

## **EPHING FOREST DISTRICT COUNCIL JOB DESCRIPTION**

**JOB TITLE:** Chief Executive **CAR ALLOWANCE:** Casual Allowance

**POST NO:** XEX/01 **CRB CHECK:** Not applicable

**PURPOSE OF THE JOB:** To lead and inspire officers to deliver the vision, values and objectives of the Council.

**DIRECTLY ACCOUNTABLE TO:** Leader of Council: Performance Management  
Executive Functions

The Council: Head of Paid Service including statutory duties under the relevant legislation  
Other regulatory functions

**DIRECTLY RESPONSIBLE FOR:** Corporate Management Team  
Assistant to Chief Executive  
Chief Internal Auditor  
Executive Assistant

### **MAIN DUTIES AND RESPONSIBILITIES:**

#### **THE ROLE:**

- To create and maintain an effective organisation which delivers on the Council's objectives, strategies and policies.
- To ensure that all resources are used effectively in a co-ordinated way to deliver excellent customer services to local residents.
- To be the Head of Paid Service for the Council.
- 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 the Council is aware and able to take advantage of opportunities arising from new legislation or elsewhere to deliver modern and effective local government to our residents and business community.
- To be an ambassador for the Council and ensure it is fully engaged with stakeholders and local communities.
- To lead the Council's response to the changing financial climate by reassessing service delivery models, delivering efficiencies and seeking out opportunities for partnership working. Identify and assess risks/threats associated with this changing climate and lead on the most appropriate courses of action for the Council.
- Ensure that the Council is proactive in the economic development of the district, establishing appropriate links with the business community and supporting members in new initiatives to maximise opportunities.
- Ensure that the Council and Officers continue to work and make decisions with probity and within proper procedural and legal frameworks.

## **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 corporate integration by ensuring cross Council working.
- 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 they provide a leadership vision to the organisation and 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.

### **Member Relations**

- Act as principal advisor on policy and ensure Members are able to formulate and determine policy in a way which is efficient, effect, financially prudent and in accordance with the Council's statutory duties.
- Establish and maintain effective working relationships with the Leader of the Council, the Cabinet, Chairman of Council, other Political Group Leaders, Overview & Scrutiny Chairmen 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.
- Work within the Protocol for managing the relationship between the Head of Paid Service and elected members as set out in the Council's Constitution.

### **Service Delivery**

- Achieve high quality services of best value by the development and effective use of all Council resources and securing performance through target setting, monitoring and reviewing.
- 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.
- Provide leadership in the Council's desire to work in partnership with key partners including the County Council, Town and Parish Councils, LSP, neighbouring authorities, the Voluntary sector and a range of external agencies to deliver services.
- Ensure the Council is resourceful and robust in its approach to financial and human resource management.

### **Reputation Management**

- To protect and enhance the positive image of the Council as an effective service provider to the residents and business community of the district.
- Continue to build the reputation of Epping Forest District Council 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.

**POLITICALLY RESTRICTED POST:**

**Yes**

**REHABILITATION OF OFFENDERS ACT 1974:**

**Not Exempt**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Leader of the Council)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Post Holder)