



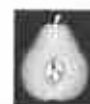
**Nottinghamshire
County Council**

Candidate Briefing Pack

Chief Executive

September 2014

Recruited by



Penna

Welcome from the Leader

"Doing Things Differently. Today, Tomorrow, Together."



Dear Candidate,

At Nottinghamshire County Council we are at a turning point in the way we deliver local public services.

The authority has been providing 125 years of public service and it is clear that the time has now come to ask some fundamental questions about what services we provide, what level of service is affordable to the taxpayer and, critically, how we provide services to ensure best value for money.

A whole-Council transformation programme, called Redefining Your Council, underpins our commitment to developing new solutions. This framework for doing things differently outlines our ambition to identify more efficient and effective ways of working that will deliver the best possible outcomes for our residents.

Now we are looking for someone to take over this challenge from our outgoing Chief Executive, Mick Burrows, who has decided to retire after nearly seven years at the top of one of the largest authorities in England.

We are seeking someone who will continue to look for innovative and creative solutions and you will have a proven track record in shaping and leading large-scale change programmes that involve and engage all the people that it affects.

Underpinning all of this transformation will be our values of treating people fairly, providing value for money and working together.

The way that we work and engage with our stakeholders, partner organisations and other local authorities will be a key role for the new Chief Executive who will need the confidence, personal presence and interpersonal skills to continue to effectively engage with these individuals and groups to drive change forward.

And, finally, it almost goes without saying that I would expect the successful candidate to share my commitment to Nottinghamshire as a place and to be an effective ambassador for the County.

I look forward to receiving your application.

Councillor Alan Rhodes
Leader of Nottinghamshire County Council.



Advertisement

Today, Tomorrow, Together.



**Nottinghamshire
County Council**

Doing Things Differently Today, Tomorrow, Together

Chief Executive | £170k p.a.

Here at Nottinghamshire we're doing things differently and looking to redefine every aspect of the Council so that we're better equipped to deliver for the future.

We're focused on key outcomes that make a difference and support individuals, communities and economic growth.

To do that, we need an inspirational leader who can build on our achievements, but also be prepared to change what we do and how we do it and foster a culture of creativity and innovation to make us efficient.

We'll be looking to you for visible organisational and strategic leadership, inspiration and outcomes in equal parts. With your considerable top-level experience, you'll embody

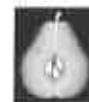
a can-do attitude and be prepared to challenge and intervene effectively to bring about the redefinition of local government. What's more, you'll have an exceptional proven track record in inspiring and working in partnership with people at all levels both internally and externally.

For more information about this role, please contact David Slatter on 07500 828610, and Julie Towers on 07764 791736.

Closing date: 13th October 2014.

If you're a game changer, here's your first step:
www.nottinghamshire.gov.uk/chiefexec

Recruited by



Penna

About Nottinghamshire County Council

The Council

Nottinghamshire County Council is the 11th largest local authority in the UK employing just over 18,000 people, including those employed in schools.

The Council administers an annual budget of £504 million to provide cost effective public services to over 796,000 people in the County. The Council has 67 County Councillors, who are elected by the people of Nottinghamshire every four years. Following the results of the 2013 local elections, the Council administration has been led by the Labour Group although there is currently no majority group.

About the Council

<http://www.nottinghamshire.gov.uk/thecouncil/about/>

Strategic Plan 2014 – 2018

<http://www.nottinghamshire.gov.uk/thecouncil/plans/councilplansandpolicies/strategicplan/>

Redefining your Council

<http://www.nottinghamshire.gov.uk/redefiningyourcouncil>

The Place

Living and working in Nottinghamshire

<http://www.nottinghamshire.gov.uk/living/>

Council's Values

- Treating people fairly
- Value for money
- Working together

Priorities

- Reducing our costs
- Supporting safe and thriving communities
- Protecting the environment
- Supporting economic growth and employment
- Providing care and promoting health
- Investing in our future



Nottinghamshire County Council

Job Description

Job Description		
Title: Chief Executive	Department: Policy, Planning and Corporate Services	Post reference:
Job Purpose As the County Council's lead officer with authority over all of its employees, to undertake the statutory responsibilities of Head of Paid Service and to exercise the responsibilities delegated by the Council as set out in its Constitution.		
Key Responsibilities To:		Key Accountabilities To:
1. Take all operational decisions necessary to secure the provision of services and/or the discharge of statutory functions, including the power to enter into contracts, in accordance with approved policies and Financial Regulations across the Authority.		11. Lead the interface between services and elected members and advise the Leader of the Council, or where appropriate party group leaders, on any matters relevant to the Council's function.
2. Make any decision normally reserved to committee or another officer in accordance with the Urgency Procedure Rules.		12. Advise the Council and all committees on all matters of general policy, and all other matters upon which their advice is necessary.
3. Take decisions whether to grant dispensations to Councillors and co-opted members from requirements relating to interests and their participation in meetings.		13. Attend any committee, sub-committee and/or working party as necessary.
4. Take any decision on any matter not reserved to another officer by law.		14. Advise, or make suitable arrangements for advising the Chairman of the County Council on all matters within the duties of that office.
5. Lead the Corporate Management Team and hold to account Corporate Directors for the performance of their departments		15. At all times to embody the organisation's culture and values and model these across the Council
6. Report to the Full Council on the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of officers.		16. Form, lead and maintain effective partnerships and stakeholder relationships.
7. Consider applications from officers for exemption from political restriction in respect of the post held by that officer.		17. Represent and negotiate on behalf of the Council on external bodies and networks.
8. Secure the provision of advice on the forward planning of objectives and services.		18. Ensure appropriate mechanisms are in place to effectively manage, monitor and report on organisational performance, including its financial governance.
9. Ensure the efficient implementation of the Council's programmes and policies across services and the effective deployment authority's resources to those ends.		19. Act as the Council's nominated Returning Officer in charge of the running of Local, European, Parliamentary Elections and National Referenda.
10. Act as the Proper Officer as set out in Section 270 (3) of the Local Government Act 1972 in connection with committees.		20. Devote their whole-time service to the work of the Council in order to promote the best interests of the citizens of Nottinghamshire.

The postholder will perform any duty or task that is appropriate for the role

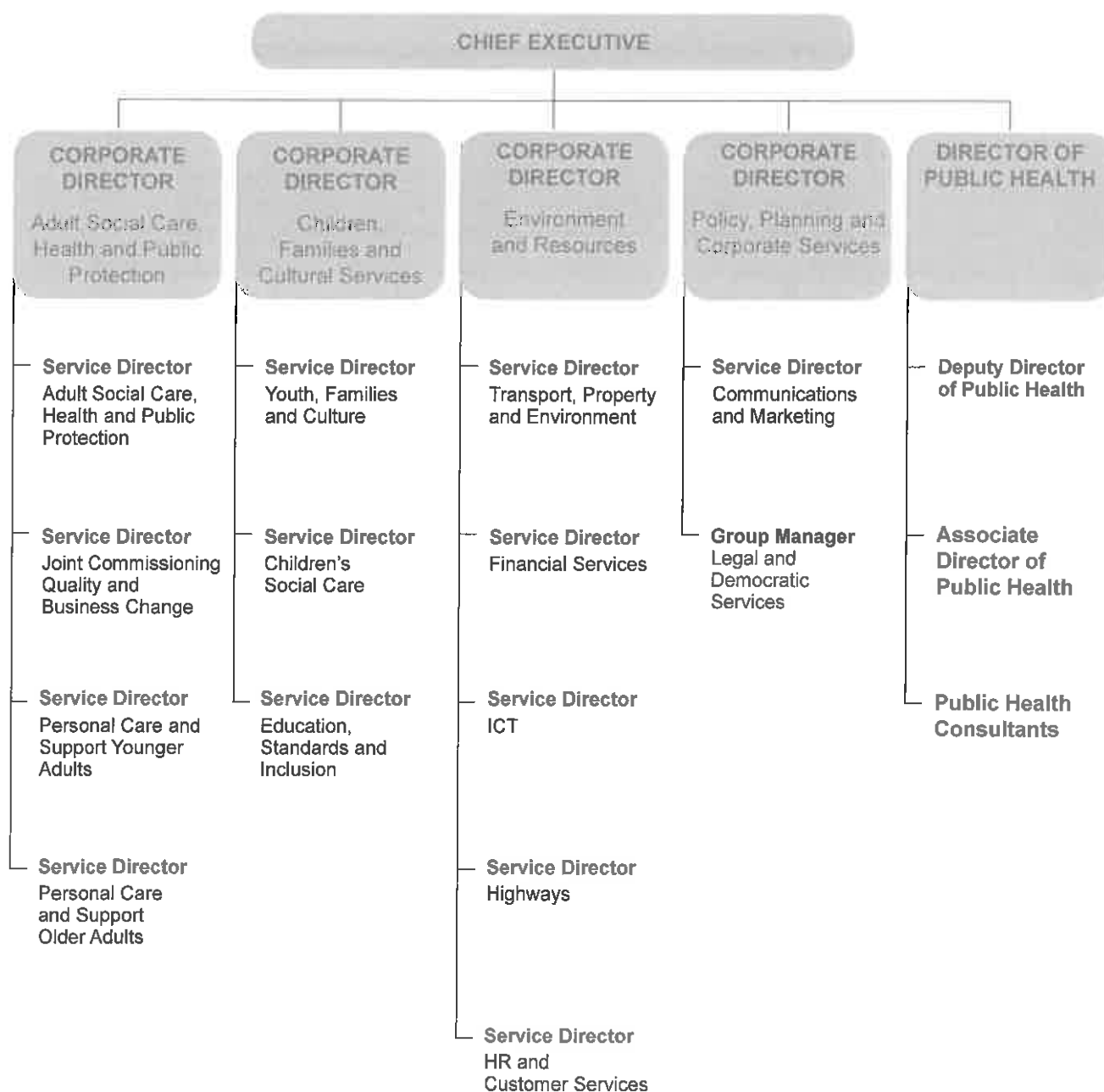
Nottinghamshire County Council

Person Specification

Education and Knowledge	Experience
1. Management qualification or equivalent experience 2. Evidence of continuous professional development. 3. Deep knowledge and current understanding of the frameworks, issues and influences affecting the business operations of local government and ideally the wider public sector 4. Detailed knowledge of main issues and influences affecting the services allocated to this post. 5. Comprehensive knowledge of and a proven track record in the practice of: • effective change management • effective people management; • effective financial management • successful performance management • effective and adaptable communication • continual improvement using an evidence based approach • customer first ethos and focus • calculated risk taking and appropriate risk management	11. A demonstrable commitment to workforce development and nurturing talent for the future. 12. Extensive experience of leading a relevant and broad range of services of considerable scope and complexity, including a significant proportion involving the management of resources and performance at a strategic level. 13. Specific experience of effectively leading change and the delivery of significant service and organisational business transformation in a political environment.
Personal skills and general competencies	Role Dimensions
6. A "can do" attitude with exceptional level of personal drive and integrity with insight into own strengths and weaknesses to a level that enables a significant positive impact to be made across the Council's remits. 7. Strong and adaptive interpersonal skills, able to provide purpose and direction which empowers and engages others in a constantly changing environment 8. Highly developed negotiation and influencing skills to enable strong and productive relationship building and engagement with elected members, senior managers, partner organisations and other key stakeholders. 9. Commercial acumen and the ability to scan the horizon and quickly interpret and analyse diverse information to make decisions and make appropriate short and long term plans to solve problems often in a complex and ambiguous environment 10. Ability to meet agreed delivery targets through the mobilisation of human, physical and financial resources. This will include anticipating and taking account of drivers for change and motivating senior managers and other key stakeholders to plan for, drive through and evaluate the impact of change processes.	1. The post has core responsibility for the work of the whole Council 2. The Council's gross budget in 2014/15 is £1.2 billion 3. 5 direct reports – four posts of Corporate Director, together with the Director of Public Health, these posts constitute the Council's Corporate Leadership Team. See structure chart

Management Structure

Nottinghamshire County Council Top Level Structure Chart as at 1st February 2014



How to apply

To apply for this post, please download an application form from www.nottinghamshire.gov.uk/chiefexec and send the completed applications to nottinghamshire@penna.com

Please ensure that your supporting statement fully addresses and gives evidence of your experience and/or achievements that demonstrate how you meet all of the criteria set out in the Person Specification. As a guide this should be no more than four A4 pages.

Please also ensure you have included your mobile, work and home telephone contact numbers, a personal email address, as well as any dates when you will not be available or where you might have difficulty with the indicative timetable (see below).

References

Please also include details of at least two referees in support of your overall application, one of whom should be your current/most recent employer. No referees will be contacted without your prior approval. If you name any referees that you are prepared for us to contact at any stage in the process, please clearly state this in your application.

Equality and Diversity Monitoring Form

You are invited to complete and return our Equality and Diversity Monitoring Form. This will help Nottinghamshire County Council to follow the recommendations of the Equality and Human Rights Commission, that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

Date	Activity
13 October 2014	Closing date
W/C 27th October or 3 November 2014	Technical Interviews/ Assessment Centre
W/C 24th November	Final Panel Interviews

