



HARBOROUGH DISTRICT COUNCIL – JOB DESCRIPTION

POST TITLE: Chief Executive & Head of Paid Service

GRADE: Chief Executive

POST NO: D2

RESPONSIBLE TO: Leader of the Council

RESPONSIBLE FOR:

- Deputy Chief Executive
- Directors
- External Partnerships

VARIATIONS TO STANDARD CONDITIONS OF SERVICE:

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
2. This post is politically restricted.
3. Essential Car User Allowance
4. Required to attend evening meetings of the Council.
5. To participate in the Emergency Planning callout rota of the Council

DATE Revised: June 2023

JOB PURPOSE:

- Provide strategic leadership for the Council, Locally, Regionally and Nationally to ensure the delivery of the Councils priority outcomes and corporate plan ambition.



- Be the Council's head of paid service as defined in the LGHA 89; to ensure proper and efficient management of the Council employees.
- Act as principal adviser to elected members, both individually and collectively to determine policy and strategy that reflects the priorities of the Council.
- Work with a wide spectrum of external partners and stakeholders to maximise the opportunities for the district, acting as an ambassador for the Council.
- Provide inspirational and motivational leadership for the corporate management team, directing and supporting them to ensure excellent performance and continual service improvement with a strong customer focus.
- Work cooperatively to interpret the political vision and priorities of the Council, providing deliverable solutions and organisation wide priority initiatives and projects.
- Act as the Council's Electoral Registrations officer and Returning Officer.
- Be the Council's proper officer for all statutory purposes, unless otherwise defined in the Council's constitution.

JOB ACCOUNTABILITIES:

- To work strategically, enabling the Council to optimise opportunities and mitigate risks arising from evolving Government policy, partnership development, process improvement, ad hoc projects, interdepartmental and cross council synergies.
- To represent the Council on strategic and sustainable growth issues, promoting its place shaping capacity and ensuring it is an integral part of the community.
- To provide strategic input on behalf of Harborough District Council at external meetings and partnerships; at local, regional, and national levels.
- To formulate and oversee a strategic and creative approach to working with stakeholders, in particular the voluntary community and business sector to enable the social, environmental and economic wellbeing of the area.
- To create a culture of continuous improvement devising and delivering a range of interventions to improve services and deliver the council's vision.
- Ensure that the Council's policy is reflected and measured through effective performance management and good governance practices.



- Develop and maintain effective working relationships with elected members and manage the interface between the roles of members and officers, promoting a culture of political awareness.
- Ensure that the Council complies with all appropriate legislative requirements.
- Represent the Council at formal events, undertaking as necessary Civic and Ceremonial duties as required.
- To role model and uphold the HDC behaviour competency framework to level 4.
- To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health, and Safety, Safeguarding and Communication and involvement policies.
- To ensure that services are delivered in regard to equality and fairness principles as set out in the Equalities Act 2010.

ADDITIONAL JOB CONTEXT:

- The Chief Executive will operate in a complex and ever-changing environment, balancing the political, organisational and financial needs of the organisation in an effort to continually improve services and thus the quality of life for Harborough citizens.
- The post holder will spend a considerable amount of time with Members both of Harborough District Council and other councils.
- Political awareness is key to being able to operate at this level and to be able to build relationships with other organisations to further the Council's aims and objectives.
- To work in partnership with others to identify, develop and implement opportunities for collaborative working to deliver value for money and efficiencies.
- The focus of this role will be highly strategic with operational responsibilities devolved to Chief Officers and Service Managers
- The position carries with it an ambassadorial role within the community and the Chief Executive is expected to be able to respond on behalf of the Council, ensuring, that the Council is seen in a positive light.
- The Chief Executive will have responsibility for delivering the corporate plan and annual delivery plan, a balanced budget and reporting on the performance of the Council.



- In consultation with the monitoring officer and Section 151 officer, ensure that good governance is observed, and that appropriate action is taken to protect the Council when necessary.
- To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies
- To embrace and champion the desire to:
 - Revitalise the organisation (injecting energy and new approaches)
 - Engage with the Community (focusing on people and asking them what they want)
 - Strengthen accountability (both democratic and officer leadership)
 - Become more efficient and sustainable (and continue to improve in the future)

OTHER:

As a term of employment, the post-holder may be required to undertake other such duties as may reasonably be required of you in the post mentioned above at any of the Authority's establishments.

COMPETENCIES – The post holder should demonstrate level 4 (as outlined in the Council's Competency Framework for the following:

- Strategic Focus
- Communication
- Does the job well
- Leadership
- Customer Responsiveness
- Political Awareness
- Develops Talent
- Enables Organisational Change
- Improve Performance and Teams
- Works with others

Safeguarding

To carry out our legal and moral responsibility to report any safeguarding concerns involving adults and children, ensuring the recording of relevant information and passing it on to a Designated Safeguarding Officer's, (DSO) or in the absence of a



DSO personally making the referral in line with the Councils Adult and Children's Safeguarding Policy.

Equalities

To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies

HEALTH AND SAFETY:

The head of paid service has the overall responsibility to ensure the health and Safety and welfare of all staff, elected members and those that visit the Council or may be affected by its services, far as reasonably practicable.

To be familiar with and at all times comply with:

- the Council's general health and safety policy,
 - the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
 - local department specific health and safety procedures as amended or added to from time to time.
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- To report any unsafe practice, accident, incident, dangerous occurrence, or hazard found during the course of your work to your line manager for action.
 - To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.
 - To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.
 - To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.



HARBOROUGH DISTRICT COUNCIL – OUTLINE PERSON SPECIFICATION

JOB TITLE: Chief Executive					
TEAM: Corporate Management Team	POST NO:	GRADE: Chief Executive	ALLOWANCE: Essential Car User	PERMANENT	WEEKLY HOURS: 37 hours
CRITERIA FOR SELECTION: (Justifiable as necessary for safe and effective performance)		ESSENTIAL REQUIREMENTS: (A clear definition of the necessary criteria)		ADDITIONAL/USEFUL REQUIREMENTS (Where available, elements that contribute to improved/immediate performance in the job)	
Qualifications		<ul style="list-style-type: none"> • Appropriate management qualification and/or degree or equivalent • Evidence of continuing professional development 		<ul style="list-style-type: none"> • Willingness to undertake further training. 	
Experience		<ul style="list-style-type: none"> • Strategic policy formulation and advice. • Record of consistent leadership and management achievements at a senior level in local government. • Leadership and motivation of a senior team to 		<ul style="list-style-type: none"> • Experience of emergency planning and crisis & disaster management 	

	<p>deliver high performance.</p> <ul style="list-style-type: none"> • Experience of preparing and managing complex budgets and the deployment of resources to achieve corporate priorities. • Establishing a culture of strong performance and good governance, which is customer focused. • Personal leadership and effective staff management, demonstrating equal opportunity in both employment and service delivery, with a commitment to continuous improvement and development of others. • Record of commitment to public service and local democracy. 	
<p>Knowledge</p>	<ul style="list-style-type: none"> • Emerging and existing National and Regional policy issues for local government including new and prospective legislation. • The role of elected members and officers, in particulate the role of Head of paid Service. • Corporate and services issues facing local 	

	<p>government, such as local planning, net zero and the digital agenda for service delivery.</p> <ul style="list-style-type: none"> • Equality and inclusion measures in legislation • Local government finances and budget setting practices. 	
<p>Skills</p>	<ul style="list-style-type: none"> • Visible, motivational, and inspirations leadership to ensure political priorities are understood and delivered. • Political awareness and the ability to develop positive and productive working relationships with members in an objective and bias free manner, demonstrating political sensitivity and interpreting political will. • Openness, honesty, and personal integrity with the ability to build trust and confidence • Strong and influential communication and negotiating skills. • Ability to drive high quality performing teams and 	

	<p>service delivery.</p> <ul style="list-style-type: none">• Excellent analytical and problem-solving skills including the assessment and management of risk.	
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