

PERSON SPECIFICATION

POST TITLE: Chief Executive

POST NO: XEX01

1. Background and Experience

Evidence of proven achievement at senior management level within the public sector environment or significant experience of working at a senior level including working with senior managers in the public sector.

Such experience will be assessed against the following criteria:

- Successful track record of establishing a strong performance culture, effective performance and service quality evaluation that involves users and drives up standards and performance.
- Successful track record of giving professional advice to, and building productive working relationships with senior managers and Elected Members or equivalent.
- Experience of leading and motivating a team of senior professional and managerial staff to a high level of achievement.
- 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.
- Proven business and commercial acumen in the management of public sector resources.
- Evidence of high level involvement in the preparation, management and control of complex budgets and capital programmes.
- 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.

2. Personal Qualities:

Highly motivated, enthusiastic and an excellent communicator.

An effective, internally visible leader with an approachable style who leads by example and has an appetite for challenge and to be challenged.

Committed, robust and adaptable enough to work within a changing, challenging and complex environment.

Objective and outcomes focused.

A team worker who can motivate and work across boundaries and achieve performance and results through others.

Personality, conduct and credibility that engages and commands the confidence of Councillors, senior managers, staff, local communities, external partners and other stakeholders.

Ability to evaluate, either immediate or long term, threats/risks and responds in the most effective way.

Be adaptable and flexible to be able to embrace, absorb and respond appropriately to changing requirements and priorities.

Strong partnership ambassador for the Council and the locality.

Proven commitment to local democracy and accountability to the community.

Able to build a strong working relationship with the Leader, manage expectations and deliver results.

Signed: _____ **Date:** _____
(Leader of the Council)