

**Job Description and Person Specification Profile**

<b>Job Title</b>	Chief Executive
<b>Service</b>	Chief Executive
<b>Grade</b>	£198,058
<b>Reporting to</b>	Executive Leader

**The Role**

The Chief Executive will provide strong visible, strategic and organisational leadership, both for the Council and the communities of Tameside, delivering the Vision and Values. Listening to residents, businesses and customers, the Chief Executive will work to transform services focusing on those things that matter to the local community whilst ensuring the continuation and expansion of Local Strategic Partnerships and raising the Council's profile regionally, nationally and internationally.

As Place Based Lead for the Tameside Locality, responsibility for driving the local integration of health and social care and connecting that to wider public services to address the social determinants of health, with the purpose of improving health outcomes, improving the quality of care, reducing health inequalities and maximising the value of public resources.

**Main Duties and Responsibilities include:**

- Act as the Council's Head of Paid Service as described in the Local Government Housing Act 1989 and the Council's constitution.
- To ensure that strategic policy objectives of Elected Members are identified and achieved effectively and economically.
- To represent and promote the Council locally, regionally, nationally and internationally.
- Be an active partner within the Greater Manchester Combined Authority (GMCA), shaping the GM public service reform approach and taking the lead on specific portfolios as appropriate.
- Ensure the effective governance of the Council and the legality, probity, integrity, proper public accountability and scrutiny of its decision making processes.
- To provide strategic leadership and direction to employees and partners
- To drive service improvements and co-ordinate strategies to deliver results and key priorities within the vision, ensuring a clear sense of ambition, direction and purpose.
- Accountable Officer for delegations from GM NHS Integrated Care to the place-based partnership including financial allocation for the Tameside locality.

**Strategic Leadership and Management**

- Act as principal policy adviser supporting Members on the development of the Council's strategic aims and ensure that the Council's policies and priorities are understood, owned and implemented across the organisation
- To advise the Leader, Executive and Council on appropriate organisational structures to meet the Council's service priorities and ensure that statutory obligations are met within existing resources.
- To provide decisive, yet mindful leadership for the organisation, establishing a clear model to inspire all employees to promote the values of the Council and present a positive image to the community.
- Promote a culture of excellence underpinned by performance management and continuous improvement.

- To lead and develop an effective management team and be responsible for appraisal of team members.
- To provide leadership to Tameside programmes of Transformation and service improvement taking into account the agenda at national, regional, sub regional and local level to deliver performance and efficiency improvements.
- To promote the development of effective policies in response to the changing demands imposed by legislation, other external influences and service demands.
- To foster, develop and lead effective partnership agreements with both internal and external stakeholders, including Local Partnership working.
- Provide leadership for the Tameside Locality GM Integrated Care team and working with partners develop a one team approach including purposeful arrangements for effective clinical and professional care leadership across the place.
- Lead the Council's commitment to community governance and identify opportunities for achieving the Council's objectives through partnership with other people and organisations, developing and promoting such partnerships.

### **Service Delivery**

- Ensure that services are driven by quality and customer focus, judged on results and determined by the needs of the people and different communities of the area
- Ensure that the Council has effective long term service planning with focused delivery and action plans which link targets to service objectives and commissioning.
- Providing a framework within which to challenge service provision, ensuring that effective and efficient services are delivered to the community, through maximising resources, incorporating best practice and utilising new technology and innovation.
- Ensure that service delivery is focussed on delivery of effective outcomes for our residents, supported by a comprehensive performance management system that tracks the implementation of corporate priorities and objectives.
- To explore the use of ICT innovations and social media to improve customer service and engagement.

### **Culture**

- Promote and deliver an organisational culture that is positive, forward looking, results orientated and customer focused.
- Promote and engender an environment which is supportive, fair and open, encouraging and enabling all staff to meet required performance standards.
- Promote an environment that also ensures high standards of probity, integrity and customer confidence.
- Encourage a real sense of ownership of the corporate plans across the organisation, and inspire and motivate all staff to develop the confidence and commitment to achieve objectives and outcomes.
- Promote continuous improvement, service excellence and equality in the delivery of services and employment.
- Develop a learning organisation that is not afraid to take measured risks, focuses at all times on the customer/resident and uses its own growth and experience to learn and develop.
- Demonstrate an open commitment to actively celebrate the rich diversity of the communities of Tameside.

## Communications

- To act as a pro-active ambassador for the Council, creating the mind set for identifying, anticipating and satisfying customer requirements.
- To work with Elected Members in developing effective communication strategies internally and externally.
- To facilitate the development of partnership agreements to ensure that the Council and Members are able to effectively fulfil their role in community leadership.
- Represent the Council at local, regional, national and international level with key stakeholders, including government bodies, local authorities, agencies, local communities, private sector, academic institutions and other organisations.
- To encourage innovation and creativity, promoting a positive and modern image of the council.
- Develop, maintain and promote effective communications, liaison and partnership working throughout and across the Council at all levels, and encourage strong working relationships with external stakeholders. This includes local residents, government and other public sector agencies, voluntary and community groups, and the private sector to ensure that the Council's interests are understood and appreciated and reflect the Council's commitment to tackling local issues and improving the quality of life for its diverse range of citizens.

## General accountabilities

- Undertake all duties in accordance with Council policies and statutory obligations.
- Together with the Monitoring Officer, be responsible for a system of record keeping for all the Council's decisions (executive or otherwise).
- Act as Electoral Registration Officer and to be responsible for all electoral matters.
- Have a co-ordinating and directional function in relation to emergency planning and emergencies.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

## About You

### Your essential qualifications

- Educated to postgraduate degree level or equivalent, with evidence of continuous personal development

### Your essential skills, knowledge and experience

- Extensive experience and proven achievement of leadership within a Local Authority and/or large complex multi-disciplinary organisation.
- Comply with the criteria for the 'fit and proper person test' and be willing to uphold the seven principles of public life (Nolan principles)

- Proven track record of developing and implementing corporate objectives, policies and strategies within a large, complex multi-disciplined organisation, in either the public or private sector.
- Proven success in leading and motivating teams of senior staff to a high level of achievement.
- Successful track record of leading significant operational and organisational change, and of building and developing a multi-disciplined team of managers in a large, complex organisation.
- Proven track-record of working effectively in co-operation and partnership with a wide range of communities, partner organisations, private sector providers, public agencies, voluntary bodies and statutory authorities.
- Successful track record of establishing a strong performance culture, effective performance and service quality evaluation that involves users and drives up standards and performance.
- Achievement of equal opportunities in both employment and service delivery within a large, complex organisation, and a demonstration of personal leadership in the value of diversity.
- Proven experience of promoting a positive organisational image, both internally and externally.
- Thorough understanding of the issues, challenges and implications facing Local Government and a thorough understanding of, and commitment to, the principles of Local Government Modernisation.
- An understanding of the wider social and economic environment within which Local Government operates.
- Thorough understanding of the strategic benefits of IT.
- Demonstrate personal leadership qualities - be inspirational, collaborative and creative in solution development; show ambition and drive for Tameside residents; be people centred, and values based showing integrity, kindness and compassion for others.
- High degree of political sensitivity and awareness, and an ability to maintain and establish collaborative working relationships with Elected Members, Central Government, public sector agencies, trade unions, the business and voluntary sector communities.
- Ability to think strategically, analyse complex issues, formulate responses and manage change within a large, complex and diverse organisation.
- Highly developed proven skills in written and verbal communication, advocacy and negotiation skills.
- A high degree of business acumen and commercial awareness.
- Personality, conduct and credibility that establishes and maintains the confidence of Elected Members, employees, local communities and the external partners/agencies and stakeholders.
- High personal and professional standards and a commitment to probity in Local Government.

Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.

**What can you expect from us?**

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

**Working together, we are proud to work for Tameside**

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

