

JOB DESCRIPTION – CHIEF EXECUTIVE

Directorate:	Chief Executive's
Grade:	Chief Executive
Responsible to:	The Executive Board and Full Council
Responsible for:	The 'Paid Service'

PURPOSE OF JOB

To deliver the Council's key corporate and partnership priorities in line with the Vision for Leeds.

As the Head of Paid Service to ensure the effective strategic leadership of the Council's Corporate Leadership Team and be the Council's principal policy adviser in order to support the delivery of excellent services in accordance with Council policy, budgetary and statutory requirements.

To provide the overarching managerial framework to ensure effectiveness in service development and delivery and act as an advocate for the Council and the City at Local, Regional and National level.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. To act as the Council's principal adviser to the elected leadership of the Council on policy options and the forward planning of objectives, services and resources to deliver their ambitions for the city. Provide a clear sense of direction and purpose assisting them in the process of policy formulation to ensure that the Council's vision, priorities and core values are made a reality.
2. Champion a 'One Council' approach and provide leadership, direction and management of the Council's Officer Corporate Leadership Team to ensure the delivery of the Council's priorities and the provision of high quality, cost effective services based on community needs.
3. Further develop the Council's commitment to take a positive lead in major local and regional partnerships to achieve, within the overall strategy, maximum benefit for the Authority and its communities.
4. Represent and negotiate on behalf of the Council at local, regional, national and international levels, promoting inter-authority working across the city region and demonstrating flexibility and responsiveness to change.
5. To work closely with the Local Strategic Partnership, 'Leeds Initiative' and the family of partnerships to ensure the city achieves maximum benefit from partnership working.
6. Determine and implement appropriate performance management processes to monitor and review the overall effectiveness of the Authority through a 'One Council' approach, including the delivery of

the Council Business Plan and Leeds Strategic Plan.

7. Manage the interface between Elected Members and Senior Officers, maintaining the essential Member / Officer partnerships and processes, including promoting a positive and respectful relationship between Members and Officers.
8. Scrutinise and advise on the plans and actions of Central Government and other external agencies to determine their impact on the development of local policies and priorities and position the Council as a decisive and influential organisation.
9. To develop and sustain a positive and enabling organisational culture that puts at its heart the provision of high quality, value for money services and ensure that there is sufficient capacity within the organisation to deliver successfully against the Council's ambitions and priorities.
10. Provide strong visible leadership and direction to the Council's workforce to deliver Council and community priorities, maximising potential and developing a culture of accountability and empowerment.
11. To lead the efficient and effective implementation of key programmes and initiatives that are central to the achievement of the Council's objectives across all services and the effective deployment of the Authority's resources to those ends.
12. Ensure the effective co-ordination of bids and resources to promote the sustainable regeneration of the local economy, respond to the needs of the community and make a difference to people, society and the environment.
13. Ensure equality, diversity and cohesion principles are embedded across the Authority and across all service provision. Provide leadership around diversity issues, ensuring that the policies and services of the Council reflect the changing needs of all of our communities and workforce and that equality of opportunity is ensured and diversity celebrated.
14. To provide innovative solutions to challenges, bringing in expertise and best practice from elsewhere as appropriate.
15. Promote, develop and maintain good relationships with the media and public and ensure an effective communication strategy both internal and external to the organisation.
16. To ensure that the Council has appropriate governance and regulatory systems and controls in place and adhered to, which are modern, flexible, fit for purpose and proportionate.
17. Represent the Authority on formal occasions, undertaking the necessary Civic duties including support to the Mayoral Office.
18. All duties and responsibilities should be carried out in accordance with Council's Constitution, governance arrangements, policies and procedures.
19. To undertake any other related duties and responsibilities as they arise.

The Council expects all its employees to have a full commitment to the Council's Equal Opportunities Policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of the Authority.

Special Conditions:

This position has been identified as a politically restricted post under the Local Government and Housing Act 1989. Therefore you will be restricted from political activity.

This position is exempt under the Rehabilitation of Offenders Act 1974. This means you will have access to vulnerable groups such as young people, the elderly and children. Any offer of appointment will be subject to a satisfactory Enhanced / Standard Disclosure from the Criminal Records Bureau. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

DATE: November 2009