



JOB PROFILE

Post No.	
Post Title:	Executive Director
Division/Team:	Senior Management Team
Grade:	Executive Director
Service:	All
Reports to:	The Leader of the Council
Issue Date:	November 2019

PURPOSE OF THE JOB

Take responsibility for the overall management of the Council, thereby turning its corporate strategy into reality.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Through personal example, commitment and action, provide employees with positive leadership, guidance, direction and motivation that harnesses the strengths and talents of individuals and promotes effective team and collaborative working.
- 1.2 Direct the development of organisational strategy fostering an innovative and supportive management style which provides a clear sense of direction, optimism and purpose.
- 1.3 Lead on strategic projects and initiatives, ensuring that objectives are clearly defined, resources properly allocated and that projects are delivered as planned.
- 1.4 Oversee service areas or service activity, ensuring that Heads 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 vision and values and positive reputation.
- 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 Promote the effective performance management, continuous improvement and value for money of the Council's services.
- 2.5 Promote effective resource management to deliver the Council's priorities and targets within budget through innovative and flexible working methods, effective use of technology and the development of best practice.
- 2.6 Promote strong, direct and effective internal and external communications and ensure that the Council's 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 externally recognised excellence and ensuring it becomes an employer of choice.
- 2.10 All members of the Senior Management Team are expected to take a share of statutory, legal and corporate responsibilities. They may be required to undertake roles such as: Monitoring Officer, Asbestos Duty Holder, Section 151 Officer (Chief Financial Officer); Responsible Person for Legionella etc.. The Executive Director is currently the Returning Officer for elections, but this responsibility could potentially be delegated.

3. SUPERVISORY RESPONSIBILITIES

To exercise oversight and supervision of specified service areas and projects related to those services.

4. FINANCIAL RESPONSIBILITIES

Overall responsibility for the Council's finances.

5. RESPONSIBILITY FOR ASSETS AND DATA

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

6. EXTENT OF PUBLIC CONTACT

Working with other members of Senior Management 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

Office 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



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
Experience in leading a complex service or organisation at a senior 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
Work with energy and resilience to make transformation happen.	E	A, 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
Ability to lead, inspire and motivate the organisation through change.	E	A,R,I
A commitment to work within our CAN DO values and embed these in the culture of the Council.	E	A, I
Demonstrable achievement and understanding of equality of opportunity in both service delivery and employment.	E	A,I
Success in driving high performance standards within your 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	D	A
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 – eg word processing)	T
References	R
Documentary – eg certificates	D