

SOUTHEND ON SEA CITY COUNCIL

JOB PROFILE

JOB TITLE: CHIEF EXECUTIVE & TOWN CLERK

REPORTS TO: The Council

LEVEL: SMG 1

Purpose of the Job

- Responsible for the leadership and strategic and operational management of the paid service of Southend City Council
- Work in partnership with Councillors to deliver the objectives and priorities of the Council in line with the Southend 2050 ambition and roadmap and the Corporate Plan.
- Ensure the delivery of the best possible services for the people of Southend within the available funding through effective financial management, working with local communities and forging sustainable partnerships across the town and with national and regional partners
- Promote visible inclusive leadership demonstrating the values of the Council and set out a clear direction and expectation of performance standards

Key Responsibilities

- Act as the Council's Head of Paid Service and Senior Advisor to the political administration and to all Members of the Council in line with the Council's constitution
- Lead, motivate and develop the Corporate Leadership Team and the Extended Leadership Team to ensure they perform to the highest standard, individually and collectively
- Develop and maintain excellent and appropriate relationships between Members and the officers
- To promote reputation of Southend City Council through proactive communication and representation locally and nationally
- Ensure that systems are in place to manage, develop, monitor, evaluate and review performance at all levels to deliver to agreed targets, service standards and budgets
- Ensure that effective performance management delivers improved services focussed on the needs of residents and the wider community
- Lead the delivery of the Corporate Plan, encompassing the Southend 2050 roadmap, to ensure that the Council is equipped to respond to the changing environment of public service in the 21st century

- Ensure that council-wide programmes, policies and initiatives are implemented effectively and efficiently and improve outcomes for residents and the wider community
- Build and improve partnerships with key stakeholders to ensure a vibrant, varied and sustainable economy
- Develop productive and healthy relationships across the region and with government ensuring that Southend's voice is heard and that its interests are met
- Build and improve partnerships across the Health/Public Health/Social Care economy and drive the City's Health and Wellbeing agenda in order to improve the quality of life for the people of Southend
- Ensure that Southend's communities are fully engaged
- Ensure that the Council follows best practice and complies with all current regulatory, policy and legislative requirements
- Act as Returning Officer at elections
- Directly manage CLT members

Responsibility for Resources

This post includes responsibility for the total Council budget (c £500 million gross) and the Council's workforce (c. 1750 FTE)

Knowledge/Experience/Skills/Abilities

- An extensive understanding of Local Government and of operating in a dynamic, pressured political environment
- Proven track record of successful corporate management and the formulation and implementation of corporate objectives, policies and strategies within a large multi-disciplined organisation
- Proven success in leading and motivating teams of senior staff to a high level of achievement
- Proven track record of working effectively in co-operation and developing partnerships with a wide range of communities, partners, private sector providers, public agencies, voluntary bodies and statutory authorities
- Successful track record of establishing/developing a strong performance culture
- Outstanding communication skills coupled with developed networking skills that inspire trust, encourage creativity, forward thinking and engagement
- A thorough understanding of the current challenges facing local government generally and Southend in particular coupled with financial and commercial awareness
- Political astuteness with a mature insight into organisational leadership and success
- An effective leader and corporate player who is also resilient, robust and epitomises and is committed to the highest professional standards
- Personal and professional demeanour and credibility that engages and commands the confidence of members, staff, the community and diverse stakeholders
- Ability to think laterally, develop, create and innovate solution, and to encourage this in others
- A proven track record of successfully managing change and giving a strong corporate lead to ensure joined up working between services
- Ability to lead and manage organisational and culture change and to use high level negotiating skills to reconcile potentially conflicting issues

In order to meet these requirements the candidate is likely to have the following:

- Possess the necessary qualifications to carry out the functions associated with the post
- Have some formal post graduate management training
- Have held a leading/very senior management post preferably in Local Government or in another large and complex public sector organisation
- Experience of leading and managing major change programmes within a large and complex organisation
- Experience of leading and managing a large and diverse workforce
- Experience of developing and maintaining high profile partnership arrangements
- Experience of demonstrating personal resilience and integrity and being able to work under and public scrutiny

Behaviours and Values

- Behaviours - Driving positive change
- Demonstrating strong leadership
- Trust & respect
- Acting with integrity & behaving responsibly
- Building relationships to work well together
- Values - Inclusive
- Collaborative
- Honest
- Proud