

Post Title: Chief Executive
Grade: Chief Officer

Job Purpose

To be the City Council's Head of Paid Service, driving the vision for the City Council and our city, placing 'Citizens at the Heart' of all we do, and ensuring the implementation of the Council's vision, values and strategic priorities.

To actively and effectively promote the Council's vision, values, aims, objectives and priorities to partners, national and local stakeholders, employees and Nottingham's citizens.

To work collaboratively with Councillors, the Corporate Leadership Team, colleagues and Partners to improve the quality of life for citizens by joined up thinking, working and innovation to deliver the capacity of the Council to achieve change and deliver our vision for the City.

To be accountable for delivering on our promises and to take the lead role in robust decision making through the promotion of good governance and effective option appraisals that balance financial risk with organisational ambitions and promises.

Strategic Leadership Expectations

Leading People

1. Communicate a clear vision and purpose to inspire others.
2. Role model visible leadership through engaging and empowering all colleagues.
3. Plan for the future capability and capacity needs of the organisation and workforce.
4. Empower others to make decisions and ensure decisions are taking place at the appropriate level of the organisation.
5. Drive a high performance culture, utilising challenge and feedback to ensure accountability of colleagues and councillors.

Change and Innovation

1. Lead and drive change in a challenging political and public finance context.
2. Champion innovation by being open minded to new and radical ways to deliver our services and taking appropriate risks.
3. Create robust project management approaches maximising people and financial resources to deliver positive outcomes.
4. Where ambiguity exists; provide purpose and clarity of leadership, responding at pace to re-prioritise objectives in line with the organisation's changing needs.
5. Cultivate a culture of continuous improvement by encouraging colleagues to share ideas, and provide leadership to recognise and reward innovation.

Collaboration

1. Work collaboratively across the Council to achieve the best outcomes for the citizens of Nottingham.

2. Actively work to break down silos by working across boundaries to deliver benefits to the citizens of Nottingham.
3. Role model collaborative working, working in partnership with Councillors, citizens and the local community to achieve the best outcomes for Nottingham's people.
4. Use foresight to interpret and communicate the needs of Councillors and Strategic Partners and to create opportunities for collaboration.
5. Align the organisation's context and interests when negotiating and aligning resources to deliver services.

Equality, Diversity and Inclusion

1. Understand and promote equality, diversity and inclusion at every level and positively challenge inclusion measures within the workforce and in the delivery of services.
2. Bring to life fully inclusive services, demonstrating awareness of the diverse needs of our citizens.
3. Show commitment to attract, recruit and retain an inclusive workforce that represents our citizens and city.
4. Create the conditions to release the full potential of all colleagues ensuring fairness, diversity and inclusion in leadership practices.
5. Lead and champion a culture of inclusivity within the organisation where voices are respected, valued and heard.

Principle Duties & Responsibilities

Leadership, culture, and strategic direction:

Lead the organisation through significant and fast paced change, demonstrating strong, ethical leadership as a model for the wider leadership cadre in the Council, and build a corporate team based on accountability for delivering sustainable services to a balanced budget.

Lead on the development and implementation of transformation and change programmes which promote leadership, corporate ownership, and effective delegation.

Lead the implementation of the strategic priorities of the authority, reflecting its financial constraints and which deliver the Commissioners' Exit Plan and underpinning the Council Improvement Plan.

Engender a spirit of collaboration and curiosity in staff cadre, learn from others and build a high performing, motivated, workforce.

Give confidence in the direction of the Council to members, partners, and staff.

Service Improvement and delivery

Lead the development of an effective Improvement Plan which meet the requirements of and is aligned with the Commissioners' Exit Plan.

Effectively put in place the new operating model of the Council

Utilising monthly financial and performance data, put the Council on a sustainable financial footing with risks identified, owned, and mitigated.

Ensure the implementation of the new performance management system across all directorates, with robust monitoring and effective management.

Drive any Commissioners' instructions across the organisation, ensuring that members are supported in contributing their role along this journey.

Relationships

Build or repair as necessary robust and appropriate relationships between members and officers to ensure good service delivery and budget adherence for the benefit of the people of Nottingham City

Ensure that the Leader, portfolio holders, and members are effectively enabled to lead future policy development and in developing the agreed direction of travel of the Council.

Build an effective and empowering Corporate Leadership Team, ensuring that the whole becomes greater than the sum of its parts.

Promote and help develop the new East Midlands Mayoral Combined Authority, (EMMCA), to position it most effectively in supporting NCC's strategic ambitions for the City and beyond.

Assist in securing appropriate decision-making powers and produce a compelling proposition for enhanced government investment in Nottingham and the wider East Midlands conurbation.

Personal Development

Engage with identified top leadership programmes such as offered by the LGA and Solace

Engage with a coach/mentor to help provide a 'safe space' for discussion, development, and ongoing support.

Link with peers in an action learning set, to provide ongoing support with mental well-being and in shaping work life balance.

Elections

To be responsible for elections and to ensure that the role and responsibilities of the Returning Officer are fulfilled appropriately.

Head of Paid Service

This is a statutory appointment pursuant to section 4 of the Local Government and Housing Act 1989.

The matters covered by the Act are as follows:

- The manner in which the discharge by the authority of the different functions is co-ordinated
- The number and grades of staff required by the authority for the discharge of their functions
- The organisation of the authority's staff
- The appointment and proper management of the authority's staff

Full details are attached in Appendix 1

Person Specification: Chief Executive

AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT				
		P	A	T	I	D
Leadership	Experience as a Chief Executive or significantly senior manager in a large and complex public sector organisation with comparable scope, responsibilities, budget and resources.		✓		✓	
	A successful track record of developing and successfully implementing innovative and progressive policies, vision and strategies.		✓	✓	✓	
	Demonstrable success in leading a major change programmes in a large diverse organisation.		✓		✓	
	Successful involvement in building the corporate reputation of a large, multi-disciplined organisation and inspiring an organisation to deliver sustainable improvement.				✓	
Performance	Evidence of successfully developing and implementing a strong performance management culture.		✓			
	Demonstrable success in leading and motivating a team of senior professional managerial staff to a high level of achievement and creating a corporate culture and environment.		✓		✓	
	A successful track record of involvement in the preparation, management and control of complex budgets and capital programmes including budget formulation, rigorous financial monitoring and control.				✓	
	Evidence of financial and commercial awareness with strong analytical skills and a creative approach to problem solving.		✓			
Technical & Experience	Achievement of successful partnership working with some or all of a variety of communities, partner organisations, private sector providers, Government, public agencies and statutory authorities.		✓	✓	✓	
	Ability to demonstrate an understanding of the current issues and challenges facing local government in general and Nottingham City Council in particular.			✓	✓	
	Evidence of successfully promoting the interests of an organisation and engaging partners in strategic and service delivery.		✓		✓	
	Highly developed oral, written and presentation skills.			✓	✓	
	Experience of operating effectively and openly within the democratic process with the political acumen and skills to develop productive working relationships with Councillors that commands respect, trust and confidence.		✓	✓	✓	

Work to promote mutual respect and good relations	An ability to eradicate discrimination through the promotion of inclusion to a diverse range of service users, partners, colleagues, etc.							✓	
	Complex understanding of equality issues and challenges posed by providing quality public services in a multi-cultural Nottingham.					✓		✓	
	Experience of handling conflict and managing sensitive issues to achieve positive outcomes.							✓	
	Experience of developing positive relationships with relevant stakeholders (unions, colleagues, partners, etc.).					✓		✓	
	Ability to create an environment of trust, fairness and openness.							✓	
Work related circumstances	Ability to work outside normal office hours.							✓	
	Committed to own development.							✓	
	Honesty and Integrity.							✓	
	Ability and willingness to travel both inside and outside the City area as required.							✓	
P-Pre-Application	A - Application	T – Test	I - Interview	D -Documentary Evidence					

Local Government and Housing Act 1989 (c. 42)

4. Designation and reports of head of paid service.

(1) It shall be the duty of every relevant authority—

- (a) to designate one of their officers as the head of their paid service; and
- (b) to provide that officer with such staff, accommodation and other resources as are, in his opinion, sufficient to allow his duties under this section to be performed.

(2) It shall be the duty of the head of a relevant authority's paid service, where he considers it appropriate to do so in respect of any proposals of his with respect to any of the matters specified in subsection(3) below, to prepare a report to the authority setting out his proposals.

(3) Those matters are—

- (a) the manner in which the discharge by the authority of their different functions is co-ordinated;
- (b) the number and grades of staff required by the authority for the discharge of their functions;
- (c) the organisation of the authority's staff; and
- (d) the appointment and proper management of the authority's staff.

(4) It shall be the duty of the head of a relevant authority's paid service, as soon as practicable after he has prepared a report under this section, to arrange for a copy of it to be sent to each member of the authority.

(5) It shall be the duty of a relevant authority to consider any report under this section by the head of their paid service at a meeting held not more than three months after copies of the report are first sent to members of the authority; and nothing in section 101 of the [1972 c. 70.] Local Government Act 1972 or in section 56 of, or Schedule 10 or 20 to, the [1973 c. 65.] Local Government (Scotland) Act 1973 (delegation) shall apply to the duty imposed by virtue of this subsection.

(6) In this section "relevant authority"—

- (a) in relation to England and Wales, means a local authority of any of the descriptions specified in paragraphs (a) to (e) of section 21(1) below; and
- (b) in relation to Scotland, council constituted under section 2 of the Local Government etc. (Scotland) Act 1994.

(7) This section shall come into force at the expiry of the period of two months beginning on the day this Act is passed.