

CHIEF EXECUTIVE

Candidate information brochure



www.rotherham.gov.uk

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INTRODUCTION

from Councillor Chris Read, Leader

Thank you for your interest in the role of Chief Executive at Rotherham Metropolitan Borough Council.

Rotherham is a borough with its sights set on the future. In 2022, the Local Government Chronicle named us the Most Improved Council of the year and our 2023 Corporate Peer Challenge described an “impressive organisation”. Our Children’s Services are Ofsted rated as “Good”, and we are in the middle of the biggest programmes of regeneration, town centre investment, and council housing growth for a generation or more.

Now as we look to the coming years, we are looking for a Chief Executive who will have the creative drive and energy to help us bring our ambition and vision to life. We’re seeking an authentic, values-led individual, who will roll their sleeves up and meet the challenges that lie ahead with us. It goes without saying that you will have considerable experience of leading a strategic leadership team which comprises of a diverse group of professionals in a comparable and complex organisation.

You will need to inspire confidence, motivate staff and lead by example, ensuring that our services are delivered in a way that is efficient, responsive and, above all, focused on the needs of our community.

We are committed to creating a fairer, more prosperous Rotherham where everyone has the opportunity to succeed. This includes focusing on economic regeneration, helping more people into work and training, making all our neighbourhoods places to be proud of, giving every child the best start in life and making sure all our residents can choose their own futures.

You will also have a key role in developing and maintaining core relationships with the South Yorkshire Mayoral Combined Authority, as well as our strong team of local partners, working to transform the landscape of Rotherham for the future.

There is more information about the role and about us as a council within this pack; we hope you find this of interest and will consider applying.

If you would like a conversation with me about this role, please reach out to our advising consultants at Faerfield in the first instance and they’ll be pleased to organise this for you.

So if you’re looking for your next challenge, and you think you can help us to keep forging ahead, I look forward to hearing from you.



Councillor Chris Read
Leader of Rotherham Council



APPOINTMENT OF CHIEF EXECUTIVE

Personal Job Title: CHIEF EXECUTIVE	
Reporting to: Elected Members	
Key role objectives	
The post holder will carry out the roles of Head of the Paid Service and Principal Policy Advisor to the Council, Cabinet and Leader of the Council. The post has responsibility for leading the Council's Strategic Leadership Team (SLT) in the delivery of high-quality services in accordance with Council policy, budgetary and statutory requirements. Overall responsibility for implementation of Health and Safety Policy and fulfilling the legal duties within the electoral process i.e. hold the Office of Electoral Registration Officer; Returning Officer for Local Elections; Acting Returning Officer for Parliamentary Elections and any comparable role for Police and Crime Commissioner or other Elections.	
Shortlisting and interview criteria	
• Successful and consistent achievement in leadership, management and strategic policy formulation at Board level in a large complex organisation. • Significant experience of leading a strategic leadership team which comprises a diverse group of professionals in a comparable and complex organisation. • Sufficient understanding of the legislation, issues and agendas facing local government, including inspection regimes, frameworks, policy direction etc. • Proven track record of achievements in partnership and joint working between business, the community and statutory or non-statutory bodies. • Experience of a political environment and knowledge about the role of Elected Members. • Extensive experience of the management and control of large complex budgets within tight financial limits, and of reducing costs and reducing budgets.	
Job Specific Notes	
Job specific qualifications	
DBS Level	Basic
Shift Working/Out of Hours/Unsociable Hours	Occasional out of hours working
Contractual overtime	No
Standby rota	No
Other working arrangements	No
Politically Restricted Position	Yes
Date Document Updated	January 2025

Job Profile	CHIEF EXECUTIVE	
Key Duties/Areas of Responsibility As Officer Leader 1. Provide direction, support, inspiration and leadership to the paid staff of the Council, as the Head of Paid Service. 2. Ensure all Councillors are provided with sufficient high quality advice so as to facilitate and assure policy making, decision-making, scrutiny and partnership working. 3. Ensure the Council has policies and programmes in place to continuously assess and seek value for money in all its activities. As Manager 4. Determine, implement and review performance management processes to monitor and improve the overall effectiveness of the Authority. 5. Assure and ensure that officers of the Authority are working well with elected Councillors, and are supported to advice without any hesitation on the basis of their professional expertise. 6. Maintain a scheme of delegation that ensures clear accountability for standards, use of resources and service delivery, whilst ensuring staff know how and when to escalate concerns or issues requiring senior staff or Councillor consideration. 7. Ensure that the Council is ever mindful of its legal responsibilities and is compliant with its legal obligations and is diligent in its responsibilities under the public sector Equality Duty [Equality Act 2010]. 8. Ensure the Council has first class systems for budget control, risk assessment and mitigation, proper governance and procurement and contract management. 9. Ensure the Council has a range of forward plans which meet statutory requirements and local ambitions and that these plans result in agreed actions and outcome monitoring. 10. Ensure appropriate systems are in place for matters of staff discipline, recruitment, training, industrial relations, management of morale, appraisal, and discipline and dismissal. 11. Ensure the Council acts as one organisation; that its various services, contractors and agents work together to defined purposes and that policy advice and prioritisation are co-ordinated and coherent. As the most senior negotiator for the Council 12. Represent and negotiate on behalf of the Council at local, regional, national and international levels. 13. Play the agreed role seeking to ensure the borough and its residents benefit from wider collaboration within the South Yorkshire Mayoral Combined Authority.		



As ambassador for the Council

14. Promote, develop and maintain good relationships with the media and significant local partners and allies to ensure the Council's ambitions, plans and intentions are widely understood.
15. Act as an ambassador for the Council in the civic life of the borough and further afield as required.
16. Ensure the Council has professional relationships with government departments and the wider local government family.

Person Profile	CHIEF EXECUTIVE	
1. Key Areas of Knowledge and Experience		
Know-how (Level 8)		
Significant experience of leading a senior management team which comprises a diverse group of professionals in a comparable and complex organisation.		
Successful and consistent achievement in management and strategic policy formulation at Board level in a large complex organisation.		
Able to demonstrate a track record of delivering necessary or desirable whole organisational change.		
Extensive experience of the management and control of large complex budgets within tight financial limits, and of reducing costs and reducing budgets.		
Experience of a political environment and knowledge about the role of Elected Members.		
Sufficient understanding of the legislation, issues and agendas facing local government, including inspection regimes, frameworks, policy direction etc.		
Proven track record of achievements in partnership and joint working between business, the community and statutory or non-statutory bodies.		
Experience of applying risk management in setting strategy and in identifying and managing principal risks to achievement of objectives.		
Significant and successful involvement through the media in the promotion and maintenance of the corporate reputation of an organisation.		
2. Qualifications		
Level 7 qualification e.g. Post Graduate Certificates and Diplomas with extensive experience in the relevant specialist area and other related areas of work, or a wider range of areas Or Evidence of the equivalent level of knowledge gained through work experience		



Person Profile	CHIEF EXECUTIVE	
3. Key Skills		
Communication (Level 6)		
• Exchanges wide ranging complex and contentious information with a different sets of people, orally and in writing • Delivers well-structured communication to different people and uses a range of influencing skills effectively • Uses effective negotiation skills and deals with potential conflict • Produces highly complex reports/documents to suit the needs of the audience		
Decision Making (Level 8)		
• Makes decisions on a very wide range of issues which may involve several work areas and where a number of options exist • Deals with complex decision making involving high risk consequences		
Problem Solving (Level 6)		
• Uses an analytical approach to solve very complex situations or problems • Analyses and interprets very varied and highly complex information from several sources • Uses lateral or creative problem solving where there is little precedence to draw on or a high level of uncertainty exists • Develops long-term solutions and strategies		
4. Our Values		
Caring We ✓ <i>Are inclusive and know our communities</i> ✓ <i>Take time to listen and understand what matters</i> ✓ <i>Act as 'One Council' with a spirit of togetherness</i>		
Honest We ✓ <i>Are accountable and take ownership of our actions</i> ✓ <i>Communicate clearly and openly</i> ✓ <i>Reflect and learn from our experiences</i>		
Proud We ✓ <i>Are ambitious in everything we do for our people and place</i> ✓ <i>Start with strengths, and what is working well</i> ✓ <i>Celebrate Rotherham and act as ambassadors for the borough</i>		

Person Profile	CHIEF EXECUTIVE	
5. General Requirement – job advert		
Able to work flexibly, including any service specific hours		
Able to travel to various locations throughout the Borough within a reasonable timescale		
Good attendance record in current/previous employment (not including absences resulting from disability)		
NB: Health and attendance criteria will only be assessed following an offer of appointment. (Equality Act 2010)		
6. Statements Applicable to all Jobs – job advert		
All duties and responsibilities should be carried out in accordance with agreed Council policy and procedures, in particular those relating to: Environmental; Health and Safety; Equal Opportunities; Risk Management; Data Protection; Safeguarding and Financial Regulations.		
Safeguarding is everyone’s business. All Council employees, elected members, contractors and volunteers share a responsibility, both corporately and individually, to ensure that every person is treated with dignity and respect and protected from others who may abuse them. We have a duty of care to safeguard and promote the welfare of children, young people and adults, and must raise any concerns without delay.		
Emergency Planning All employees will be required to undertake emergency planning duties commensurate with the grade of the post.		
The job profile is an outline only and may vary from time to time without changing the character of the job or level of responsibility. The post holder must be flexible to meet the operational needs of the Council.		
The person profile covers key areas of experience, knowledge, skills etc. Methods of assessment other than interview may be used (as appropriate to the job) to assess what a candidate can do and how they act in a specific area or situation. These include: ability test; work-related task; occupational personality questionnaire and presentation. Where this is the case, shortlisted candidates will receive details in advance of the selection process.		
The Our Values and the Employee Expectations outlined in the person profile are the minimum standards of behaviours required for working at Rotherham MBC in any post and are assessed as part of the selection process. <i>They are not required to be addressed in the application form.</i>		
This job and person profile has been prepared in accordance with the requirements of the Council’s Equal Opportunities in Employment Policy. We undertake to make any “reasonable adjustments” to a job or workplace to counteract any disadvantages a disabled person may have. Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview. In the event of a large number of applicants meeting the essential criteria, desirable criteria or occupational testing may be used as a further shortlisting tool.		



STRATEGIC AND DIRECTORATE LEADERSHIP TEAMS



ABOUT THE COUNCIL

Alongside partners, we play an important role in working with other providers of public services across Rotherham for approximately 265,000 residents and 100,000 people who work in Rotherham (37,000 from outside the borough).

Regionally, the Council has a key role to play as one of the four constituent authorities that make up the South Yorkshire Mayoral Combined Authority (SYMCA). Focused on economic growth and regeneration, the Council works with the SYMCA across a number of issues including the economy, skills, transport and infrastructure. In 2020, our Devolution Deal was signed into law, and since then the Council has worked with the other members of SYMCA to deliver a stronger, greener and fairer South Yorkshire.

The Council's constitution sets out how the Council operates, how decisions are made and the procedures that are followed to ensure that this is efficient, transparent and accountable to local people.

The Council has is led by a Labour Cabinet, has 59 councillors representing 25 wards inside the Rotherham Borough geographical boundary, with wards having a mixture of 2 and 3 elected members.

There are a number of committees and panels which are responsible for decision making within the organisation, including Council, Cabinet, Audit Committee, Standards and Ethics Committee and Scrutiny.

Details of all these, as well as copies of agendas, papers and official minutes of proceedings can be found on the Council's website.



OUR VISION AND PRIORITIES

Our Vision

“Rotherham is our home, where we come together as a community, where we seek to draw on our proud history to build a future we can all share.

“We value decency and dignity and seek to build a town where opportunity is extended to everyone, where people can grow, flourish and prosper, and where no one is left behind.

“To achieve this as a council we must work in a modern, efficient way, to deliver sustainable services in partnership with our local neighbourhoods, looking outwards, yet focussed relentlessly on the needs of our residents.”

Our Priority Themes



Public consultation, stakeholder engagement and co-production have been an important part of improving the quality of the services provided. Extensive public consultation in 2021 informed the priorities in the Council Plan 2022-25, which was agreed in January 2022.

In order to monitor Council Plan outcomes and achieve its commitments, an annual Year Ahead Delivery Plan or our ‘big to do list’ is developed, agreed and monitored.

Formal progress reports are presented in public at Cabinet meetings twice a year, with the most recent update considered in January 2025.

Work is currently underway to refresh our Council Plan, with an extensive consultation and engagement process undertaken in the autumn generating almost 2,000 interactions. Focused on finding out what residents like about where they live, but also what they want to improve, its results are informing the development of the new plan.



THE ROTHERHAM VALUES

We know that it is important that we work together and have a shared understanding. The Rotherham Values demonstrate how all staff behave with each other, our partners, elected members and customers:

CARING

We...

- Are inclusive and know our communities
- Take time to listen and understand what matters
- Act as 'One Council' with a spirit of togetherness

HONEST

We...

- Are accountable and take ownership of our actions
- Communicate clearly and openly
- Reflect and learn from our experiences

PROUD

We...

- Are ambitious in everything we do for our people and place
- Start with strengths and what is working well
- Celebrate Rotherham and act as ambassadors for the borough

BENEFITS OF WORKING FOR ROTHERHAM COUNCIL

PENSION

The Council offers access to a contributory pension scheme with the Council paying in over double the amount you pay towards your pension benefits payable on retirement.

It includes an annual pension plus a lump sum upon retirement.

It also provides the option for flexible retirement and support for any family in the event of your death.

ANNUAL LEAVE

Leave entitlement ranges between 31 and 34 days for Chief Officers, plus 8 bank holidays and an additional 3 concessionary days' leave.

You may also request to purchase additional holiday with the cost able to be spread over the remainder of the leave year.

Time off is also available for medical appointments, bereavement and family emergencies.

FLEXIBLE WORKING

We operate a comprehensive range of flexible working opportunities to allow you to achieve a better balance between your work and home life.

Wherever it is practicable we try to accommodate your requests to work flexibly but access to schemes is dependent on the nature of the work you do.

HEALTH AND WELLBEING

The Council offers an employee assistance programme, including counselling and occupational health assessments.

We have a rolling programme of health and wellbeing initiatives based on staff feedback and we have a range of guides for managers and staff to support your health and wellbeing.

SALARY SACRIFICE

The Council has several Salary Sacrifice Schemes in place which typically save about a third of the amount sacrificed if you are a basic rate taxpayer and up to a half if paying the higher rate.

These include:

- Car Leasing
- Additional Leave Purchase
- Cycle to Work

FAMILY FRIENDLY POLICIES

We are currently reviewing to ensure we are best in class in terms of inclusive and supportive policies.

Current provision includes:

Maternity/Adoption leave – up to 52 weeks leave of absence with pay provided for certain specified periods within this (subject to length of service criteria and personal choice).

Maternity support leave of up to 5 days paid leave is available for partners/carers at or around the time of birth/adoption.

Parental leave – up to 4 weeks unpaid leave can be taken per year up to the child's 18th birthday.

ABOUT ROTHERHAM

Home to over 265,000 people and situated at the heart of South Yorkshire, the borough comprises the minster town of Rotherham itself and a further 100 square miles of smaller towns, attractive villages and rolling countryside.

Rotherham is a largely green borough: 70 % rural with three country parks, more than 130 public open spaces, woodlands, rivers and waterways and all within a stone's throw of the Peak District.

Rotherham has the benefit of a wide choice of housing within the boundary of the town itself with pleasant suburbs like Wickersley, Whiston, and Broom and lovely villages like Brampton-en-le- Morthern, Harthill, and Wentworth. House prices are among the most attractive in the UK, with town and country homes ranging from large, detached houses to picturesque cottages, modern estates to Victorian and Edwardian properties.

Rotherham is one of four metropolitan boroughs in South Yorkshire with good transport connections.

25 wards covering a wide range of urban, suburban, and rural areas.

70% of Rotherham is open countryside.

Rotherham's population of 265,000 mostly live in urban areas.

Population is ageing, with over 52,400 people aged 65 years or over.



Diverse community which includes 20,000 people from minority ethnic groups (8.1% of the population).

The Pakistani community is the second largest ethnic group after White British.

22% of residents live within the 10% most deprived areas of England.

12,667 children were living in "absolute poverty" in 2018/19.



The Council's children's services have been transformed and were rated as 'Good' by Ofsted in September 2022.

Life expectancy in the most deprived areas of Rotherham is 9.9 years lower for men and 9.5 years lower for women than in the least deprived.

There are significant gaps in healthy life expectancy, meaning those from more deprived communities can expect to live for more years in poor health.



Economic impact of Covid-19 on the national and local economy. Evidence that young people have been disproportionately affected, due to education disruption and lack of access to jobs.

Since 2010, the Council has made savings in excess of £200 million in response to the significant reductions in government funding. Uncertainty over future funding levels, due to a single year financial settlement for 2021/22

The Council has secured significant funding (over £100 million) and is seeking more to deliver regeneration schemes in the town centre and across the borough.

High-quality green spaces and assets, including the award-winning Clifton Park, as well as a number of country parks, woodlands and nature reserves.

Adult skills are comparatively low, particularly at degree level, and educational attainment is also low in comparison to our nearest demographically similar neighbours.





INVESTMENT IN THE BOROUGH

Rotherham is undergoing an exciting transformation, forging ahead with a series of major regeneration projects that are reshaping the future of the town. These initiatives – part of the Council’s commitment to investing in Rotherham’s future – are creating dynamic new opportunities for businesses, residents and communities alike, helping to build a more inclusive economy.

It’s our largest regeneration programme in a generation, having attracted more than £100m of government investment already. Here’s a glimpse into some of our projects:

- **Forge Island** – Completed in summer 2024, Forge Island is a key town centre development with a new 8-screen Arc Cinema, Travelodge and restaurants. The vibrant redevelopment is transforming the area into a must-visit destination, perfect for days out with family and friends.
- **Markets and Library** – A major £40m redevelopment is underway. This will create a modern and accessible central library, a new community hub, extensive public realm and improved links to the town centre and college.
- **Rotherham Gateway** – Our plans for a new mainline railway station will restore inter-city services to Rotherham for the first time in 40 years, and connect directly to the tram-train network. A key part of the UK’s first investment zone, the wider development will include a significant housing development and 33,000sqm of high-quality employment areas.
- **Templeborough Business Hub** – Providing an important transport and employment zone between Rotherham town centre and Sheffield, moreover, it is a location for innovative, globally recognised industry and a primary focus for Rotherham’s industrial economic growth.
- **Dinnington and Wath** – We’ve secured nearly £20m in government funding to revitalise two of our town centres. In Dinnington, approximately £12m will be used to clear derelict buildings, enhance the outdoor market, and create a new town square to boost the local economy. In Wath, around £10m will fund the construction of a modern library and community hub, featuring commercial spaces and improved public areas.
- **Leisure economy and skills** – Using funding secured from the government, we’re rejuvenating our country parks at Rother Valley and Thrybergh with new facilities, and supporting the opening up to the public of the historic Wentworth Woodhouse, a Grade I listed country house in the north of the borough. Meanwhile, in partnership with Gulliver’s Valley, our Skills Street initiative is a programme aimed at helping young people gain valuable skills and work experience by connecting them with local businesses and training opportunities.



Driving a more inclusive local economy

Rotherham is home to the internationally renowned University of Sheffield Advanced Manufacturing Research Centre, located at our Advanced Manufacturing Park (AMP). Where innovative product solutions are made, companies like McLaren and Rolls Royce have chosen to locate here, alongside emerging tech firms that are developing the next generation of advanced technologies.

As part of the UK's first Investment Zone, it is estimated that this initiative will attract £1.2 billion of private investment and 8,000 new jobs by 2030 in South Yorkshire.

Our award-winning approach to Social Value is maximising the benefits of the Rotherham pound, with social value commitments having been incorporated into all eligible contracts with external suppliers. To date this process has secured nearly £28 million in social value commitments and over £8 million of commitments have been delivered.

In 2021 the Council received accreditation as a real living wage employer by the Living Wage Foundation. Our Employment Solutions team have supported more than 1,250 to get into or stay in work, since it was established in 2020. At the same time, we are mid-way through the biggest council homes building programme since the 1970s.

Rotherham's Visitor Economy

Investment across the Borough is continuing to strengthen Rotherham's visitor economy. From Wentworth Woodhouse, to Gulliver's Valley and Grimm and Co to Magna, we have a wealth of attractions activities that provide things to do for people of all ages.

In 2025 the borough has also become the world's first Children's Capital of Culture, designed and delivered by children and young people. A year-long celebration of our young people and creativity, it is empowering children and young people to have a voice and play an active role in the borough's future.



CULTURE AND LEISURE OFFER

Rotherham is bustling with cultural and leisure activities. Many of the borough's attractions are associated with the history of the town, as well as drawing on the incredible landscapes of this beautiful part of the country. Residents and visitors to the area will find plenty to do.



Some of Rotherham attractions include:

Clifton Park: The Green Flag Award winning park is at the heart of Rotherham's community, to be enjoyed by all. The beautiful park, voted as one of the country's top ten favourite green spaces, takes in wonderful gardens, water splash, play facilities, tennis courts and even a land train to take visitors to and from the museum. Home of Rotherham's biggest cultural event Rotherham Show and the Reytons Homecoming Gig in 2024, attracting 20,000 visitors and generating £1 million for Rotherham's economy. Clifton Park Museum also nominated twice for museum of the year, uses the latest technology to bring to life the history and heritage of Rotherham.

Gulliver's Valley Theme Park: The new multimillion-pound Gulliver's Valley Theme Park is situated in Rother Valley, off junction 31 from the M1. The family-run theme park designed for children aged between 2 to 13 offers a selection of rides, shows and attractions.

Grimm and Co: A children's literacy charity with a magical twist, Grimm and Co, located in the town centre, specialises in storytelling and educational services. It offers workshops, events, and a unique café and retail experience, inspiring young people's imagination through writing, art, and fantasy. The organisation also focuses on engaging communities in creative, enriching activities.

The Magna Science Adventure Centre: Set in the old Templeborough steelworks, this is the UK's first such centre, bringing science to life for children of all ages. Explore the wonders of science and technology in the four pavilions of air, earth, fire and water. Outside there is a huge adventure playground and summertime splash park.





Giving every Rotherham child the best start in life

The safety of Rotherham children will always be our top priority. Since January 2018 Ofsted have rated our Children's Services as Good.

We're expanding access to Family Help services through our Family Hubs, investing in more school places for our children with Special Educational Needs and Disabilities (SEND) and expanding our in-house residential provision.

Meanwhile, earlier this year we were proud to launch our Baby Packs initiative, providing all our new parents with free starter kits containing essential items like nappies, wipes, and baby clothes to support them in the early stages of parenthood, so no Rotherham child goes without.

Ensuring our communities are safe, healthy and live well

More than 3,500 adults rely on social care services provided by the Council, and with our ageing population, we want to ensure everyone can live safely and independently for as long as they choose to do so.

Our Learning Disabilities transformation programme has seen hundreds more people receive support in the community and last year we were delighted to start work on Castle View, a new £8m purpose-built facility for adults with complex needs, alongside specialist learning.

We're also excited to be rolling out the next generation of assistive technologies, as well as deepening our partnership working with our Health Service partners.