

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE:	Chief Executive
REFERENCE:	CE212
SALARY SCALE:	JNC Chief Officers
HOURS OF WORK:	37 Hours Per Week
POST NO:	E01
SERVICE AREA:	Chief Executive's
LOCATION:	The role is primarily office based, in the Council Offices in Clitheroe
RESPONSIBLE TO:	Leader of the Council
RESPONSIBLE FOR:	Head of Legal and Democratic Services Head of Environmental Health PA to the Chief Executive
JOB PURPOSE:	The Chief Executive heads the Council's officer organisation; advises the Council on policies and develops and implements strategies to deliver the council's vision, ambitions and objectives. The Chief Executive is an ambassador for the Ribble Valley

KEY RESULT AREAS:

- To provide management leadership for the Council and to ensure the effective working of the Corporate Management Team to achieve a corporate and co-ordinated approach.
- To lead the Council's officer organisation and chair the Corporate Management Team in:
 - providing leadership and overall management for the Council;
 - facilitating strategic, corporate and co-ordinated direction for the Council;
 - the implementation of the Corporate Plan (including annual review);
 - the provision of policy advice and support for Councillors and the democratic management process;
 - maintaining an overview of the Council's resources and in advising on, and managing, resource priorities;
 - overseeing the effective system of review and scrutiny of the Council's

- performance and operations;
 - working with partners to improve performance;
 - ensuring the effective implementation of equal opportunities and diversity in employment and service delivery.
- To lead and oversee the effective co-ordination and implementation of major initiatives, programmes and projects.
- To develop effective partnerships.
- To be the statutory 'Head of the Paid Service'.
- To be the Council's Emergency Planning Officer and Health & Safety Officer.
- To be the Returning Officer of the Council for all electoral matters.
- To be an acceptable and approachable ambassador for the Council.
- To lead, motivate and monitor the work and performance of the Chief Executive's Department.
- To have a strategic management responsibility for the following:
 - Legal and Democratic Services
 - Environmental Health
- To advise Councillors during Council, Committees, Working Groups and similar meetings.
- To manage the interface within the Council between politics and management.
- To develop staff, processes and management skills to ensure that the Council is, and continues to be, capable of achieving high quality and cost effective services.
- To ensure that performance and management systems are in place throughout the organisation in order to drive the improvement of services.
- To participate in the appointment, development, appraisal, discipline and dismissal of directors and other staff.
- To inform all staff of the vision, ambitions and strategic objectives of the Council as well as the standards, behaviour and performance expected of them.
- To motivate and inspire staff in the achievement of providing high quality and cost effective services.
- To ensure that a customer service ethos is in place throughout the Council.

- To ensure that work to implement the Council's Improvement Plan is undertaken and performance is monitored and reviewed on a regular basis.
- To continue to develop effective overview and scrutiny arrangements for the Council.
- To be an advocate for the Council in the media and within the community, to perform a wide variety of representative functions and to support the Mayoralty of the Ribble Valley.
- To adhere to the Council's policies including equal opportunities and health and safety.
- It is inevitable that there will be occasions when the Chief Executive will be required to work in the evenings and at weekends.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety.
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post.

Signed **Date**

Name (Print)

PERSON SPECIFICATION



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SELECTION CRITERIA	ESSENTIAL OR DESIRABLE	ASSESSMENT METHOD
Qualifications		
Relevant professional qualification and evidence of sufficient experience at a senior level to undertake the Head of Paid Service duties.	Essential	Application Interview Assessment Centre
Evidence of personal commitment to continuous improvement.	Essential	Application Interview Assessment Centre
Skills and Knowledge		
A thorough understanding of local government in the UK, commitment to high performing public services and empathy for the democratic and political processes of local government.	Essential	Application Interview Assessment Centre
Significant experience and evidence of working successfully at a senior management level in a complex, multi-disciplinary environment to achieve corporate goals.	Essential	Application Interview Assessment Centre
Experience of strategic, community and corporate planning, project and performance management techniques, initiating and implementing organisational change and securing quality improvements in service delivery.	Essential	Application Interview Assessment Centre
Experience of working successfully in partnerships and joint ventures.	Essential	Application Interview Assessment Centre
Experience of managing difficult and potentially high risk issues.	Essential	Application Interview Assessment Centre
Experience of strategic financial management.	Essential	Application Interview Assessment Centre
Experience supporting and advising Elected Members within a committee-based governance framework, ensuring compliance with constitutional procedures and facilitating informed decision-making across statutory and scrutiny functions.	Desirable	Application Interview Assessment Centre
Skills and Competences		

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Inspirational Leadership Qualities – ability to provide visible leadership and to engage others positively in the achievement of a coherent and creative vision of the future, setting high standards for personal and team outcomes and ensuring their delivery.	Essential	Application Interview Assessment Centre
Analytical and Strategic Thinking – high level analytical skills and the ability to anticipate, interpret and develop innovative responses to challenges facing the Council.	Essential	Application Interview Assessment Centre
Sustaining Organisational Capacity – ability to identify the need for, plan and successfully implement change. Commitment to and ability to develop capacity at all levels within the organisation.	Essential	Application Interview Assessment Centre
Progressive Management Thinking – understanding of financial and budgetary management, resourcing, people management and information technology and processes.	Essential	Application Interview Assessment Centre
Political Awareness and Sensitivity – ability to operate successfully in a politically complex environment, balancing the needs and aspirations of both political groupings and individual members sensitively and appropriately to achieve agreed objectives.	Essential	Application Interview Assessment Centre
Personal Qualities		
Ability to demonstrate: <ul style="list-style-type: none"> • Open, honest and fair behaviour in all dealings with residents, service users, colleagues, suppliers and partners. • Sensitivity to the concerns of individual residents, service users, colleagues, suppliers and partners. • Drive, flair and imagination. • Change management experience. • Community leadership. • Resource management. • Negotiating and diplomacy skills. • Risk awareness. • Commercial flair. • Motivational skills. • Good working relationships. • Energy, commitment, flexibility and tenacity. • Ability to listen. 		Application Interview Assessment Centre
Special Circumstances		

SELECTION CRITERIA	ESSENTIAL OR DESIRABLE	ASSESSMENT METHOD
<ul style="list-style-type: none"> Politically restricted post In order to achieve the objectives of the role, the postholder will need to work flexibly, including out of hours when necessary. 	Essential	Application Interview Assessment Centre