

JOB DESCRIPTION – CHIEF EXECUTIVE

Job Purpose

Deliver the Council's key corporate and partnership priorities in line with the Vision for Swindon.

Provide inspirational leadership and strategic management for the Council to ensure it develops innovative service delivery solutions along with purposeful partnerships and relationships at a Local, Regional and National level.

Ensure, as the Head of Paid Service, that there is effective strategic leadership of the Council's Corporate Leadership Team and be the Council's principal policy adviser in order to drive the delivery of the Council's vision and priorities in accordance with Council policy, budgetary and statutory requirements.

Key Accountabilities

To act as the Council's principal adviser to the elected leadership of the Council on policy options and the forward planning of objectives, services and resources to deliver their ambitions for Swindon and its residents.

Provide a clear sense of direction and purpose assisting them in the process of policy formulation to ensure that the Council's vision, priorities and core values are made a reality.

Promote the interests of the residents of Swindon with staff, partners, local and national government.

Leadership

- To ensure effective leadership, direction and management of the Council's Corporate Leadership Team to ensure the delivery of the Council's priorities and the provision of high quality, cost effective services based on community and business need.
- To lead, develop and inspire an effective and coordinated senior management team ensuring they achieve the outcomes agreed by the Council through the development of new and innovative partnerships and the successful delivery of programmes and plans.

Delivery

- To work collaboratively by engaging and building strong relationships with partner agencies and stakeholders at local, regional and national levels to achieve growth, prosperity and opportunities for Swindon residents and businesses.
- Represent and negotiate on behalf of the Council at local, regional and national levels, promoting inter-authority working across the region, demonstrating flexibility and responsiveness to change.

Performance

- Ensure the implementation of appropriate performance management processes to monitor and review the overall effectiveness of the Council.
- Manage the relationship between Elected Members and Senior Officers, maintaining the essential Member / Officer partnerships and processes, which promote a positive and mutually respectful relationship between Members and Officers.
- Scrutinise and advise on the plans and actions of Central Government and other external agencies to determine their impact on the development of local policies and priorities and position the Council as a decisive and influential organisation.

Culture

- To embed the development of a positive and enabling organisational culture that puts at its heart the development of purposeful partnerships and relationships in order to secure positive outcomes for Swindon and deliver successfully against the Council's vision.
- Provide strong visible leadership and direction to the organisation ensuring the delivery of priorities through accountability, empowerment and future planning.

Resources

- To lead the efficient and effective implementation of key programmes and initiatives that are central to the achievement of the Council's objectives across all services and the effective deployment of resources.
- Lead the effective co-ordination of bids and resources to promote the sustainable regeneration of the local economy, respond to the needs of the community and make a positive difference to people, society and the environment.

Person Specification

The Minimum Essential Requirements for the above Post are as Follows:		Method of Assessment
1. Experience and Knowledge		
<ul style="list-style-type: none"> A proven track record of leading, managing and inspiring teams of senior staff to a high level of achievement and innovation 		Application / Interview
<ul style="list-style-type: none"> A proven track record of delivery at a senior management level, demonstrating the ability to manage competing needs to deliver coherent and high quality services 		Application / Interview
<ul style="list-style-type: none"> An understanding of the Council's financial context and budget strategy and a proven track record in the successful management of comparable budgets and resources to achieve agreed outcomes 		Application / Interview
<ul style="list-style-type: none"> Experience of operating in a sensitive political context and providing clear, balanced advice to senior officers, partner organisations and colleagues, 		Application / Interview
<ul style="list-style-type: none"> A proven track record of formulating and implementing complex strategies and plans that cross service boundaries to drive the development of an organisation and deliver corporate objectives 		Application / Interview
<ul style="list-style-type: none"> A proven ability in brokering and leading high level partnerships working together with other colleagues, internal and external customers to reach common goals 		Application / Interview
<ul style="list-style-type: none"> Highly developed interpersonal skills, social and self - awareness and proven experience of operating in a political environment at a senior level, balancing policy, local needs and pragmatic compromise 		Application / Interview
<ul style="list-style-type: none"> A detailed understanding of the sector and its challenges, including the regional and sub-regional context relating to Swindon and the possibilities offered by the devolution agenda 		Application / Interview
<ul style="list-style-type: none"> knowledge and experience of successfully delivering regeneration, to maximise the opportunities a local authority has in shaping and improving community outcomes 		Application / Interview

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<ul style="list-style-type: none">• The ability to understand political dimensions through recognition and sensitivity to the political agenda and protocols		Application / Interview
<ul style="list-style-type: none">• A proven track record of successfully managing high level change and associated risks whilst improving performance in a demanding and highly complex environment		Application / Interview