

Post Title: Assistant Chief Executive Officer

**Grade: SLMG 1**

# Job Purpose – Vision & Strategy

To create and drive the vision for the Policy, Performance and Communications Division, the Council and our city. To actively lead and promote the Council’s vision, values, aims, objectives and priorities to partners, national and local stakeholders, employees and Nottingham’s citizens.

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

To support the Chief Executive in their day to day duties, ensuring that connections are made across the City Council with Members and senior managers and with relevant partnerships and partners, to identify and progress opportunities to advance the development of Nottingham and the City Council’s leadership role.

To develop the strategic direction and priorities of the Council and secure their implementation through collaborative working with elected members and the Strategic Management Team.

# Strategic Leadership Behaviour Expectations

As a strategic leader and senior officer, you will be expected to demonstrate our core

behaviours (*Please refer to the leadership expectations booklet)*:-

* **Leading People:** by building high performing teams, empowering and motivating others and being a role model for the organisation and its values.
* **Equality Diversity & Inclusion:** To create and embed an organisation culture of respect and inclusivity in the services we provide and in the workforce that we engage. Ensure EDI implications are considered in decision making associated with changes to service/policies/practices.
* **Change & Innovation:** by leading and driving a culture of change and continuous improvement, exploring new and innovative ways to design and deliver services.
* **Collaboration:** by working across boundaries, building relationships, effective partnerships and creating joined up services to deliver the best outcomes for the people of our city.

# Specific Duties

1. To provide visible and strategic leadership, direction, robust management and decision making to the Policy, Performance and Communications Division, including the following service areas;
   1. Strategy and Policy
   2. Performance, Analysis and Insight
   3. Communications and Marketing
2. To work with the Chief Executive, Corporate Leadership Team, the Leader of the Council and Portfolio Holders to ensure that strategies and priorities of the council are well grounded in evidence, are effective and consistent with the Council meeting its Best Value Duty. To ensure that strong working relationships are developed by giving robust professional advice, speaking truth to power, and communicating policy and direction.
3. Demonstrating visible leadership in promoting and embedding Equality, Diversity, and Inclusion through all actions and in accordance with the organisation's EDI Strategy and objectives.
4. Apply the principles of visible leadership and good governance in the leadership, planning and management of the Division, ensuring that it makes its full contribution to the work of the council. Make effective decisions and work professionally with elected members within the Local Government framework and democratic process of the Council.
5. Contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities within your leadership role and championing this work through Policy, Performance and Communication Division.
6. To design, develop, lead and implement effective change initiatives to support the overall direction of the council and the continuous improvement of services.
7. To ensure effective financial planning and leadership, budget management and control across all services across the division to support the development and delivery of the Council’s medium-term financial plan and ensure effective arrangements for procurement and commissioning.
8. To ensure effective management of risk, business continuity, health and safety and emergency planning preparedness across the division.
9. To drive performance and a best value focused ethos which concentrates on the delivery and continuous improvement of effective services to residents and customers.
10. To be responsible for the delivery an effective division, including horizon scanning and forward planning, which meets the needs of our citizens, achieved through effective customer and community engagement.
11. To provide strategic leadership to the policy and insight function, ensuring early identification of strategic connections and emerging themes at a national and local level and ensuring the effective use of data and intelligence to inform strategic direction and decision making.
12. To lead on organisational strategy development, utilising strategic partnerships, analysis, insight to implement a robust and sustainable plan for the organisations long-term development and success. This includes the development of the Corporate Plan, referred to as The Council Plan.
13. The ensure effective arrangements are in place for performance management across the council, developing and embedding an effective and consistent Performance Management Framework. To ensure the Executive and CLT are able to understand performance issues and corrective action being taken in relation to delivery of the Council Plan and key statutory services.
14. To lead the development and embedding of an effective and consistent planning framework across the Council with clear and appropriate links from the overarching strategic council plan, key internal and partner strategies and plans, to the MTFP/S and individual service plans.
15. To have strategic oversight of the Council’s communication and marketing function projecting a positive profile & visibility of the City and the Council in line with priorities and the Strategic Council.
16. To represent the City Council and / or Chief Executive as required on matters relating to the Strategy and Policy responsibilities, including for example Core Cities, Strategic City Partnerships and links to central government

**This is a politically restricted post under the provision of Section 2(1) (c) of the Local Government Housing Act 1989**

All senior leaders are expected to:

* Undertake any other duties allocated by the Chief Executive
* Work outside of normal office hours where required
* Participate on an on-call Emergency Response rota if required
* Travel within and outside the city’s boundaries when required.

## Person Specification: Director of Policy Performance and Comms (Ass CEX)

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| AREA OF RESPONSIBILITY | **REQUIREMENT** | | **MEASUREMENT** | | | |
| **A** | | **AC** | **D** |
| **Vision, Strategy and Delivery** | Experience as a senior leader in a large and complex organisation with comparable scope, responsibilities, budget and resources. | | 🗸 | |  |  |
| Evidence of a successful track-record of creating compelling visions and successfully translating clear goals and objectives to deliver outcomes that make a positive difference. | |  | | **🗸** |  |
| Evidence of financial and commercial awareness with strong analytical skills and a creative approach to problem solving. | | 🗸 | |  |  |
| **Leading**  **People** | Evidence of successfully leading and motivating people and cultivating a culture that creates high performing people and services. | | 🗸 | |  |  |
| Evidence of planning for the future delivery of services, including the effective workforce planning for capacity and capability challenges. | |  | | **🗸** |  |
| **Equality, Diversity and Inclusion** | Demonstrating a strategic understanding of equality, diversity and inclusion at every level and demonstrative experience in tried and tested methods to develop inclusive services within strategic partnerships. | |  | | **🗸** |  |
| Evidence of leading people and services to recognise, respect and value individual needs to achieve a culture of inclusivity. | |  | | **🗸** |  |
| **Change and Innovation** | Evidence of leading major change programmes in a large diverse organisation, effectively engaging stakeholders | | 🗸 | |  |  |
| Evidence of success for creating innovative service delivery models that continue to provide efficient and effective services | |  | | **🗸** |  |
| Evidence of implementing rigorous project management approaches to ensure the best use or resources. | | 🗸 | |  |  |
| **Collaboration** | Evidence of achieving successful partnership working variety of communities, partner organisations, private sector providers, Government, public agencies and statutory authorities. | | 🗸 | | **🗸** |  |
| Evidence 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. | | 🗸 | | **🗸** |  |
| **Role related requirements** | Experience of negotiating high level targets and resources to ensure an appropriate improvement framework is in place across a local area for skills | | 🗸 | | **🗸** |  |
| Ability to network and build effective partnerships and to use high level negotiation and influencing skills that bring about consensus to desired change | | 🗸 | | **🗸** |  |
| A strong understanding of how analytics, reporting and research can be used to deliver innovative solutions and improved services for citizens. | | 🗸 | | **🗸** |  |
| Skilled in analysis of both quantitative and qualitative management information for Directorate strategic planning. | | 🗸 | | **🗸** |  |
| A strong understanding of communications strategy, leading organisational campaigns and public relations | | 🗸 | | **🗸** |  |
| Ability to establish high level improvement programmes. | | 🗸 | | **🗸** |  |
| **A - Application** | **AC – Assessment Centre** | **D – Documentary Evidence** | |