

## ASHFORD BOROUGH COUNCIL

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>CHIEF EXECUTIVE</b>
<b>GRADE:</b>	MG1
<b>POST NUMBER:</b>	0001
<b>RESPONSIBLE TO</b>	The Council through the Leader
<b>JOB SUMMARY:</b>	To provide strong managerial leadership, motivating and inspiring the Council's staff in ensuring that all Members of the Council are fully supported in their various roles and that Council policy is effectively implemented in order to achieve the authority's strategic and corporate objectives as efficiently and economically as possible.
<b>ROLE REQUIREMENTS:</b>	
	<b>MEMBER RELATIONS:</b>
1.	To advise the Council on all matters of general policy and corporate policy, supporting the development of a clear vision, appropriate strategies and robust policies.
2.	To develop and maintain excellent relations with Members, ensuring that they receive the advice and information they need to enable them to discharge their roles in policy making, performance management, representation and scrutiny.
3.	To deliver effective accountability of staff to Members and the public.
	<b>STRATEGIC MANAGEMENT:</b>
1.	To give the Management Team strategic leadership and direction, promoting a corporate approach in both forward planning and day-to-day management. Set clear objectives and goals for members of the Management Team.
2.	To lead the Management Team in setting the strategic agenda for the Borough. To update the Council's Corporate Strategy regularly, and ensure that this is delivered by the service plans within the organisation.

3.	To ensure that the interests of the Council and of Borough residents are fully protected in the operation of the county and regional agreements.
4.	To provide leadership on organisational, cultural and transformational change whilst maintaining quality, performance and a customer focused approach.
	<b>SERVICE DELIVERY:</b>
1.	To ensure that value for money, good quality services are provided in the most effective, economic and efficient way.
2.	Maintain and develop relationships with stakeholders and ensure that all stakeholders continue to be consulted.
3.	To exploit the Council's community leadership role by building on and developing partnership working in support of the Council's aims and objectives, ensuring that effective governance arrangements are in place for all key partnerships.
4.	To monitor and manage service and corporate performance to secure continuous improvements.
5.	To engender within the organisation a culture of valuing and celebrating the diversity of the Borough's communities, ensuring that equal opportunities policies and practices are in place to eliminate unfair discrimination whether as an employer or a provider of services.
	<b>RESOURCE MANAGEMENT:</b>
1.	To ensure that the Council is organised effectively and is able to respond to changing needs, that operational accountabilities are clearly defined and appropriately managed and that all services and staff have clear objectives that relate directly to the delivery of the Corporate Plan.
2.	To motivate and lead all staff to deliver good quality and value services in an innovative and flexible way. To ensure effort, skills and time are used productively to achieve high standards in relation to the quantity and quality of performance. To tackle areas of weakness within the organisation and manage poor performance in line with Council procedures.
3.	To support effective medium term financial planning and continued strong financial management and ensure that the Council's financial systems and affairs are properly managed to a high standard and its statutory obligations are met.

4.	To ensure that appropriate project management arrangements and resources are in place to support the delivery of major projects and that progress is reported regularly to Management Team and Members.
	<b>COMMUNICATIONS:</b>
1.	To develop, maintain and promote effective communication and liaison throughout the Council and between the Council, the public and other organisations.
2.	To act as an Ambassador promoting the interests of the Council and of the Borough.
	<b>OTHER RESPONSIBILITIES:</b>
1.	The post holder is the Head of Paid Service.
2.	To play a full part in the Council's Emergency Planning arrangements as required under the Civil Contingencies Act and attend training as necessary.
3.	To perform such other duties in connection with the work of the Council as may be required.
4.	To represent the Council as required on the board of local agencies.
	<b>EQUAL OPPORTUNITIES:</b>
1.	To promote equality of opportunity in employment and service provision, and eliminate unlawful discrimination.
2.	To recognise that people have different abilities to contribute to the Council's goals and performance and to take necessary action to give everyone a chance to contribute and compete on equal terms.
	<b>EMERGENCY PLANNING:</b>
1.	To participate as required in the Council's Emergency Planning operations including undertaking training and exercising as directed.
2.	To participate in the response to an emergency which may involve duties outside your normal job description and at times outside your contracted hours.
3.	To participate in the recovery stage following the emergency.

	<b>BUSINESS CONTINUITY:</b>
1.	In the event that an incident has occurred which disrupts the Council's ability to deliver its critical functions, to undertake duties within your competencies in other departments and/or at other locations.
	<b>DATA PROTECTION:</b>
1.	To ensure that data quality and integrity is maintained and that data is processed in accordance with Council policy, the Data Protection Act, the Freedom of Information Act, and other legislation.
	<b>HEALTH &amp; SAFETY:</b>
1.	All employees have responsibilities under The Health and Safety at Work Act 1974. These responsibilities are laid out in the Council's Health and Safety Policy, available on the Intranet or from Personnel.
	<b>ADDITIONAL DUTIES:</b>
1.	To undertake any additional duties of a similar level of responsibility as may be required from time to time.
<p><b>OTHER CONDITIONS:</b> Essential car user</p> <p>December 2015</p> <p>MP</p>	

## KEY COMPETENCY AREAS

Ashford Borough Council uses a Competency Framework which describes the behaviours all staff are expected to display when performing their role. These behaviours are an important cornerstone of our recruitment and selection processes as well as our performance management processes.

LEADING BY EXAMPLE	WORKING WITH OTHERS
<ul style="list-style-type: none"> <li>• Communicate simply and clearly when writing and speaking</li> <li>• Accept responsibility for own area of work and learn from mistakes</li> <li>• Be consistent when making decisions and dealing with others</li> <li>• Welcome ideas and feedback and encourage openness</li> <li>• Remain calm and composed at times of pressure</li> <li>• Be positive and enthusiastic with a 'can-do' approach and be proactive, with a willingness to get involved</li> </ul>	<ul style="list-style-type: none"> <li>• Treat others with respect and dignity at all times, ensuring that there is no discrimination regardless of background</li> <li>• Take time in conversations and meetings to listen to other people and consider their opinions</li> <li>• Provide help willingly, and share own knowledge, time and skills to assist others</li> <li>• Understand the feelings of others and show tact and empathy</li> <li>• Be approachable and pleasant to interact with</li> <li>• Positively engage with others and keep any criticism constructive</li> </ul>
MANAGING OURSELVES	ACHIEVING OUR GOALS
<ul style="list-style-type: none"> <li>• Inspire trust by demonstrating honesty and integrity</li> <li>• Manage workloads effectively to prioritise demands and meet deadlines. Use clear and realistic goals broken down into smaller objectives</li> <li>• Be self motivated and work hard. Use own initiative and require minimal supervision</li> <li>• Challenge yourself to learn and encourage others to make changes to enhance performance and standards</li> <li>• Demonstrate self awareness by understanding the impact of our own behaviour on others</li> <li>• Complete work to the highest standard possible whilst balancing the need to deliver with good attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>• Look at options before making a decision and promote acceptance of an appropriate level of risk</li> <li>• Be flexible and propose, accept and implement change where necessary</li> <li>• Be brave and use creativity and innovation to solve problems by doing things differently</li> <li>• Understand the direction of the council and where possible seek to replicate and develop good practice from all other sectors and apply their approach to the day to day role</li> <li>• Display loyalty and commitment to own role, team priorities and the council as an employer. Be fully focused on delivery</li> <li>• Be knowledgeable of own service area and have an awareness of the role of other council departments.</li> </ul>