

**Job Description**

**Title:**  
Chief Executive

**Department:**  
Chief Executive's

**Post Reference:**

**Job Purpose**

As the County Council's lead officer with responsibility for all of its employees and services, to undertake the statutory responsibilities of Head of Paid Service and Proper Officer and to exercise the responsibilities delegated by the Council as set out in its Constitution.

**Key Responsibilities**
**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.
2. Make any decision normally reserved to any other decision maker or decision making body in accordance with the Urgency Procedure Rules.
3. Take decisions whether to grant dispensations to Councillors and co-opted members from requirements relating to interests and their participation in meetings.

**Key Accountabilities**
**To:**

12. 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.
13. Ensure appropriate advice is provided to the Council on all matters of general policy, and all other matters upon which advice is necessary.
14. Attend Full Council, Cabinet and any committee, sub-committee and/or working party as necessary.
15. Advise, or make suitable arrangements for advising the Chairman of the County Council on all matters within the duties of that office.

<ol style="list-style-type: none"> <li>4. Take any decision on any matters not reserved to another officer by law.</li> <li>5. Lead the Corporate Leadership Team and hold to account Corporate Directors and Service Directors for the performance of their services.</li> <li>6. Consider applications from officers for exemption from political restriction in respect of the post held by that officer.</li> <li>7. Subject to the Council's Employment Procedure Rules, to be responsible for all staffing matters.</li> <li>8. Ensure the efficient and effective implementation of the Council's programmes and policies across services and the effective deployment of authority's resources to those ends.</li> <li>9. To be responsible for health and safety matters outside of the responsibility of the Cabinet Member for Personnel and to oversee the Council's Compliance Board and Risk Safety and Emergency Management Board to ensure the effectiveness of the corporate health and safety management system in accordance with legislative requirements and other relevant standards.</li> <li>10. Act as the Proper Officer as set out in Section 270 (3) of the Local Government Act 1972 in connection with committees.</li> </ol>	<ol style="list-style-type: none"> <li>16. At all times to embody the organisation's culture and values and model these across the Council.</li> <li>17. Form, lead and maintain effective partnerships and stakeholder relationships at a local, regional and national level.</li> <li>18. Represent and negotiate on behalf of the Council on external bodies and networks.</li> <li>19. Ensure appropriate mechanisms are in place to effectively manage, monitor and report on organisation performance, including its financial governance.</li> <li>20. Act as the Council's nominated Returning Officer in charge of the running of Local, European, Parliamentary Elections and National Referenda.</li> <li>21. Devote their whole-time service to the work of the Council in order to promote the best interests of the residents of Nottinghamshire.</li> </ol>
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<p>11. To represent the Council in local, regional and national forums as appropriate, including negotiation and presentation of the Council's position to ensure the best deal for local people.</p>	
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>	
<p><b><i>Person Specification</i></b></p>	
<p><b><i>Education and Knowledge</i></b></p> <ol style="list-style-type: none"> <li>1. Management qualification or equivalent experience.</li> <li>2. Evidence of continuous professional development.</li> <li>3. Deep knowledge and current understanding of the frameworks, issues and influences affecting Council services, the business operations of local government, the wider public sector and operating context.</li> <li>4. Comprehensive knowledge of, and a proven track record in the practice of: <ul style="list-style-type: none"> <li>• Effective change management;</li> <li>• Effective people management;</li> <li>• Effective financial management;</li> <li>• Effective performance management;</li> <li>• Effective and adaptable communication with members, staff, partners and stakeholders;</li> <li>• Continual improvement using an evidence based approach;</li> <li>• Customer first ethos and focus;</li> </ul> </li> </ol>	<p><b><i>Personal skills and general competencies</i></b></p> <ol style="list-style-type: none"> <li>5. A positive attitude with an 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 remit.</li> <li>6. Strong and adaptive interpersonal skills, able to provide purpose and direction which empowers and engages others in a constantly changing environment.</li> <li>7. 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.</li> <li>8. Commercial acumen and the ability to scan the horizon and quickly interpret and analyse diverse information to make decisions and appropriate short and long term plans to solve problems, often in a complex and ambiguous environment.</li> </ol>

<ul style="list-style-type: none"> <li>• Calculated risk taking and appropriate risk management.</li> </ul>	<p>9. 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.</p> <p>10. A demonstrable commitment to workforce development and nurturing talent for the future.</p>
<p><b>Experience</b></p> <p>11. 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.</p> <p>12. Specific experience of effectively leading change and the delivery of significant service and organisational business transformation in a political environment.</p> <p>13. Experience of working at a strategic level with a range of local, regional and national partners and key stakeholders.</p> <p>14. Preferably, experience of working on regional and national economic and infrastructure programmes and projects.</p>	

***Role Dimensions***

1. The post has core responsibility for the work of the whole Council.
2. The Council's gross budget in 2022/23 is approximately £1.2bn.
3. 6 direct reports – three posts of Corporate Director; Service Director Finance; Service Director Customers, Governance and Employees; Service Director Transformation and Change. These posts, with the Director of Public Health, constitute the Council's Corporate Leadership Team

Date: May 2022