

Job Description

Job Title:	Chief Executive Officer
Salary:	£140,000 - £150,000
Location:	Agile / flexible working arrangements with office base at Bodicote.
Contract:	Permanent
Reports to:	Leader of the Council
Responsible for:	Working closely with elected Members to lead the Council through a period of challenging economic circumstances, to deliver its priorities and to maintain a progressive and high performing organisation for the future.

Undertake the statutory role of Head of Paid Service, with overall responsibility for the effective strategic, corporate and operational management of the Council.

The role of CEO has direct line management for:

- Corporate Director of Communities
- Corporate Director of Resources
- Assistant Director of the District Councils Network (DCN) – host authority
- Managing Director Oxford to Cambridge Pan Regional Partnership – Accountable Body

As part of a small leadership team the role also operates as a Corporate Director with direct responsibility for:

- Assistant Director of Customer Focus
- Assistant Director of Health and Wellbeing
- Assistant Director of Human Resources

Key Relationships

Externally: Wide network of contacts from within the public and private sectors at national and local level including key stakeholders, local partnerships, council owned companies, government departments and business organisations.

Internally: Elected Members, Corporate Directors, Assistant Directors, and Managers and teams from across the Council.

Job Purpose

- To lead the Councils' Corporate leadership team, ensuring collective responsibility for the managerial/ operational leadership of the council; encouraging an organisational culture of engagement, improvement and high performance.

- To lead and act as the Principal Advisor to the Leader and Elected members on the Council's corporate priorities to support the aims and ambitions of the Council and establish the service functional direction for:
 - Housing that meets your needs
 - Leading on environmental sustainability
 - An enterprising economy with strong and vibrant local centres
 - Healthy, resilient, and engaged communities
- Work in partnership with elected Members to champion the Council's vision for the Cherwell District and mobilise the organisation to deliver through a culture of aspiration and high performance. To visibly work alongside staff to inspire commitment and set the tone for a culture where staff are inspired, empowered and supported.
- Ensure that strategies, policies, and systems are in place to connect with the local community; to inform, to consult, to receive and act upon feedback, in order to foster real community engagement and enhance customer satisfaction.
- Support elected members in their community leadership role and foster a climate of effective collaboration to deliver positive outcomes and public services for Cherwell communities.
- Develop and maintain an external focus and influence, and support Members in promoting the interests of the Council at local, regional, national and international level, ensuring the development of external and internal communication strategies and positive media relations.
- Ensure that robust and effective strategies, policies and systems are in place to manage the reputation of the Council with the public, partners and employees.
- Ensure the legality, probity, integrity, proper public accountability and scrutiny of the Council's decision-making processes to ensure the effective governance of the Council and its regulatory functions.
- Exercise the statutory duties and responsibilities of the Electoral Registration Officer and Returning Officer on behalf of the Council.
- Promote the Council's commitment to equality, diversity and social inclusion and ensure that this is delivered through proactive community engagement and clear policies with specific action, to ensure fairness and equality of opportunity in service delivery and employment.
- Drive innovation and continuous improvement across the Council; keep under review the organisation and delivery of services and utilise new technology and partnership working to improve efficiency, enhance capacity, achieve best value and optimise the use of the Council's resources.
- Lead, manage and develop the senior management team, to ensure a highly credible leadership team that effectively works together at strategic and corporate level and delivers operational objectives.
- Ensure that systems are in place and that lines of accountability are clear for the effective management of the organisation, including the management of performance, risk, health and safety, financial resources, civil emergencies, contingency planning, and people management.

- Represent the Council on partnership groups within the public sector or in collaboration with the private sector or Community and Voluntary Sectors and establish and maintain excellent working relationships with key stakeholders.
- To undertake all duties in accordance with Council policies and statutory obligations, and any other such duties as may be reasonably required.

Corporate Duties and Responsibilities

- To work with elected members and senior officers to ensure the strategic aims and values are clearly understood by their elected members, staff and partners and are reflected in all the Council does.
- To provide collective leadership that has impact beyond and within the Council and support the development of the Council's vision, strategies and plans operating at a national, regional, sub-regional, community, corporate and functional level to get the best for the district.
- To set, deliver and monitor the vision and strategic direction as part of the Council's senior leadership team.
- To actively demonstrate and help to embed the values and behaviours of the organisation.
- To support colleagues, elected members and other stakeholder organisations to realise our vision, putting forward innovative ideas and options for service delivery.
- To ensure that the Council's organisational development and transformation plans are achieved as part of the Council's senior leadership team.
- To be responsible for significant delegated financial budgets and resources ensuring that they are allocated effectively for the delivery of high-quality services, in a manner that demonstrates value for money and compliance with relevant policies and guidelines.
- To ensure that financial efficiencies continue to be achieved whilst continuing to maintain and improve service delivery.
- To actively develop and maintain constructive relationships between the Council and its partners. Working together to collectively achieve wider economic and social objectives for the benefit of local communities.
- To ensure that there is a clear and consistent focus across the council and our partners on delivering an inclusive and outstanding customer experience to all our residents and our local communities.
- To provide inspirational leadership to those service areas under the remit of the post, promoting a culture of high performance, continuous improvement, innovation, and customer focus.
- To ensure that staff are provided with appropriate support and opportunities for personal development to ensure that the Council is in the best possible position to deliver the broadest possible benefits of joint working.
- Adhere to councils' health and safety and equalities policies.

Personal Specification

Part 1 – Leadership Experience

- A proven track record of consistent and demonstrable achievement at a senior management level within an organisation of comparable scope and complexity.
- A demonstrable track record of leading, motivating and managing teams to achieve high performing and significant, sustainable service improvements and outstanding results, through internal and external partnerships.
- Experience of developing and sustaining a culture that meets the needs of and engages with customers and staff within a safe, open and high performing working environment.
- Evidence of establishing a performance management culture to drive continuous improvement, including service planning, target setting, performance appraisal and the management of staff groups.
- A track record of working in and forging successful partnerships with a wide range of internal and external bodies including governmental and non-governmental organisations, the private and voluntary sectors.
- A proven track record of working effectively within a political environment, providing clear, balanced advice and guidance on strategic issues that achieve service objectives.
- A proven track record of applying commercial judgement in making decisions that will deliver cost effective and efficient results.

Part 2 – Role Specific Experience and Qualifications

- Demonstrable commercial experience of leading on and delivering major investment projects and programmes within an organisation of comparable scope and complexity.
- Experience of providing leadership and oversight of financial and corporate governance frameworks to ensure effective operations and compliance of legal, procurement and risk management requirements.
- Experience of working at a senior level in a complex, multi-disciplinary organisation.
- Demonstrate the capability and capacity for critical thinking and ability to apply this insight in a practical and engaging manner.
- Evidence of continued professional development in a relevant field.

Part 3 – Key Competencies and Behaviours

- Excellent leadership and management skills, including ability to delegate appropriately.
- Strong interpersonal skills and the ability to influence and persuade.
- Strong personal commitment to the delivery of first-class services.
- High level communication, networking, and ambassadorial skills.

- Business acumen.
- Vision and creativity.
- Ambitious, energetic, and highly motivated.
- Visible, approachable, and accessible; resilient, determined, and confident.
- Awareness of own strengths and weaknesses and commitment to addressing areas requiring development.