

# CHIEF EXECUTIVE RECRUITMENT SUB-COMMITTEE

## Job Description and Person Specification 25 February 2019

### Report of the HR Project Manager

#### PURPOSE OF REPORT

To enable the Sub-Committee to agree a Job Description and Person Specification for the substantive post of Chief Executive/Head of Paid Service.

This report is public

#### RECOMMENDATIONS

- (1) That the Sub-Committee agree a Job Description and Person Specification for the post of Chief Executive.

##### 1.0 Introduction

- 1.1 At its meeting on the 21 January 2019 the Chief Executive Recruitment Committee asked that the Sub-Committee be reconstituted to agree a Job Description and Person Specification for the substantive post of Chief Executive/Head of the Paid Service:

- (4) *That a four member sub-committee (Councillors Cozler, Jackson, Kershaw (Chairman) and Parkinson) be formed to look at the wording of these documents with suitable advice being available at that meeting.*

##### 2.0 Job Description and Person Specification

- 2.1 The current Chief Executive's Job Description and Person Specification are appended. These were last agreed in 2016. Members may wish to consider the relevance of the current Job Description and Person Specification in relation to the post to which they wish to appoint a candidate in 2019.

##### 3.0 Conclusion

- 3.1 The Sub-Committee is tasked with agreeing both a JD and a PS for the role before it can be put out to advert. The consultants/advisor appointed by the Committee will be in attendance at the meeting to assist.

**CONCLUSION OF IMPACT ASSESSMENT**

(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

**LEGAL IMPLICATIONS**

HR and legal advice will be available throughout the recruitment process to ensure that legal requirements relating to employment are complied with.

**FINANCIAL IMPLICATIONS**

The remuneration for the post has already been agreed by the Committee and Council. If the agreed job description includes acting as Returning Officer for all elections and referenda, then additional fees will be paid in accordance with the fees and charges order or agreed budget and will vary for each electoral event and will be paid by the relevant funding body.

**OTHER RESOURCE IMPLICATIONS****Human Resources:**

The recruitment process will be handled in line with Council Policy and Procedures, and all legislative requirements.

**Information Services; Property; Open Spaces:** None.

**SECTION 151 OFFICER'S COMMENTS**

The Section 151 Officer has been consulted and has no comments.

**MONITORING OFFICER'S COMMENTS**

The Monitoring Officer has been consulted and has no comments.

**BACKGROUND PAPERS**

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### Job Description

<b>Job Title</b>	Chief Executive
<b>Service</b>	Office of the Chief Executive
<b>Salary</b>	£111,333 per annum
<b>Post Number</b>	CHE0001
<b>Location</b>	Lancaster Town Hall
<b>Reports to</b>	Leader of the Council

<b>Main Purpose of Job</b>	The Chief Executive is the council's most senior officer and is responsible for the leadership of around 750 employees, who implement the council's decisions and deliver council services on a day to day basis.
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#### Main Duties and Responsibilities:

- The Chief Executive is the Council's 'Head of Paid Service'.
- Act as the Returning Officer in local electoral matters.
- 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.
- 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
- Represent and negotiate 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.
- 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.
- 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.
- Exercise performance management across 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.
- 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.
- 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.

#### Other Requirements:

As a normal part of your job, you will be expected to routinely undertake corporate activities on behalf of your Service. This will include undertaking corporate roles and project work, as long as it is appropriate to grade of the post.

You will be expected to undertake any training and development appropriate to the current and future needs of the post.

This role is public facing therefore the ability to converse at ease with members of the public and provide advice in accurate spoken English is an essential part of the role. In this instance a role is classed as public facing if, as an intrinsic part of the role there is a requirement to regularly speak to members of the public in English.

#### General Statement

The above duties and responsibilities do not include or define all tasks that may be required by the postholder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

#### Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

#### Equal Opportunities

Lancaster City Council is an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

#### Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

#### Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

## Person Specification

	ESSENTIAL	DESIRABLE	VERIFIED BY
<b>Strategic Leadership</b>			
Demonstrable success in senior leadership roles in organisations of comparable scope, size and complexity	✓		A, T, F, Ac, R
Evidence of formulating and implementing complex strategies that achieve customer / citizen focussed results.	✓		A, T, F, Ac, R
A clear understanding of the environment of local government, public service and devolution and how this relates to Lancaster City Council.	✓		A, T, F, Ac, R
Evidence of generating successful collaborative efforts to deliver corporate priorities.	✓		A, T, F, Ac, R
Able to engage with the Local Enterprise Partnership, business leaders, education providers and community leaders to generate improved opportunities for all parts of the community.	✓		A, T, F, Ac, R
<b>Resource Management</b>			
Expertise in developing and harnessing financial, human and other resources to sustain the efficient and effective delivery of complex services.	✓		A, T, F, Ac, R
Financially astute and able to establish robust and adaptable financial strategies that can support sustainable achievement.	✓		A, T, F, Ac, R
Leadership of complex inter-connected programmes of activity.	✓		A, T, F, Ac, R
<b>Performance and Quality</b>			
Experience of successfully leading and inspiring teams, leading employee and stakeholder engagement.	✓		A, T, F, Ac, R
Evidence of leading the implementation of high standards of service including behaviours, ethical standards, valuing diversity and encouraging the contribution of all.	✓		A, T, F, Ac, R
<b>Generator of Improvement</b>			
A proven track record of achievement in leading transformational, organisational and cultural change within a comparable organisation. The ability to extend such change to wider partners, agencies and communities.	✓		A, T, F, Ac, R
Innovative and creative leader who can inspire and enhance the contribution of others.	✓		A, T, F, Ac, R
<b>Public Accountability</b>			
Experience of operating in a sensitive, publicly accountable context, providing clear balanced advice to a wide range of stakeholders.	✓		A, T, F, Ac, R
Able to develop, maintain and promote effective relationships with local communities, and local and sub-	✓		A, T, F, Ac, R

regional partners, government departments, voluntary, community and commercial interests that will support collective achievement.			
<b>Qualifications / Knowledge</b>			
Evidence of high intellectual capacity through one or more of the following: <ul style="list-style-type: none"> <li>Honours degree (or equivalent Level 6 Qualification)</li> <li>Graduate / Post Graduate qualification (or equivalent Level 6/7 Qualification)</li> <li>Membership of an appropriate professional body</li> <li>Managerial qualification e.g. DMS / MBA (or equivalent Level 6/7 Qualification / Management Development Programme)</li> </ul>	✓		A, C, T, F
Evidence of continued professional development and personal learning.	✓		A, C, T, F
<b>Other Requirements</b>			
As this role is classed as public facing the ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post*	✓		
A commitment to Lancaster City Council Values and Behaviours.	✓		

<b>Legend</b>
A = Application    C = Certificate    T = Technical Interview    F = Formal Interview    Ac = Assessment Centre    R = Reference