture of accountability and empowerment.

To ensure that the councils have appropriate governance and regulatory systems and controls in place and adhered to, which are modern, flexible, fit for purpose and proportionate.

Ensure the performance of such emergency planning functions together with any other reasonable duties that may be required to maintain services.

To undertake any other duties incidental to the role of Chief Executive of the councils.

Responsibilities:

Team:

- You will manage individual and team performance to ensure that agreed targets and outcomes are achieved and that quality services are provided at all times, in line with our HR policies
- You will be responsible for all aspects of staffing matters related to the Team including recruitment, appraisals, absence management, capability and discipline
- You will participate in and deliver staff development activities as required

Corporate:

- You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
- You will actively engage with customer care, value for money and performance management.
- Your duties will be carried out in line with our equality scheme.
- You will be compliant at all times with GDPR and data protection legislation.
- You will constructively participate in communication and promotional activities.

Organisational:

- You will be committed to ensuring that shared services works for each organisation and act as an advocate for its development over time
- You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
- You will support an inclusive culture which provides opportunities for everyone to participate and progress.
- You will support effective relationships across all directorates, with stakeholders and external partners to ensure each council's priorities and objectives are met.
- You will positively promote and represent each council at all times.

What the successful candidate will have:

- Relevant postgraduate master's degree or equivalent qualification and/or extensive relevant experience
- Be able to demonstrate a commitment to professional development
- Have significant experience of managing relevant teams and functions with demonstrable success at a comparable scale and level of complexity
- Have experience of managing a range of multi – disciplinary projects using transferable skills to move between projects and teams to drive delivery and achieve benefits
- Be able to demonstrate effective written and verbal communication skills
- Be able to work as part of a team, maximising available resources
- Be able to plan and organise a varied workload with shifting deadlines and priorities.
- Be able to challenge service performance, identifying and implementing improvements

You will play a key part in our organisational culture:

A LEARNING FORWARD THINKING ORGANISATION – Plans and prioritises effectively deciding what to do and what not to do, if unsure ask

RESPECT AND INTEGRITY – Is visible, approachable, open and honest with colleagues.

PRIDE – Creates an upbeat, positive culture among colleagues.

TWO COUNCILS, ONE SHARED SERVICE – Builds effective relationships outside their immediate team, with win-win relationships for all