

JOB PROFILE

Post No.	10000 PR
Post Title:	Chief Executive
Division/Team:	Leadership Team
Grade:	Chief Executive
Service:	All
Reports to:	Elected Members
Issue Date:	January 2025

PURPOSE OF THE JOB

To be responsible for the delivery and overall accountability for the leadership and management of the Council, implementation of the corporate strategy and delivery of the Council's strategic priorities to ensure successful outcomes.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Through effective personal leadership, commitment and action, provide employees with positive guidance, direction and motivation that harnesses the strengths and talents of individuals and promotes effective team and collaborative working.
- 1.2 Assist with the direction, development and implementation of the corporate strategy delivery plan, exploring opportunities for an innovative approach to service delivery, ensuring a pragmatic and values led approach which provides a clear sense of direction, optimism and purpose with measurable outcomes.
- 1.3 Lead on strategic projects and initiatives both directly and through delegation to relevant staff, ensuring that objectives are clearly defined, resources properly allocated and that projects are delivered as planned.
- 1.4 Line manage specific Chief Officers and other senior management members of staff as required, ensuring oversight of key directorates, service areas and activity, ensuring that the Chief Officers and other senior management members of staff that the postholder has line management responsibility for are properly guided and supported in developing and delivering service plans, and that corrective action is taken if required.
- 1.5 Be an effective internal and external ambassador for the Council promoting its purpose and values and positive reputation by engaging with key stakeholders, ensuring that deliverables are achieved in a timely manner.
- 1.6 Act as the Council's Head of Paid Service.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Foster and facilitate joint working relationships and partnerships with the local community, other local authorities, central government departments and business and community, voluntary and public sector organisations.
- 2.2 Provide clear, timely and effective advice and guidance to Cabinet and members as necessary on strategic matters.
- 2.3 Keep abreast of all new legislation and current trends affecting the Council's strategic aims and appraising, developing and implementing any improvements required.
- 2.4 Deliver the effective implementation of performance management targets, continuous improvement and value for money of the Council's services.
- 2.5 Implement effective resource management to deliver the Council's priorities and targets within budget. Provide insight and guidance into the re-structure and organisation of key service areas, exploring alternative methods of delivery using technology and the development of best practice.
- 2.6 Promote strong, direct and effective internal and external communications and ensure that the Council's Data Protection practices are compliant, and messages are conveyed in a timely, transparent and coherent way.
- 2.7 Ensure that effective corporate governance arrangements are in place that demonstrate legality, probity and integrity giving transparency of decision making and public accountability, while protecting personal data.
- 2.8 Ensure that community engagement and consultation allows the citizens of Rugby to have the opportunity to express opinions about the Council's service delivery choices and local needs.
- 2.9 Lead the Council through periods of change, driving it to achieve externally recognised excellence and ensuring it becomes an employer of choice.
- 2.10 Ensure that all statutory officer posts are effective in fulfilling their statutory, legal and corporate responsibilities. This will include but is not limited to: Monitoring Officer, Asbestos Duty Holder, Section 151 Officer (Chief Officer – Finance & Performance); Responsible Person for Legionella, SIRO and their deputies.

3. SUPERVISORY RESPONSIBILITIES

To exercise oversight and supervision of specified Chief Officers, senior management members of staff (where there are reporting lines), service areas and projects related to those services.

4. FINANCIAL RESPONSIBILITIES

Responsibility for the Council's finances and the work of the section 151 Officer.

5. RESPONSIBILITY FOR ASSETS AND DATA

Responsibility for all the Council's assets, information systems and data.

6. EXTENT OF PUBLIC CONTACT

Working with other members of Senior Leadership Team, all senior officers of the Council, councillors, representatives of local and national organisations, their authorities and Government Departments, senior executives of outside bodies public and private, industrial and commercial undertakings, members of the public, trade unions and others.

7. WORKING CONDITIONS AND ENVIRONMENT

Mix of office & home based. Requirement for evening work to attend meetings of panels, working parties etc. This post is not in the flexitime scheme.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

- Financial Accounting
- Equality and Diversity
- Health and Safety
- Risk Management
- Anti- Fraud
- Data Quality and Data Protection
- Business Continuity
- Major Emergency Plan
- Procurement and Contract Management
- Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Chief Executive

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Significant experience at an Executive level in a Public Sector organisation.	E	A,I
Experience of leading, mentoring and coaching senior management level staff.	E	A,I
Experience in leading a complex service or organisation at an Executive level, to include a track record of successfully transforming the organisation and improving services to customers.	E	A,I
Ability to think strategically to shape, inspire and drive the vision of the Council.	E	A,R,I
Exceptional communicator, who can influence both locally and nationally, and forms long-lasting and effective relationships, with a range of stakeholders.	E	A, I
Demonstrated experience of leading, inspiring and motivating an organisation through change and transformation	E	A,R,I,T
A commitment to work within our CAN DO values and embed these in the behaviours of Officers and the culture of the Council.	E	A, I
Success in driving high performance standards within the organisation. Consistent achievement in monitoring, benchmarking, evaluating and improving service quality and service standards,	E	A,R,I
A track record in delivering projects and initiatives that cross organisational and service boundaries.	E	A,R,I
Consistent and successful resource management skills, including the development, management and effective control of complex budgets, large and multi-functional staff groups and assets.	E	A,R,I
A commitment to your own continuous professional development.	E	A,D
Management or Leadership qualification and/or a proven track record of personal leadership within a complex organisation.	E	A
Demonstrable achievement and understanding of equality of opportunity in both service delivery and employment.	D	A,I
A proven record of working effectively within a political environment, providing clear, balanced advice and guidance on strategic issues that achieve corporate and service objectives, and promote high standards of probity and trust and confidence	D	A,I

Application	A
Interview	I
Test (written, presentation, practical – e.g. word processing)	T
References	R
Documentary – e.g. certificates	D