

<b>DIRECTOR ROLE-SPECIFIC JOB DESCRIPTION</b>	
<b>Job title</b>	<b>DEPUTY CHIEF EXECUTIVE (WYCHAVON)</b>
<b>Reports To</b>	Joint Chief Executive
<b>Service Area</b>	Strategy and Resources
<b>Scope</b>	Wychavon District Council
<b>Employer</b>	Wychavon District Council

### **GENERIC DIRECTOR RESPONSIBILITIES**

To undertake the role as set out in the generic duties job specification.

### **SPECIFIC RESPONSIBILITIES**

To provide advice to the Joint Chief Executive, the Council and its customers, working with a wide variety of internal and external stakeholders and personally representing the Council before the public and other bodies, on any matters falling within the following areas of responsibility:

- Financial services
- Legal services
- HR and payroll
- Property and asset management
- Property development and investment
- ICT
- Business change
- Revenues and benefits
- Health and safety
- Procurement and commissioning
- Democratic services
- Elections management
- Customer services
- Corporate strategy
- Corporate performance management
- Communications
- Car parking and civil enforcement

To be the Section 151 Officer for the Council, having responsibility for:

- Financial strategy
- Accountancy and financial services
- Value for money and efficiency
- Commissioning internal and external audit
- External audit relationship management
- Performance management
- Risk management

To deputise for the Joint Chief Executive as required and all matters relating to Wychavon.

To give professional advice and guidance to the Council, officers, Members, voluntary and statutory bodies on contractual and frontline issues relating to Resources.

To be at the forefront of developments in the field of local government finance, ensuring that staff and the Council is kept abreast of these developments.

To lead on the various Council initiatives including but not limited to business change and innovation, property development and Intelligently Green.

To ensure discreet professional areas within Strategy and Resources are led by suitably qualified and experienced officers.

To maintain a good awareness of developments in these professional areas and ensure the Council and others are updated as appropriate.

To provide efficient delivery of contracted and in-house services in accordance with Council policies and statutory requirements.

To ensure that the Council works in partnership and effectively with all other relevant agencies and bodies.

To develop and promote the work of the Service Area and provide quality services to internal and external customers.

To maximise external funding and partnership opportunities in all areas of responsibility.

To systematically monitor the Council's major contracts in order to deliver quality services efficiently.

To negotiate, where appropriate, with contractors and ensure specifications and tenders are dealt with efficiently and in accordance with Council procedures.

To ensure innovation in the delivery of services to the benefit of the Council, including proper investigation of alternative procurement methods for services where this benefits the customer and the Council, in particular, reviewing opportunities when contracts are due for renewal.

To ensure that the Council's performance management, social inclusion, personal personnel? development, risk management and financial management arrangements are embedded in all aspects of the Service Area's work.

To investigate complaints related to the service, ensuring that they are resolved quickly and satisfactorily, in accordance with Council procedures.

To maintain and foster good working relationships with contractors and service delivery partners, Government departments, other local authorities, external and internal auditors, members of the public and other corporate and voluntary organisations,

To represent the Council locally, regionally, nationally and internationally.

**NOTES:** Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retains this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.

**ALL DIRECTOR POSTS**

**JOINT SMT - GENERIC JOB SPECIFICATION**

<b>Reports To</b>	Joint Chief Executive			
<b>Scope</b>	<b>Job Base</b>	Office Based Wychavon or Malvern	<b>Travel Requirements</b>	Frequent Travel
	<b>Requirements outside of normal working hours</b>	Regular evening meetings and occasional weekend working	<b>Special Conditions</b>	Politically restricted post
<b>Grade</b>	SMT2	<b>Terms</b>	JNC/SMT2	

**Main Job Purpose**

Reporting to the Joint Chief Executive, the post holder is a member of the joint Senior Management Team (SMT). The post holder plays a key role in corporate and strategic leadership, developing forward looking, dynamic and diverse organisations which work together with confidence, awareness and professionalism.

To plan, lead and direct the service unit in accordance with the statutory requirements and Council policies (see attached Breakdown of Areas of Responsibility).

To ensure the effective delivery of services in accordance with policies, procedures and standards determined by Government legislation and the Councils.

To lead people, initiatives and activities across designated services areas, ensuring these services are aligned to and deliver the aims and objectives of the Councils in an effective, efficient, economic and legal way.

The post holder will ensure that they fully understand and fulfil their responsibilities in respect of both health and safety, and equality and diversity, at all times.

This is not an exhaustive list of duties and other activities may need to be carried from time to time, as functions change or integrate and/or specific responsibilities change.

**Key Accountabilities**

**1**

**Corporate management**

With the Joint Chief Executive and other Directors contribute to the corporate management of both Councils.

Lead, manage and co-ordinate staff, activities and initiatives within your prescribed service area, and across the Councils.

Where appropriate, lead and support the Councils' community leadership role and partnership working.

	Champion, develop and support the implementation of each Council's Vision, Values and Strategic Objectives.
	Act in the absence of the Chief Executive or the relevant Deputy CE as necessary.
<b>2</b>	<b>Leadership and management of the service area</b>
	Provide leadership for employees and create a positive culture and environment that reflects the Councils' values and Leadership Behaviour Framework.
	Manage the performance of individual managers and employees in a positive, constructive, creative and effective way.
<b>3</b>	<b>Service delivery and performance</b>
	Develop, implement and monitor the performance of service plans and relevant internal and external performance management frameworks/assessments to ensure the best outcomes for the Councils.
	Produce and implement effective strategies to ensure that the Councils achieve their statutory and non-statutory obligations and national performance indicator targets
	Secure resources and manage risk and budgets, taking corrective action where necessary, so that efficiencies are achieved and the service delivered is in accordance with the Councils' medium term financial strategies, corporate business plans and other planning processes.
	Agree and deliver corporate and service objectives and specific targets working with managers within designated service area; across the wider Councils and partner organisations. Manage performance against those objectives and targets producing timely reports.
<b>4</b>	<b>Elected members</b>
	Build effective relationships with elected members in both Councils as necessary and support them in the performance of their functions within the service area and at a corporate level.
	Advise the Leaders, Portfolio Holders and other Members in relation to matters within your area of responsibility.
	Attend and advise at Council and Committee meetings as appropriate.
	Liaise with the Portfolio Holder for the designated service area on a regular basis acting as first point of contact.
	Work in partnership with elected members to provide services to the community to identify and realise the respective Council objectives.

5	<b>Partnership and Representation</b>
	Contribute to each Council's priorities, and play an active part in developing and supporting partnerships with all relevant groups locally, regionally and nationally.
	Represent and promote the Councils locally, regionally, nationally and internationally.
6	<b>Reputation, Public Relations and Communication</b>
	Ensure the reputation of each Council is protected and enhanced, generally and in the management of specific matters which may affect each either Council from time to time.
	Lead and coordinate internal and external communication, including press, publicity, marketing and external liaison.
	Build and maintain strong relationships with local and national media, specialist local government media, and others as appropriate.

<b>Resources</b>			
<b>Financial responsibility</b>	Accountable for maximising resources and managing agreed service areas within allocated budget provision.		
<b>Direct staff (Y/N)</b>	Yes	<b>Number of direct staff</b>	Up to 10
<b>Indirect staff (Y/N)</b>	Yes	<b>Number of indirect staff</b>	Up to 150
<b>Breadth of service provision</b>	Wychavon District Council or Malvern Hills District Council		

NB. All accountabilities to be carried out in line with policies, procedures and relevant regulations and legislation

NB. The two Deputy Chief Executive Posts will each have a direct responsibility for one of the Councils but as members of the Joint Senior Management Team they will need to work for the benefit of both Councils as appropriate.

<b>DEPUTY CHIEF EXECUTIVE (WYCHAVON) – PERSON SPECIFICATION</b>	
<b>Job title</b>	<b>DEPUTY CHIEF EXECUTIVE (WYCHAVON)</b>
<b>Reports To</b>	Joint Chief Executive
<b>Service Area</b>	Strategy and Resources
<b>Scope</b>	Wychavon District Council
<b>Employer</b>	Wychavon District Council

### **GENERAL CHARACTERISTICS AND QUALITIES**

Provides leadership which demonstrates personal drive, commitment and positive role behaviours which inspire staff at all levels to achieve defined objectives, outcomes and high quality services which are responsive to customer needs.

Demonstrable ability to act in accordance with the Council's Leadership Behaviour Framework

Interprets and anticipates complex and competing challenges and demonstrates vision in developing appropriate organisational responses. Acts quickly and reacts flexibly to the needs of the Council, their customers and partners.

Exercises high level interpersonal skills, including the ability to exert influence at a strategic level with a range of contacts.

Acts as an advocate and ambassador for the Council and the communities it serves.

Understands, and is politically sensitive to, policy issues, community leadership issues and demonstrates a willingness to participate and lead on corporate partnership and community focused initiatives.

Demonstrates success in building positive working relationships with key stakeholders (including leading members and the wider Council membership).

Experience in embedding a strong and positive organisational culture, in which employees remain highly motivated, are empowered and committed to providing high quality and customer focused services which are in line with the Council's core values.

Is visible, approachable and accessible, resilient, determined and confident.

Aware of own strengths and limitations and demonstrates commitment to addressing areas requiring development.

### **KNOWLEDGE AND SKILLS**

Detailed knowledge and practical understanding of the agenda facing local government and district councils in relation to the specific functions of this post.

Ability to demonstrate success at a senior level, inspiring, motivating, challenging and improving a public sector or equivalent organisation.

Proven experience of building successful partnership working with a wide range of communities, business, partner organisations, private sector providers, public agencies, voluntary bodies and statutory authorities.

Significant demonstrable experience of providing advice to portfolio holders, councillors, Directors and equivalent in a senior management role, including to Boards, Committees and full Council.

Ability to work in a level-headed manner in demanding and stressful situations, including managing a considerable workload and multiple deadlines.

Communicates effectively with a wide range of internal and external contacts both verbally and in writing.

Has strong advocacy and negotiating skills and experience of making formal presentations and successfully represent the Council at public meetings.

Has tenacity and determination to deal with the responsibilities of this post.

### **LEADERSHIP EXPERIENCE**

A proven track record of consistent and demonstrable achievement, at a management level, within an organisation of comparable scope and complexity.

A demonstrable track record of leading, motivating and managing teams to achieve high performance, significant sustainable service improvements and outstanding customer service.

Evidence of establishing a performance management culture to drive continuous improvement including service planning, target setting and performance appraisal.

A proven track record of working effectively within a political environment, providing clear balanced advice and guidance on strategic and operational issues that achieve service objectives.

Proven experience of working effectively within a management team to deliver shared outcomes and delivering corporate results.

### **ROLE SPECIFIC EXPERIENCE AND QUALIFICATIONS**

Substantial post-qualification experience and a proven track record of relevant achievements in an organisation of comparable scope and complexity.

Member of an accountancy body as specified in S113 of the Local Government Finance Act 1988

Evidence of continued professional development.

Senior management experience in the financial sector, preferably within local government

A proven track record of formulating and implementing successful financial, procurement, asset management, risk management and other relevant strategies.

Professional qualification or experience in at least one other of the professional areas covered by this post (desirable).