

Improving People's Lives

Job Purpose

To deliver the Council's vision and corporate strategy, working in close partnership with the Leader and Elected Members to ensure value for money services which meet local needs and reflect the Council's priorities to improve people's lives.

To provide inspirational, inclusive and decisive leadership, holding others to account to ensure that the authority delivers responsive, high quality, and cost effective services.

To fulfil the statutory role of Head of Paid Service, ensuring the council's staff, organisation, health and safety, systems and processes are efficient and effective to deliver the Council's priorities.

To fulfil the role of Returning Officer, ensuring that the conduct of an election is in accordance with the law.

To provide system wide leadership across the locality, fostering strong and effective partnerships to maximise the innovative and cost effective use of overall resources

Key Accountabilities

- To support the Leader, Cabinet and Elected Members to formulate policies, strategies and plans that reflect the priorities and concerns of B&NES residents and to take full advantage of opportunities and resources available to improve people's lives
- To provide strong visible leadership and direction for the organisation, with the Executive Leadership Team, through compelling communication of the vision and values of the council internally and externally, so as to provide clear direction and purpose.
- To work closely with the Executive Leadership Team and S151 Officer to ensure that a balanced budget (circa £483m gross expenditure) is delivered annually and that a medium term financial strategy is agreed by the Council.
- To oversee the council's commercial operations ensuring appropriate performance management and governance.
- To ensure that capital expenditure plans, and investment plans of the council are affordable and proportionate.
- To ensure that all corporate risk is managed effectively through strong governance processes.
- To ensure the council's capacity and structure is 'fit for purpose' and able to effectively and efficiently meet the needs of the local community and the corporate strategy.

- To lead, develop and inspire an effective and coordinated senior leadership team and all staff (2,600 FTE) to deliver the outcomes agreed by the Council through the timely and successful delivery of operational service plans.
- To create an environment and culture that empowers and requires staff to work collaboratively across the organisation and its partners, and seek continuous improvement in how they deliver services to residents that are innovative, customer focused and effective in delivering the council's agreed outcomes using cutting edge technology to enable transformation.
- To ensure that effective organisational and management arrangements are in place to measure, monitor and review progress on key priorities and deliver strategic and service objectives and outcomes in a timely manner
- To hold the Executive Leadership Team and Corporate Management Team collectively and individually accountable for high standards of performance delivered within agreed frameworks, policies and timeframes
- To work collaboratively, engaging and building strong relationships with partner agencies and stakeholders at local, regional and national levels to deliver improvements and opportunities for B&NES residents and businesses. This includes the West of England Combined Authority (WECA), the Integrated Care System (ICS), the Future Ambition Board (FAB), Universities, schools and colleges in B&NES, parish councils and other local authorities across the south west.
- To ensure To ensure that the statutory duties of the Council are met in accordance with legislation, guidance and regulatory requirements.
- To work effectively with all of the political parties, coalitions, and factions, formally and informally as part of a fair democratic process.
- To ensure that all health, safety and wellbeing responsibilities for staff and the estate are reasonably fulfilled and act as designated management champion of the health and safety function of Bath & North East Somerset Council
- To ensure the Council operates in an open, ethical, transparent, accountable and democratic manner, calling on independent people for scrutiny as required.
- To ensure that the Council serves all communities and provides equality of opportunity in relation to employment and service design and delivery.

Critical Leadership behaviours

- Creates a culture of accountability, constructively and appropriately challenging peers, partners, members and senior leaders to deliver agreed results and model the council's BEST values.
- Champions the needs of the individuals and communities that Bath & North East Somerset serve, ensuring the Council places community needs and voice at the heart of what they do and constantly challenging themselves and others to think from the customer perspective.

- Creates a shared and compelling vision for Bath & North East Somerset helping people internally and externally to understand and engage with the Council's goals.
- Builds strong, strategic partnership relationships and bring partners together to join up solutions to complex issues for the people of Bath & North East Somerset.
- Takes a strategic approach to influencing, drawing on a range of approaches to effectively manage the politics and partnership and position the Council for success internally and externally.
- Understands the local and national, formal and informal political and socio-economic context and stay tapped into the needs and agendas of different stakeholders. Use this understanding to pro-actively shape the context, identify opportunities or consider the best way to deliver.
- Simplifies complexity creating clarity and direction in ambiguous, multifaceted situations for themselves and others.

Knowledge, Skills & Experience

- A proven track record of delivery at a senior leadership level, demonstrating the ability to manage competing needs to deliver coherent and high quality services.
- Wide experience of formulating visionary policy at a senior and strategic level.
- Proven ability in brokering, coordinating and leading high level partnerships.
- Highly developed skill and sensitivity at operating in a complex environment at a senior level, balancing policy, customer needs and pragmatic compromise.
- Willingness and ability to challenge the status quo and take an innovative approach enabling an effective analysis of situations/problems and effective decisions to create a forward thinking strategy.
- Ability to communicate complex information effectively and clearly using appropriate channels for the situation.
- Proven experience of budgetary management, with clear business acumen and evidence of securing value for money and delivering more with less
- Able to understand the political dimension through recognition of and sensitivity to the political agenda and protocols.
- A proven track record of continuous values-led development of organisations, teams and individuals.



Bold



Empowered



Supportive



Transparent

September 2025