

Chief Executive Recruitment – Draft Documents

<p>Draft Role Profile - Chief Executive – Post CHE0001 – 8 December 2015</p>	
<p>KEY ACCOUNTABILITIES</p>	
<p>The Chief Executive is Head of the Council's paid service.</p>	
<p>Act as the returning officer in local electoral matters.</p>	
<p>This role is the main link between Council Members and Officers, promoting positive and open communications between members and officers, ensuring strategic priorities are implemented in an appropriate and accountable manner.</p>	
<p>Principal adviser on matters of general policy, giving advice at Council and Committee meetings, providing the proper level of service to Members of all parties</p>	
<p>Represents and negotiates on behalf of the Council with external bodies and leads the development of effective and productive relationships, setting the right balance between the Council's own objectives and shared goals with other organisations that may support the achievement of public service and community objectives</p>	
<p>The role is outward looking and is an ambassador for the Council, ensuring it is fully engaged in a productive partnership with its stakeholders and communities to fulfil its community leadership role.</p>	
<p>To lead, coordinate and enthuse senior managers and staff in developing policies, actions and influence which reflect the aspirations of the Council, ensuring that corporate strategies and public services are developed with a clear focus on supporting these aspirations.</p>	
<p>Exercises performance management of the organisation, ensuring that staff have work programmes, targets and appropriate appraisal systems that support achievement and improvement. The Chief Executive focuses upon forward planning, overall organisational performance and promoting the cultural change necessary to achieve all round service excellence.</p>	
<p>Communicate and engage others in ambitions for the vitality and growth of the local economy, creating sustainable and valuable local employment. Development of the 'Ensuring Council' principles to secure effective, value for money services</p>	
<p>Optimise the Council's financial resources to provide the necessary capacity and capability to achieve planned objectives. Establishing appropriate financial planning, policies and strategic connections to allow the Council to conduct its financial affairs effectively and manage future risks.</p>	