



CHICHESTER DISTRICT COUNCIL

CHIEF EXECUTIVE

Job Description

Job Purpose

- To provide leadership, creative vision and strategic direction to the Council.
- To lead, inspire and manage the Council's staff.
- To carry out the statutory role of Head of Paid Service.

In particular to:

- Provide the leadership to deliver the Council's vision and strategic priorities, maintaining and improving on the Council's current achievements and quality of service.
- Understand the District is a very special place to its population, and protect this.
- Know how to successfully work with and support diverse communities.
- Understand the economic needs of the District and how these can be developed to retain and create new employment opportunities.
- Challenge and develop the management structure, to further enhance the efficiency and cost effectiveness of the services delivered.
- Ensure that services are delivered within budget constraints and that the Council's reputation for sound economic management is retained and enhanced.
- Build upon the strong relationships created with existing and potential partners in both the public and private sector.
- Be able to give sound and reliable guidance to councillors in a sensible, politically realistic and unbiased way and to speak clearly in all communications.

Person Specification

Qualifications/Professional Development

- Degree or equivalent level education

Knowledge and Experience

- A track record of providing strong and creative leadership within a complex organisation.
- Experience of successful financial management and budget planning.
- Record shows a high degree of political sensitivity and understanding of local government.
- Experience of working with the media and other opinion formers and managing an organisation's reputation.
- Proven and significant financial and commercial awareness demonstrating effective strategic and financial planning. Proven ability to manage risk.

Special Skills / Aptitudes

- Ability to understand complex scenarios and provide effective and creative solutions.
- Ability to lead, delegate and empower employees and develop a positive and supportive organisational culture.
- Highly developed networking, influencing and communication skills that are articulate and persuasive in a variety of contexts and situations.
- The ability to manage the pace of change appropriately in all circumstances, taking into account the culture and track record of the Council.

Personal Qualities

- An inspirational and motivational leader with political sensitivity, honesty, integrity and probity.
- Exceptional interpersonal and communication skills to inspire empathy and trust at all levels.
- Demonstrable understanding of and commitment to local democracy and delivery of efficient and cost effective public services.
- Capacity to cope with public scrutiny.