

EPPING FOREST DISTRICT COUNCIL JOB DESCRIPTION

JOB TITLE: Deputy Chief Executive	POST NO:	
SERVICE: N/A	SECTION:	N/A
GRADE:	CAR ALLOWANCE:	Essential
	POLICE CHECK:	No

PURPOSE OF THE JOB:

To support the Chief Executive in providing leadership in the strategic management of the Council with the objective of achieving its vision, priorities, policies and aims.

To deputise for the Chief Executive in the absence of the post holder.

To be responsible for the development of the Council's corporate and strategic framework, including performance improvement and value for money.

To have overall responsibility for the strategic and operational management of an operational or consulting function of the Council.

DIRECTLY RESPONSIBLE TO: The Chief Executive

DIRECTLY RESPONSIBLE FOR: Posts at Service Director level

LIMITS OF AUTHORITY:

See attached sheet.

MAIN DUTIES AND RESPONSIBILITIES:

Strategic management

1. To support the Chief Executive in ensuring 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 support the Chief Executive in providing advice 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 play a key part in developing 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. Under the direction of the Chief Executive, to play a key part in leading 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 work closely with the Chief Executive to ensure that effective organisational structures and performance management systems are in place to plan, deliver, monitor and audit strategic and service objectives, and to work closely with the Audit Commission on Council inspections and the development of performance frameworks.
10. To ensure that budgets are monitored and controlled and that there is clear accountability.

Working with Members

11. To have a key 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.

Generic Service Management Responsibilities

13. To have overall strategic and managerial responsibility for the work of a discrete service area, ensuring that the work is carried out within the policies, strategies and priorities of the Council.

14. To be accountable to the Chief Executive for the strategic leadership, direction and operational effectiveness of the functions within the service, and to continuously improve services.
15. To plan for and ensure that the directorate contains effective and efficient services including:
 - ensuring the effective recruitment, organisation, deployment, motivation and leadership of the employees of the directorate;
 - ensuring the effective management and development of management information, research and evaluation in respect of the directorate's activities to inform strategic planning, operational decision-making, organisational development, service improvement and professional services;
 - ensuring that there is effective financial management of the directorate's revenue and capital budgets;
 - ensuring that there are thorough up-to-date risk management assessments, registers and plans within the directorate to inform strategic and operational planning;
 - ensuring all employees and members of the public operate in healthy and safe environments, and that the Council is meeting its statutory responsibilities under Health and Safety legislation;
 - ensuring that there is effective business continuity and contingency planning within the directorate and that the directorate makes a full contribution to the District's emergency planning arrangements; and
 - to ensure that the services provided by the directorate obtain value for money and that performance is managed effectively and improved and that data quality is robust and accurate.
16. To plan for and ensure that services are accessible and that stakeholders are fully engaged and participate in the development and improvement of services.
17. Through personal example, open commitment and clear action, provide employees with positive leadership, to benefit the corporate agenda and to the standards set by being an Investor in People.
18. To be responsible for leading and advising Council on a range of projects and issues as required.

POLITICALLY RESTRICTED POST: YES

REHABILITATION OF OFFENDERS ACT 1974: Not exempt

Signed: _____ Date: _____
(Leader)

Signed: _____ Date: _____
(Post Holder)