

## PERSON SPECIFICATION



Job Designation	<b>CHIEF EXECUTIVE</b>
Service	<b>N/A</b>
Salary	
Post Number	<b>CHE0001</b>
Reports To	<b>THE COUNCIL VIA THE EXECUTIVE</b>
Responsible For	<b>AUTHORITY OVER ALL COUNCIL STAFF</b>

### Part One

#### **Experience:**

1. Extensive experience at senior management level, within a local authority and/or large, complex, multi-functional organisation with comparable scope, responsibilities, budgets and resources.
2. Proven success in leadership and team management and participation in the formulation of corporate objectives, policies and strategies within a large multi-disciplined organisation.
3. An understanding of local government and experience of successfully working with Elected Members within a democratic process or comparable organisation.
4. Success in giving professional advice to and building effective and productive working relationships with senior managers and/or Elected Members.
5. Demonstrate success in change management, planning and organisation across a diverse range of services.
6. Success in building effective and productive working relationships with a variety of communities, partner organisations, private sector providers, public agencies and statutory authorities.
7. Success in establishing effective performance measures and evaluating service quality through the involvement of users.
8. Extensive experience of successful financial management including budget formulation and rigorous financial monitoring and control procedures in a devolved environment.

### Part Two

#### **Key competencies:**

1. Ability to provide visible and supportive leadership, empowering, enabling, motivating and developing the Council's workforce and fostering a positive organisational culture.
2. Ability to maintain a clear overview of issues affecting the Council and Council Members' current thinking, ensuring they are given objective and timely advice and are properly informed on relevant matters.
3. Ability to propose, develop and implement organisation strategies and business plans.
4. Demonstrable ability as a forward thinker with the ability to exercise sound judgement, conceive, develop and implement new initiatives, manage change and take timely and well informed decisions.

5. Ability to manage and monitor staff performance effectively, and set clear objectives for the review of individual and service level performance.
6. Ability to ensure that the Council and its activities respond effectively to its context and environment, and key local concerns and issues.
7. Ability to operate effectively within the democratic process, with the political acumen and skills to develop productive working relationships with Council Members that command respect, trust and confidence.
8. Financial and commercial awareness, with strong analytical skills, a creative approach to problem solving and information gathering.
9. Outstanding interpersonal and public relations skills to relate effectively to the public, employees, Council members, the local community, the media and other stakeholders and command their respect, trust and confidence.
10. Ability to work in pressurised political environment and manage competing priorities.
11. Ability to make effective links with and involve key individuals and organisations to promote the Council's interests and secure additional resources for the Council.
12. Highly developed networking, advocacy, oral, written and presentation skills that are persuasive and influential with others.

#### **Personal style and behaviour:**

1. An outgoing and approachable, enabling and supportive leader, who is motivated, committed, energetic, determined, positive, robust, brave and resilient enough to cope with the demands of the role.
2. A strong commitment to the Council's aims, corporate strategies and working collaboratively with others for the development and delivery of equal opportunities, best value and service excellence.
3. A strong commitment to ethical behaviour, probity, honesty and openness, dealing with people courteously and ensuring fair and consistent treatment.
4. A shrewd, creative, innovative strategic and lateral thinker, with a commitment to continuous improvement and a thorough understanding of the Council's environment.
5. A confident and resourceful manager who can demonstrate mature judgement, able to operate effectively in a complex, multi-discipline environment and possessing credibility because of what they do and how they do it, rather than relying on their position or profession.
6. A commitment to openness and fairness with employees and the public, with a respect for their needs and views.
7. Personality, conduct and credibility that engages and commands the confidence of Council Members, senior managers, staff, local communities, external partners and other stakeholders.
8. An inclusive team worker who can work collaboratively across boundaries, harnessing and valuing individual differences, and achieving performance and results through others.
9. First class oral, written and presentation skills.