

## ROLE PROFILE

### GUILDFORD BOROUGH COUNCIL / WAVERLEY BOROUGH COUNCIL

<b>JOB TITLE:</b>	Joint Chief Executive
<b>GRADE:</b>	
<b>RESPONSIBLE TO:</b>	The Councils, via the two Leaders
<b>RESPONSIBLE FOR:</b>	Joint Management Team across both Councils

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#### Overall Objectives of the Job

- Responsible to both Councils for the visioning, strategic leadership and overall management of the performance and the quality of service delivery demonstrating a visible public sector ethos and passion for the communities of Guildford and Waverley.
- Lead the development of strategy, initiatives and innovative business policies that facilitate effective and creative partnership working between the two councils to meet evolving challenges.
- Ensure effective corporate management of the organisation in order to deliver the priorities set out by the Councils, stakeholders and partners.
- Advise the political leadership, elected members and committees of the Councils on the options and professional solutions that will take forward their vision and priorities and ensures best deployment of resources.
- Embrace collective accountability and robust governance across the Councils to ensure high quality outcomes.
- Demonstrate, inspire and support the Joint Management Team to reflect on current practices and embrace learning and continuous professional and personal development.
- Undertake the statutory duties and responsibilities of Head of the Paid Service, as defined within the Local Government and Housing Act 1989.

## Key Accountabilities

### Strategic

1. Develop a strategy that delivers the priorities of the Councils ensuring openness and transparency across Councils with effective partnership working between the Councils to inspire and empower staff, residents and communities to develop and grow.
2. Contribute towards, and foster, effective and constructive relationships between Members and Officers, taking responsibility for ensuring that Officers understand and are responsive to the priorities of Members.
3. Provide cohesive and visible leadership and direction to create a performance culture based on innovation, efficiency and exceptional public service, embracing technology, creating high-impact engagement with partners and communities.
4. Work collaboratively to lead the Joint Management Team in the planning, development, co-ordination and implementation of the Councils' policies, objectives and priorities, working across organisational boundaries, ensuring the highest standards of advice and service are provided to stakeholders.
5. Embrace collective accountability across the Councils to secure high-quality outcomes; act as a champion for the values and standards of the Councils, developing and promoting a culture for change that facilitates new ways of working, maximising the use of modern technology and other tools to deliver enhanced customer service and improving productivity and the working environment for staff.
6. Continuously review and develop working practices enabling Guildford and Waverley Councils to achieve and maintain modern, effective and efficient local government service provision, taking account of entrepreneurial and commercial approaches to improve services in a climate of diminishing resources.
7. Lead in the development and maintenance of sound working relationships with elected councillors and, with them, work with the Councils' various partners and contractors to develop services and be capable of responding to changing needs and priorities.
8. Manage the external focus and influence of the two Councils working for the benefit of the residents, business communities and visitors of Guildford and Waverley and ensuring the Councils' interests are furthered.
9. Ensure that effective, quality internal and external communications are delivered across the Councils, promoting a positive public image of the Councils, and undertaking an ambassadorial role in relation to their development.

10. To act as the Council's controller and co-ordinator for emergency planning purposes, liaising as appropriate with the emergency services and other authorities and agencies.

## **Operational**

1. Ensure compliance with the Councils' statutory duties and responsibilities and internal policies and procedures as set out in the Constitutions of the Councils. This includes, but is not limited to, equality, diversity & inclusion, sustainability, human rights, safeguarding, health and safety, community safety (section 17), data protection, business continuity and risk management responsibilities. Ensure that these are communicated and understood throughout the Councils.
2. Manage the performance of the Joint Management Team across the Councils in monitoring and driving performance improvement, ensure that departments provide services efficiently and fulfil their statutory functions effectively and within budget; while encouraging flexibility and imaginative solutions for service.
4. Determine most cost-effective use and deployment of resources to achieve corporate and functional objectives, ensuring compliance with statutory and financial obligations, ensuring risks are effectively managed and mitigated.
5. To ensure that policies and practices are developed and implemented that sustains the standards of the Councils as a 'good employer' including the effective leadership, development and motivation of all staff.
6. Undertake the duties as the Head of Paid Service in accordance with the provisions of the Local Government and Housing Act 1989.

## **General**

To carry out such duties and responsibilities delegated to the post under the Councils' Scheme of Delegations; where appropriate arrange for further delegation to officers as appropriate within the Councils.

To attend on a regular basis Council and joint strategic committee meetings, corporate management board; joint management team meetings, outside and special interest groups and organisations; and other meetings as required.

Undertake all duties in accordance with the Councils' policies, ensuring that these policies are promoted throughout the Councils.

It is the nature of the work that tasks and responsibilities are unpredictable and varied. The post holder is expected to work in a flexible way, demonstrating high levels of personal resilience, and will be expected to continually develop in the role.

## **Key Competences, Skills and Personal Qualities**

To adhere to the highest standards of leadership and management as defined in the Leadership Competency Framework / Organisational Culture framework and Councils Values taking personal responsibility and accountability for the continuous development of these competencies.

## **Continuous Professional Learning and Development**

To undertake and develop training and development programmes in order to

- \* update yourself and your management teams to ensure the highest standards of professionalism and
- \* to remain up to date with modern public service leadership.

## **Equal Opportunities**

The Councils are equal opportunities employers offering appropriate training and development opportunities to all employees. Therefore, all staff are expected to help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness.

## **Health and Safety**

To undertake any duties regarding health, safety and welfare at work which may reasonably be allocated to the post holder as a result of legislation, codes of practice or councils' policies and to undertake such duties as required under the Councils' emergency plan.

## **Notes:**

This role is subject to the terms and conditions of service as prescribed by the Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities except where locally agreed conditions are in place.

This is a politically restricted post under section 2(1) of the Local Government and Housing Act 1989. The holder of this post is disqualified from being a member of other local authorities, a Member of Parliament or a Member of the European Parliament. In addition, the post holder may not hold office in a political party, canvas at elections or attempt to influence support in any other way for a political party.

## Person specification

This section describes the knowledge, experience and competence required by the post-holder that is necessary for an acceptable standard of performance in carrying out this role.		
	<b>Assessment method (to be confirmed)</b>	<b>Essential/ desirable</b>
<b>Qualifications</b>		
Management qualification - degree or equivalent + post graduate qualification (eg ILM7/MBA) or vocational equivalent		E
Membership of a relevant professional body		D
Demonstrable and evidenced commitment to, and active participation in, continuous professional development		E
<b>Experience</b>		
Demonstrable successful extensive experience in local government or similar large, complex multi-functional organisation at senior management level in a collaborated environment.		E
Extensive financial management experience in the formulation of budgets, financial objectives and developing financial strategies that provide value for money in a large organisation and mitigates risk.		E
A sound understanding of the financial issues related to local government and high level experience of proactively managing budget processes with a corporate impact.		E
Strong level of digital literacy and proficiency, including traditional office software suites (e.g. M/S Office packages) and modern ways of working (e.g. video conferencing, remote working); a proven track record of embracing digital approaches and new ways of working to meet organisational needs.		E
A proven track record in the successful leadership and management of the processes of change, working across professions and disciplines, including visioning new organisational structures, systems and ways of working.		E
Experience of working in a political environment, developing effective relationships with councillors, or similar individuals from other organisations and responding appropriately to challenge and scrutiny.		E

Proven track record in partnership working with wide range of external agencies and partners, eg private sector, public agencies, voluntary bodies, statutory authorities.		E
<b>Knowledge and understanding</b>		
Understanding of, and commitment to, promoting equality, diversity and inclusion, tackling discrimination and removing the barriers that prevent equal access and opportunities. To demonstrate an organisational commitment to equalities and best practice human resource management.		E
Understanding of the workings of local government including in-depth knowledge of major legislative and other matters facing local government both current and in the future		E
Understanding of, and commitment to, the development of policies to promote sustainable economic development and builds community resilience.		E
<b>Skills and abilities</b>		
Effective leadership and autonomy across a wide portfolio of services to create a positive and supportive culture to motivate and empower others.		E
Analytical and creative skills to respond to community needs through the transformation of services and to lead policy development and service transformation across the organisation.		E
Able to make effective decisions under pressure, prioritise time effectively to manage and respond to conflicting demands and pressures.		E
Demonstrates a highly developed political awareness and an ability to represent the organisation confidently with tact and sensitivity in a political environment.		E
Able to translate a long term-vision into a realistic strategy.		E
Able to demonstrate innovation and creativity in response to service and financial constraints and conflicting demands.		E
Highly developed networking, negotiating, advocacy, coaching, oral, written (both formal reports and media orientated material) and presentation skills, with the ability to relate to and work with people at all levels and communicate effectively to audiences at all levels to achieve the desired outcomes		E
Inspires confidence, trust and respect and demonstrates integrity through regard for confidentiality, fair and reasonable behaviour, upholding the Council's values and leading by example.		E
<b>Special Requirements</b>		
Flexibility on working hours – evening meetings and some weekend events.		E

**02.11.2023**