

APPENDIX 2 EPPING FOREST DISTRICT COUNCIL JOB DESCRIPTION

JOB TITLE: CHIEF EXECUTIVE	POST NO:
SERVICE: N/A	SECTION: N/A
GRADE:	CAR ALLOWANCE: Essential
	POLICE CHECK: No

PURPOSE OF THE JOB:

To provide leadership in the strategic management of the Council with the objective of achieving its vision, priorities, policies and aims.

To be the head of paid service and ensure that the Council is organised efficiently and effectively to deliver excellent customer focused services.

DIRECTLY RESPONSIBLE TO: The Council through the Leader of the Council

DIRECTLY RESPONSIBLE FOR: Director level posts.

LIMITS OF AUTHORITY:

See attached sheet.

MAIN DUTIES AND RESPONSIBILITIES:

Strategic management

1. To ensure that the Council's vision, priorities and aims are made a reality by providing a clear sense of direction, optimism and purpose and by marshalling the resources of the whole organisation to achieve these ends.
2. To be the Council's principal adviser on corporate strategy by setting a clear framework for the development and achievement of corporate policies and objectives and through working effectively with members through the Council's democratic structure.

Leadership

3. To be the head of paid service and to lead the corporate management team so that positive contributions are made by directors in the development and implementation of policies that will optimise service delivery to the people of the District.
4. To inspire, empower and develop the Council's workforce to secure a real sense of ownership of its vision and priorities, seek continuous improvement, encourage cross-council working and move decision making and responsibilities as close as possible to the point of service delivery.

5. To develop and maintain a flexible and focused organisation which is able to embrace, absorb and respond positively to changing requirements and priorities.

Partnership and Community Development

6. To lead the Council's commitment to working with a range of stakeholders (particularly the Local Strategic Partnership) with the aim of maximising opportunities to improve Council services and the quality of life for residents of the District.
7. To develop and maintain effective systems of consultation, community involvement and partnership working to achieve the Council Plan.
8. To promote the interests and image of the Council and enhance its influence in constructive relationships with key stakeholders in the community in government and other public bodies, the voluntary sector and in the business community.

Resource Management

9. To ensure that effective organisational structures and performance management systems are in place to plan, deliver and monitor strategic and service objectives.
10. To plan and keep under review the Council's budget strategy and other significant financial funding arrangements in line with the priorities agreed by the Council; to ensure that budgets are monitored and controlled and that there is clear accountability.

Working with Members

11. To have overall responsibility for the management of relationships between elected members, political groups and officers by establishing a clear understanding of roles and by developing and maintaining clearly understood procedures for converting policies into action within the constraints of propriety and legality.

Equality and Diversity

12. To provide the leadership, communication and action which will exemplify the Council's commitment to value diversity, ensure equality of opportunity and strengthen cohesion in the community.

POLITICALLY RESTRICTED POST: YES

REHABILITATION OF OFFENDERS ACT 1974: Not exempt

Signed: _____ Date: _____
(Leader)

Signed: _____ Date: _____
(Post Holder)