

JOB DESCRIPTION FORM - 2006 (currently being updated and to include best practice)

Job Title: Chief Executive

Job Holder: Gillian Beasley

**Reports to:
(Name & Title)** Full Council

1. Job Purpose:

- As Chief Executive to be responsible for the effective management of the authority, for providing advice to the Leader of the Council, Cabinet, the Group Leaders, the Council and where appropriate individual Members in the identification and development of key strategic policy objectives and priorities.
- To decisively lead the Corporate Management Team, the Senior Management Team in Departments and staff to deliver the Council's vision, values and objectives in a coordinated, corporate approach.
- To ensure that all the resources within the Council's remit are used effectively and in a coordinated way to deliver excellent customer service to all those who work, live in or visit the City.
- To act as an ambassador for the Council to ensure it is fully engaged in a working partnership with its stakeholders and communities to fulfill its community leadership role.
- To act as Head of the Council's Paid Service.

2. Dimensions:

Areas of Responsibility

1. Responsible as Head of Paid Service for creating and deleting posts, making staff appointments and determining terms and conditions of employment. As Head of Paid Service the post holder is responsible for addressing the staff needs of the authority, meeting those staffing needs and ensuring the appointment and proper management of the staff.
2. The post holder is ultimately responsible for approximately 7,000 staff, of which over 5,000 staff are employed in schools.
3. Responsible for the direct management of 3 Executive Directors, 3 Directors, 1 Head of Service and an Executive Assistant.
4. Responsible for leading the Council's Corporate Management Team.
5. Responsible to the Council (57 Councillors), the Leader and Cabinet for the identification and development of key policy objectives and priorities and the

delivery of those objectives and priorities through programmes and projects, for example:

- Responsible for the new delivery arrangements for the Growth and Regeneration of the city which will involve over £1bn investment from outside the UK;
 - Responsible for ensuring that a multi-million pound schools building programme is delivered to ensure there are sufficient school places for all children who live or come to the city;
 - Responsible for ensuring that the arrangements for safeguarding children and adults are secure and that the two statutory Directors are effectively managed to achieve this;
 - Responsible for ensuring that high profile projects on waste and energy are delivered, including the Energy from Waste Facility, Energy Parks for Solar and Wind and other energy projects in conjunction with the Executive Director: Resources;
 - Responsible for ensuring that the relationships with external contractors, such as Enterprise, Vivacity and Serco are properly managed and that those contractors deliver their obligations under contractual arrangements;
 - Responsible for working with Anglia Ruskin University and Peterborough Regional College to develop a University for Peterborough;
 - Responsible for implementing the new commissioning arrangements for all services to meet the needs of the citizens of Peterborough and for leading the Management Board responsible for delivering the implementation of these arrangements;
6. Responsible for ensuring resilience and emergency planning arrangements are secure for the whole of the city and acting as Gold Commander at Strategic Gold Command meetings on behalf of the Council.
 7. Responsible for representing the Council at top level meetings with Government, with Secretaries of State, Ministers and Civil Servants.
 8. Responsible for leading negotiations with major investors to the city, such as Hammersons, Mastercard, Aviva, Perkins and overseas investors.
 9. Solely responsible for the effective running and management of local parliamentary and European elections as well as referenda and the proper maintenance of the Electoral Register.
 10. Responsible to the Mayor in the civic role and for ensuring all civic and ceremonial protocol are properly adhered to.
 11. Responsible for the overall performance of the Council ensuring proper financial management of the Council's budget (revenue budget of £380m and additional capital budget of £250m in 2013/14, £630m in total), that financial controls are properly applied, that there is proper risk management of all of the Council's activities and that there is proper governance and decision making for all the Council's decisions.

12. Responsible for representing the Council on a number of outside organisations such as the Greater Peterborough Partnership, Local Government Association's Chief Executive Sounding Board, Family Justice Board (Chief Executive representative for whole of UK), East of England Children's Improvement Board and East of England Chief Executives Group.

3. Organisation:

See structure chart at Annex 1

Executive Director: Resources – is the statutory 151 officer for finance, is Managing Director of Blue Sky Peterborough, the Council's energy services company and manages the following functions:

- Finance
- Audit
- Strategic Client Services
- Corporate Property

Executive Director: Children – is the statutory director for Children's Services and manages the following functions:

- Children's Safeguarding
- School Improvement
- Special Educational Needs

Executive Director: Adult Social Care – is the statutory director for Adult Social Care Services and manages the following functions:

- Adult Safeguarding
- Adult Social Care Provision
- Assessment and Care Management
- Public Health

Director of Place – is responsible for the commissioning and performance management of the functions which deliver the Council's growth, regeneration and economic development priorities through Opportunity Peterborough, the Peterborough Delivery Company, Highways Services, provides planning transport and engineering focus within the Council and building control.

Director of People – is responsible for the commissioning of all services for the people of Peterborough in relation to Children's Services, Adult Social Care, Public Health and Neighbourhoods (including cohesion, community safety and neighbourhood management).

Director of Governance – is the Council's Statutory Monitoring Officer and responsible for the following functions:

- Legal Services
- Governance

- Regulatory Services (Licensing, Environmental Health and Trading Standards)
- Communications
- Performance Management
- Human Resources

Head of Commercial Operations – is responsible for the following functions:

- Car parking
- City Centre Management
- Tourism, including Tourist Information Centre
- Events
- CCTV
- Markets

Executive Assistant – provides personal support to the Chief Executive.

4. Principal Accountabilities / Responsibilities:

1. To head the Council's paid service and to act as the principal adviser on policy and strategy, ensuring that the resources (including legal, finance, people and technology) are effectively deployed to those ends.
2. To lead the organisation to ensure the highest quality of services for Peterborough residents, setting a clear framework and achieving rapid and effective implementation.
3. To ensure that the Council has the capacity to develop and respond innovatively to new challenges whilst ensuring that the highest standards of financial, legal and ethical probity are maintained.
4. To ensure that the organisation is able to implement and consolidate new initiatives in order to maximise organisational capability.
5. Ensure effective performance management systems are in place, regularly assessing the health of the organisation and its corporate effectiveness through the process of setting targets, performance standards and regular review.
6. Work with elected members and staff to ensure the authority adopts a proactive response to the external challenges from central government and other bodies.
7. Lead and develop a strong and co-ordinated Corporate Management Team.
8. Ensure the efficient and effective co-ordination of the Council's programme and policies across all services and the integration, deployment and development of the Authority's resources to meet agreed objectives.

9. Manage the interface between Members and Senior Officers, maintaining the essential Member/Officer partnerships and establishing appropriate systems and processes.
10. Provide leadership to develop and maintain effective partnerships with other public and private sector bodies, businesses and community groups to improve the quality of life for Peterborough citizens.
11. Act as an advocate on behalf of the Council so as to ensure that the Council's documents, policies and achievements are understood by all of the community, the media, local industry and central government in order that the Council's actions are understood.
12. Lead upon and ensure that the evolving, underlying culture of the organisation supports the drive to develop all employees in a learning environment, in order to maintain continuous improvement in the quality of services.
13. To value diversity and ensure equality of opportunity both within the Council and in all areas of service provision.
14. To represent the Council on formal occasions, undertake the necessary Civic duties as appropriate.
15. To act in the capacity of Returning Officer for Local, Parliamentary and European elections.
16. To ensure that the Council can respond effectively in the event of an emergency.
17. To ensure that effective action is taken to investigate and rectify any irregularity or suspected irregularity affecting the Council.
18. Establish and maintain effective relationships with major organisations and agencies based in Peterborough or intending to move to Peterborough, and also other local authorities and Central Government Departments.

5. Job Knowledge, Skills & Experience

Knowledge and experience

- A thorough understanding of the workings of local government including knowledge of major legislative issues and challenges facing local government and of service delivery.
- Substantial experience of delivering major complex projects that are high profile and face a high degree of external challenge and risk, ensuring delivery on time and within budgets.
- A proven track record of promoting the reputation of an organisation with its stakeholders and the media.

- Experience of building effective and productive working relationships with senior managers and staff.
- Experience of leading and motivating a team of senior professional managerial staff to a high level of achievement.
- Substantial experience and demonstrable success in change and improvement management, managing a diverse range of services and translating organisational ambitions into real achievements that benefit service users.
- Successful record of establishing and maintaining a strong performance culture, effective performance and service quality evaluation that involves users and driving up standard and performance.
- An in-depth knowledge of key equality issues and an ability to promote good practise.
- Significant involvement in the preparation, management and control of large complex budgets.
- Qualified to degree level or equivalent with a record of continuous professional development in both management and leadership.
- Substantial experience of working with elected Members in a political environment.
- Experience of working with Central Government, Civil Servants, Secretary of State and Ministers and generally working at a national level.

Abilities and Skills

- Outstanding interpersonal skills with the ability to relate to a wide range of audiences in a manner that inspires respect, trust and confidence.
- Personality, conduct and creditability that engages and commands the confidence of Councillors, senior managers, staff, local communities, external partners/organisations and other stakeholders.
- A strong, inspirational and motivating leader.
- Strong negotiating skills.
- High level of analytical skills and a proven record of problem solving at the highest level.
- Decisive with a local approach to decision making.
- Strong commitment to driving a performance culture and accountability.
- Advocate of equality and diversity and dignity and respect in the work place.
- An effective, highly visible leader and manager with an approachable style.
- An aptitude for strategic problem solving and decision making with the ability to produce practical and creative solutions.
- A strong lateral thinker, able to manage a complex multi-disciplines organisation.
- Innovate and resourceful in linking the Council's vision with a coherent framework of policies.

- Ability to communicate effectively and knowledge of how to improve communication in a large organisation.
- High levels of political awareness and understanding and able to translate that into delivering the political administration agenda.
- Robust and resilient and able to work in a challenging and complex environment to tight deadlines.
- Ability to listen, work with and respond to the needs of the community and focus on structuring services around these needs.
- High motivation and personal drive to achieve results.
- Adaptable and flexible in approach and open to new approaches and ideas

6 Job Context:

Operating

- The post holder operates at the top of a large and complex organisation delivering services to over 183,000 residents of Peterborough within the context of a complex statutory framework set by Government. Within the Council there are 100's of different services which the Council provides across a wide range of functions. In addition the Council has a wider Community Leadership and influencing role in the city as a whole which the post holder plays a key leadership role in.
- The services are public services, run on a commercial basis but which focus on the diverse needs of the population of the city.
- The post holder operates outside of the city both regionally, nationally and internationally. The post holder also operates within regional structures and with National Government more recently the post holder has been meeting with international investors from the Middle East to further the Councils growth and economic development agenda.

Environment

- The post holder is accountable to 57 Councillors who have organised themselves into 4 political groups and so the post holder is required to have excellent political skills whilst remaining politically neutral at all times.
- The post holder is required to advise the political administration (particularly the Cabinet) on how to achieve their priorities. At the same time the post holder has to maintain strong relationships, based on trust, with other political groups to ensure that their needs and aspirations are properly met. This requires considerable skill and ability.
- The post holder operates in sometimes very hostile and challenging environments where the Council is accountable to its residents, but also to other statutory inspection regimes. Throughout this, the post holder has to ensure that there is openness and accountability of all decision making as well as ensuring the

Council's governance delivers legally compliant decisions. This is all in an environment of increasing funding and reserves.

Framework

- The Council works within a complex statutory framework set by government supported by secondary legislation and statutory guidance. The Council also works within a European legislative framework particularly for procurement as compliance is vital to avoid challenge. The post holder also works within tight inspection frameworks from OFSTED and CQC as well as other potential Government intervention regimes.
- The post holder is responsible for ensuring that the city is safe in relation to the responsibilities the post holder has for emergency planning.
- The post holder carries responsibility for local, parliamentary and European elections and as such has sole responsibility for the complex statutory framework around elections and for running open safe and fair elections within the area she is responsible for.

7. Job Challenges:

- By 2015 the Council will have had its budget reduced by 43% as a result of the austerity measures imposed by Government. This is against a backdrop of increasing need in the community particularly in adult social care and safeguarding children. Alongside this, the Government has not reduced any of the Council's statutory duties. The post holder is responsible for ensuring that the Council, in this climate, is able to deliver its statutory services to the citizens of Peterborough. She is also required to manage the political processes required to make the decisions and manage the external environment with partners in which these decisions are made. Leading staff and motivating them to continue to deliver high quality services is also a considerable challenge in this environment.
- The Council is embarking on cutting edge and innovative projects, one of which is attracting international investment to deliver extensive regeneration of parts of the city. The post holder is required to build new and effective relationships with these investors and convince them that she and the Council can work effectively with them to deliver these projects. Inevitably these are high risk projects but they could potentially deliver significant financial returns to the Council to enable the Council to support its budget and therefore vital services. The post holder is required to understand the complexity of the investment arrangements, advise the Council openly and transparently on the proposals and its risks and deliver safe and secure project which deliver real benefits to the city.
- The austerity measures of government have required the post holder to consider new and innovative ways to increase income of the Council and to trade commercially. Some of those initiatives which are ground breaking for local authorities include the solar and wind projects, the energy performance contract, setting up an energy

services company, setting up a development company and as stated attracting foreign investment into the city.

- The political environment which has already been mentioned above creates its own challenges.
- Maintaining the moral dedication and enthusiasm of the staff in these difficult times is critical. The post holder is leading the Council to achieve silver accreditation for Investors in People to demonstrate the commitment the Council has to the development of its staff and the value that they place upon their staff in these difficult times.
- The post holder is required to manage the reputation of the Council ensuring that the difficult decisions the Council has to make are properly explained to its staff and to the residents of Peterborough as well as other stake holders including businesses and the voluntary sector.
- The post holder works for a city which has considerable diversity with over 100 languages spoken and over half of the world's nationalities represented in the city. The post holder has built relationships with many communities and organisations to ensure that her responsibilities for equality and diversity are properly discharged and that the needs of those communities are properly addressed in the Council's plans.
- With the threat of terrorist attacks, climate change and other potential threats, the post holder has had to spend more time on managing and leading emergency planning in the city with other statutory agencies.
- Peterborough has had considerable challenges with election fraud and is now regarded as a 'best practice' authority in handling its elimination. The post holder has to spend considerable time managing carefully in a "hands on" way the electoral process and elections to ensure elections are fair and safe.

8 Key Relationships:

Political

- 1:1 meetings weekly with the Leader of the Council and the Deputy Leader of the Council monthly.
- Monthly meetings with the 4 political group leaders (including the leader of the Council).
- Quarterly briefings with all members of the Council on matters of importance which require the Chief Executive's input.
- Regular e-mail, telephone and personal contact and ad hoc meetings with all of the above and all Councillors.

Direct reports

- 1:1 meetings fortnightly with all directors.

- Fortnightly corporate management team meetings.
- Regular e-mail, telephone and personal contact and ad hoc meetings as required with the above.
- Direct access for high profile, high risk operational matters where advice and guidance are needed to ensure that the Council acts properly.

Other contacts

- Monthly meetings with all key partners locally to support the wider agenda of the city.
- Quarterly meetings with regional Chief Executives.
- Quarterly meetings of the LGA sounding board for Chief Executives where national issues are discussed.
- Meetings with civil servants and ministers from DCLG and other Government departments on issues concerning the Council, including the solar and wind farm projects and foreign investment.
- Monthly meetings with the Council's external auditors to brief them on the Council's challenges and ensure that the Council is compliant with the audit regime.
- Regular ongoing engagement with chief officers in partner organisations.
- Regular contact with community organisations, community groups and other organisations in the city, supporting their events.
- Regular meetings with the Mayor and the Mayor's officers to support the civic aspect of the post holders work.
- Meetings with the Electoral Commission in relation to the post holder's responsibility for elections.

9. Decision Making Authority:

- The post holder has wide ranging delegations within the constitution which allows her to discharge her responsibilities as above. The post holder has to act with legal and financial advice and within the policy framework set by the Councillors. The post holder has considerable autonomy to make decisions provided she acts within that framework within the constitution. She also has the power to make any decision, in an emergency, provided she consults with the Group Leaders. This is a very wide ranging and considerable decision making power.
- All of the other decisions made by the Council both at Full Council and through Cabinet are always with the post holder's advice where she has to ensure that those decisions are legally and financially sound and follow the correct constitutional rules.

- The Council and the Cabinet have to have regard to the post holder's advice in their decision making.
- As Head of Paid Service the post holder's advice has to be taken in relation to decisions made under this remit.
- The post holder is wholly autonomous in any decisions taken in relation to elections as she is personally liable for any of those decisions.
- The post holder is solely responsible and autonomous in any decision she takes in relation to her emergency planning responsibilities when she is acting as Gold Commander during a declared emergency.
- The post holder is the officer responsible for Health and Safety of staff and if there is any Health and Safety issue or prosecution for Corporate Manslaughter then she is responsible in these cases.

10. Additional Information:

Copies Attached

1. Structure Chart
2. This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside of work.

SIGNATURES:

After reviewing the questionnaire sign it to confirm its accuracy

JOB HOLDER: _____ **DATE:** _____

LINE MANAGER: _____ **DATE:** _____

NOTES FOR COMPLETING YOUR JOB DESCRIPTION

1. Job Purpose

This should be a concise statement of why your job exists, *i.e. what it is there to achieve*. It should summarise the overall role of your job from the company's point of view, and one sentence should normally be adequate for this. It helps explain the job title which sometimes does not give a full impression of the job.

2. Dimensions

This section will identify the significant areas upon which your job impacts for the organisation, either directly or indirectly.

This may include:

Area(s) of Responsibility

Responsibility for teams/projects/departments/liaison required by the job. This may (for example) include managing a team, or sole responsibility for provision of administrative support to a department, or being the co-ordinator of a project.

Financial Responsibility

Indicate where appropriate (as sums of money per annum) any responsibility for budget/costs/income/project costs/salary costs for subordinates. Latest budget figures will be used. It is not essential to provide exact figures.

Staff

Numbers reporting to you directly or indirectly, indicating where appropriate a functional breakdown. Other responsibilities to others e.g. for liaison inside/outside the organisation, for recruiting or mentoring staff

Other

Please indicate any other information to help to clarify the job e.g. number of operating sites, customers, suppliers, volumes of work etc.

3. Organisation

Briefly describe the nature of the work in your department and how your role fits into this. You may find it useful to draw or attach an organisation chart that shows the different jobs in your area.

4. Principal Accountabilities/Responsibilities

These are statements about the end results required of a job. They should identify what you do and for what result, rather than how.

They should:

- Describe end results not duties or activities
- Describe the particular end result achieved in your job, rather than by the team or by others
- Be realistic in describing the main responsibilities that your job has.

For most jobs there should be between four and eight Principal Accountabilities. It is not vital to list every task. However, it may be helpful to think through your daily/weekly/monthly/annual activities before listing the key responsibilities that these individual tasks add up to.

Where possible, they should be written in the form:

	What is done	to what	with what outcome
(e.g.)	i)	A possible accountability for a Quality Control Supervisor, might be:	<i>“To direct the work of quality control staff so that process control procedures are enforced.”</i>
Or	ii)	For a Payroll Manager:	<i>“To recruit, motivate, train and develop payroll staff to maintain an effective workforce capable of delivering a quality service to deadlines.”</i>
Or	iii)	For a Receptionist:	<i>“Respond appropriately to telephone enquiries to ensure that calls are effectively transferred to the correct department”</i>

Below is a list of ACTION VERBS which you may find useful.

<i>Policy Jobs</i>	<i>Management</i>	<i>Specialist</i>	<i>Specific</i>	<i>General</i>
Approve	Achieve	Analyse	Check	Administer
Authorise	Assess	Appraise	Collate	Assist
Define	Ensure	Enable	Distribute	Control
Determine	Identify	Forecast	Issue	Liaise
Develop	Implement	Interpret	Obtain	Manage
Direct	Improve	Justify	Operate	Supervise
Establish	Maintain	Propose	Provide	Support
Plan	Monitor	Recommend	Submit	
Prepare	Review	Support	Supply	

5 Job Knowledge, Skills and Experience

This should summarise the knowledge and experience necessary to perform the job to a fully acceptable level - it should aim to look at the requirements in terms of what would be included in a recruitment advertisement.

This area of the job description is designed to bring out the knowledge, skills and experience required for the job. This could include:

- any desirable/essential qualifications
- background (e.g. previous experience in local government)
- a guide to typical years of experience required to do the job
- personal skills (e.g. negotiation skills, project management skills)

6. Job Context

Information included here should give others an accurate impression of the circumstance and environment surrounding your job and how you fit into the organisation. It may include the following headings:

Operating: What is the nature of the job or service which you provide?

Environment: In what environment do you operate, e.g. if it is a customer service job, who are the customers?

Framework What are the policies, procedures and systems that influence the way in which you carry out your job? e.g. health & safety processes, control procedures, deadlines.

7. Job Challenges

Identify the most complex or demanding parts of your job. This should not refer to specific short term problems but those aspects of the job which a fully competent job holder would find most demanding on an on-going basis. (e.g. “Over the next two years the department in which I work will be responsible for introducing a new IT system to all areas of the organisation...”)

8. Key Relationships

Please use the following sub-headings:

With your boss and reports: briefly indicate the nature and extent of your contact on what issues. (e.g. daily contact, monthly meetings etc.)

Other contacts: identify what other relationships you have to maintain inside or outside the organisation to enable you to meet your responsibilities. Indicate briefly the frequency and reason for these.

9. Decision Making Authority

Briefly describe decisions you make without reference to your boss. Also describe recommendations you make to your boss which are usually accepted.

10. Additional Information

Briefly identify any aspect of your job which you feel has not been adequately covered in the previous sections and which you feel is important in understanding your job. It is not necessary to fill this part of the form if you are happy that the previous information presents a clear picture of your job.