

## **EXAMPLE**

**JOB PROFILE** *draft as at 20 9 10*

### **CHIEF EXECUTIVE Epping Forest District Council**

#### **The Role:**

- To lead and inspire officers to deliver the vision, values and objectives of the Council.
- To ensure that all resources are used effectively in a co-ordinated way to deliver excellent customer services to local residents.
- To work in partnership with Members, the Corporate Management Team, Officers and key stakeholders to provide leadership, strategic direction and change management to the Council.
- To ensure that Epping Forest Council is at the forefront of modern and effective local government and in doing so, to lead on initiatives arising from new legislation affecting local government.
- To be an ambassador for the Council and ensure it is fully engaged with stakeholders and communities.
- To be the Head of Paid Service for the Council.
- To lead the Council's response to the changing financial climate over the coming years by reassessing service delivery models, delivering efficiencies and seeking out opportunities for partnership working.
- To operate locally, regional and internationally as an ambassador for Epping Forest.

#### **Key Accountabilities:**

##### **Leadership and Management**

- Work in partnership with Members and guide, support and advise them on the development and implementation of the Council's policies.
- Provide decisive leadership for the organisation in pursuing the vision, strategic goals and priorities of the Council.
- Create a business like culture of continuous improvement and integration.
- Inspire and shape the organisation to deliver effective and efficient services.
- Promote learning and development and support a performance management culture.
- Lead and develop the Corporate Management Team to ensure that all resources are deployed effectively.
- Promote the development of effective policies and services in response to the changing demands imposed by legislation, government intervention and service demands.
- Provide leadership and vision by including modern business methods and technology.

##### **Member Relations**

- Act as principal advisor on policy and ensure Members are able to formulate and determine policy in a way consistent with the effective, financially prudent and legal operation of the Council.
- Establish and maintain effective working relationships with the Leader of the Council, other Political Group Leaders and all Members.
- Work with political understanding and sensitivity, whilst acknowledging the political framework of the Council.

- Promote a culture of political awareness that helps translate political will into appropriate future strategies.

### **Service Delivery**

- Ensure that all service delivery is customer focused.
- Provide a framework within which to challenge service provision ensuring that effective and efficient services are delivered.
- Provide good value for communities through public engagement, maximising resources, incorporating best practice and utilising new technology and innovation.
- Ensure that service delivery is supported by a comprehensive performance management system that tracks the implementation of corporate priorities and objectives for the organisation.
- Provide leadership in the Council's desire to work in partnership with key partners including the County Council, Town and Parish Councils, Police, Health and the Voluntary sector to deliver services.
- Ensure the Council is commercial in its approach to financial and human resource management.

### **Reputation Management**

- Proactively promote and market a positive image of the Council as an effective service provider and as a place to live and work.
- Continue to build the profile of Epping Forest locally, regionally and nationally.

### **Valuing Diversity**

- Promote the Council's commitment to valuing diversity and providing equal access to service delivery.
- Ensure the Council's commitment to equality of opportunity for all employees and Members within a culture of fairness, equality and respect is achieved.

### **Other**

- Undertake all duties in accordance with the Council's policies and statutory obligations.

## **PERSON SPECIFICATION**

### **Background and Experience:**

- Evidence of proven achievement at senior management level within the public sector environment.  
Such experience will be assessed against the following criteria:
  - Successful track record of giving professional advice to, and building productive working relationships with, senior managers and/or Elected Members.
  - Demonstrable success in change and improvement management, managing a diverse range of services and translating organisational ambitions into real achievements and service delivery improvements.
  - Demonstrable success in developing partnerships and collaborative ways of working in order to secure greater levels of efficiencies.
  - Successful track record of establishing a strong performance culture, effective performance and service quality evaluation that involves users and drives up standards and performance.
  - Operating in an environment where the engagement of local people is critical to the reputation of a Council.
  - Considerable involvement in the preparation, management and control of complex budgets and capital programmes, including budget formulation, rigorous financial monitoring and control.
  - Experience of leading and motivating a team of senior professional and managerial staff to a high level of achievement.
  - A strategic knowledge and understanding of the benefits of using technological solutions.
  - Achievement of equal opportunities in both employment and service delivery and a demonstration of personal leadership in the value of diversity.
  - A proven track record of implementing effective, innovative strategy in a large, multi-disciplinary environment.
  - Qualified to degree level or equivalent. Some advanced management qualifications are desirable although a proven interest in personal and organisational development is essential.

### **Personal Qualities:**

- Highly motivated, enthusiastic and an excellent communicator.
- An effective, highly visible leader with an approachable style who is also prepared to challenge and take risks.
- Committed, robust and resilient enough to work within a changing, challenging and complex environment.
- Strategic change enabler
- A team worker who can motivate and work across boundaries and achieve performance and results through others.
- An inspirational, motivational, enthusing leader and corporate player.
- Personality, conduct and credibility that engages and commands the confidence of Councillors, senior managers, staff, local communities, external partners and other stakeholders.
- Strong partnership ambassador for the Council and the locality.
- Proven business and commercial acumen in the management of public sector resources.
- Committed to local democracy, social justice and accountability to the community.
- Objective and outcomes focused.
- Able to build a strong working relationship with the Leader, manage expectations and deliver results.