

**JOB DESCRIPTION FORM (IN DRAFT AND SUBJECT TO APPROVAL)**

**Job Title:** Chief Executive

**Job Holder:**

**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 and all 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 co-ordinated way to deliver excellent customer service to all those who work, live in or visit the City of Peterborough.
- 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 discharge fully the responsibilities of the Head of Paid Service in accordance with the provisions of the Local Government and Housing Act 1989 and Peterborough City Council's Constitution.

**2. Dimensions: Responsibilities**

**Areas of Responsibility**

1. To head the Council's paid service and act as the principal adviser on policy and strategy, ensuring that the Council's resources (including legal, finance, people, and technology) are effectively deployed to those ends.
2. To lead and inspire the Council's Corporate Management Team and be responsible for the development of the operating model; the attraction, retention, motivation, performance management and development of staff and for determining terms and conditions of employment.
3. Be ultimately responsible for a headcount of approximately 3,200 staff, of which over 1,708 staff are employed in the Local Authorities maintained schools, and to lead the organisation and establish a culture of learning and continuous improvement to ensure the highest quality of services for Peterborough residents.

4. To value diversity and ensure equality of opportunity both within the Council and in all areas of service provision.
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. 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 and organisational capability are maintained.
7. Effectively manage the interface between Members and Senior Officers, maintaining the essential Member/Officer relationships and establishing appropriate governance, systems, and processes.
8. Be responsible to the Council (60 Councillors), the Leader and Cabinet for the identification and development of key strategy and policy objectives and priorities and the effective delivery of them.
9. Be 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.
10. Be responsible for representing the Council at top level meetings with Government, with Secretaries of State, Ministers and civil servants and working in partnership across the city and system as required to support delivery for the city
11. Actively support and as appropriate lead on the attraction of and negotiations with major investors to the city.
12. As the Returning Officer be responsible for the effective running and management of local and parliamentary elections as well as referenda and the proper maintenance of the Electoral Register.
13. Be responsible to the Mayor in the civic role and for ensuring all civic and ceremonial protocols are properly adhered to, and undertake the necessary civic duties as appropriate
14. Be responsible for the overall performance of the Council, ensuring proper financial management of the Council's budget, that financial controls are properly applied, that there is proper risk management of all the Council's activities and that there is proper governance and decision making for all the Council's decisions.
15. Responsible for appropriately representing the Council on a number of external organisations

### 3. Organisation:

See structure chart at Annex 1

#### 4. Job Knowledge, Skills & Experience:

##### **Knowledge and experience: THESE ARE ALL ESSENTIAL CRITERIA**

- 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 leading a comparable large and diverse organisation/budget and of operating in a high-profile organisation with external challenge and risk, and of delivering projects on time and within budget.
- 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, partners, and stakeholders to deliver high levels 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 standards and performance.
- An in-depth knowledge of key equality issues and an ability to promote good practice.
- Significant involvement in the preparation, management and control of large complex budgets.
- Qualified to degree level or equivalent or by experience, with a record of continuous professional development in both management and leadership.
- Substantial experience of working with elected Members in a complex and political environment or equivalent.
- Experience of working with Central Government, civil servants, Secretaries of State and Ministers and generally operating 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 credibility 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 logical and evidence-based approach to decision making.
- Strong commitment to driving a performance culture and accountability.
- Advocate of equality and diversity and dignity and respect in the workplace.
- 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-discipline 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 with ability 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

## 5 Current Job Context:

### Operating

- The post holder operates at the top of a large and complex organisation delivering services to over 202,000 residents of Peterborough within the context of a complex statutory framework set by Government. Within the Council there are hundreds 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, of which some 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 is responsible for the effective management of a revenue budget of £423m and additional capital budget of £80m in 2021/22, £503m in total),

### Environment

- The post holder is accountable to 60 Councillors who are currently organised into 5 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 will sometimes need to operate in very hostile and challenging environments where the Council is not only 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.

### Framework

- The Council works within a complex statutory framework set by government supported by secondary legislation and statutory guidance. The post holder 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 and parliamentary 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 of responsibility

## 6 Key Relationships:

### Political

- 1:1 meetings weekly with the Leader of the Council and the Deputy Leader of the Council.
- Monthly meetings with the political group leaders (including the Leader of the Council).
- Briefings with all members of the Council on matters of importance which require the Chief Executive's input as necessary.
- 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 MHCLG and other Government departments on issues concerning the Council.
- 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 officers supporting the civic aspect of the post holder's work.
- Meetings with the Electoral Commission in relation to the post holder's responsibility for elections.

**7. Decision Making Authority:**

- The post holder has wide ranging delegations within the constitution which allows them to discharge their 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 providing actions are taken within the framework set out in the Council's Constitution. The post holder also has the power to make any decision, in an emergency, provided there is consultation 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 on whether 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 all decisions made under this remit.
- The post holder is wholly autonomous in any decisions taken in relation to elections as they have personal liability for any of those decisions.
- The post holder is solely responsible and autonomous in any decision taken in relation to emergency planning responsibilities when acting as Gold Commander during a declared emergency.

- The post holder is the officer responsible for the Health and Safety of staff and if there is any Health and Safety issue or prosecution for Corporate Manslaughter then the post holder has ultimate responsibility in these cases.

**9. 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

**POST HOLDER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**LINE MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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