Chief Executive

## Join us – make a difference in our communities.

West Sussex County Council is on a continuing improvement journey that places residents, customers, and partners at the heart of everything we do. Over the past three years we have supported people through the Covid-19 pandemic, made significant improvements in Children’s Services, Adult Services and Fire and Rescue Services, and have developed our corporate infrastructure, including a new corporate plan (Our Council Plan 2021-2025), budget and frameworks for business planning and corporate performance.

We want to sustain this progress for the longer term and are looking for an experienced individual to build on our achievements and take our agenda and ambitions to the next stage.

## About the job

As head of the paid service of the Council, you will lead the overall corporate management of the Authority with the Executive Leadership Team. You will support the Council’s Cabinet and all elected members in shaping and gaining ongoing commitment to a shared vision and priority outcomes for West Sussex in an ever-changing landscape.

You will lead the strategic direction of the paid service of the Council, ensuring that all resources are efficiently and effectively managed in order to secure the Council’s strategic objectives and Council Plan. You will be accountable for the delivery of the overall effectiveness of the Council in delivering high quality services and outcomes for the people of West Sussex and ensure that statutory duties are met.

You will drive engagement with our key local partners including Districts and Boroughs, NHS, Police, businesses, and the voluntary and community sector. You will also nurture a range of local and regional relationships to maintain important links to support having influence at all levels within the local government sector and the Government. You will ensure the Council maintains and promotes its position as a key player and influence in both the local economy and the community fabric of the County.

You will continue to develop and lead a culture based on the Council’s values, underpinned by accountability and innovation. You will inspire our people to be ambitious, and bold, empowering them to improve continuously and deliver at pace with a passionate commitment to communities across West Sussex.

## What you’ll need to succeed

To be successful in this role you will need to be an experienced values driven Chief Executive or Director who has led and had responsibility for public statutory functions. You will have a track record of strong public service delivery and developing high quality customer centric services. You will possess exceptional communication and influencing skills, demonstrable experience of working in a large, complex environment, excellent relationship building, political awareness and partnership working skills, combined with the ability to support and coach the senior leadership team to achieve their full potential. You’ll need to be able to work at pace and be comfortable in working with uncertainty in a political environment as you shape and define this critical role.

## Required experience and skills

### Key Skills:

1. Evidence based, strategic and logical thinker and decision-maker able to generate practical and creative solutions to the management of corporate and directorate issues.
2. A natural leader who engages and enables others to deliver their best, builds effective teams and creates the environment for people to flourish.
3. Excellent communication skills and the ability to communicate complex information both orally and in writing in a clear articulate and balanced way to a variety of audiences.
4. Ability to operate in a complex, political, environment and act decisively within the context of accurately analysing risk and benefits of different courses of action.

4. A demonstrable ability to identify and build new capabilities and ways of working that demonstrate value for money and community focused.

5. Intellectually curious, demonstrating an appetite for innovation and continuous improvement through external awareness, continually looking in new places for solutions

6.Ability to think at a macro level and able to move at pace to delivery, demonstrating the appropriate balance between risk and opportunity.

7. Has a relentless focus on prioritising along with embedding and evaluating progress routinely and regularly.

8. Sets, monitors, and delivers on ambitious targets / goals and holds people to account for delivery.

9. Proven understanding of how to build the reputation of an organisation, locally and nationally, to deliver tangible benefits for residents.

### Qualifications and/or experience:

* Substantial experience of leading significant transformation and cultural change through a diverseset of stakeholders across a complex / large organisation.
* Recent substantial experience of successfully leading a large and complex public sector organisation or statutory service within a political environment.
* Extensive experience of developing strategic leadership, vision, and sense of purpose with elected members.
* Substantial experience of creating and maintaining effective and influential partnerships that deliver better results through making the best use of resources.
* Significant evidence of the successful application of commercial and business acumen which delivers outcomes in the long term, whilst meeting the short to medium financial plan and priorities of the organisation
* Evidence of personal commitment to equality, diversity and inclusion both in the workplace and service delivery.
* Relevant professional qualification or equivalent professional experience with substantial evidence of relevant continuing professional development

## Key responsibilities

1. Lead the Council’s Leadership Group and Paid Service to develop and deliver the Council Plan, holding Directors to account for their performance and the performance of their Directorate.
2. Continue to foster a culture of collective responsibility for delivering better outcomes across West Sussex and embedding the Council’s values in all aspects.
3. Deliver a well-run council through robust business planning, delivery, prioritisation, risk management, governance, and oversight of all resources (finances and people) in line with statutory, regulatory, and constitutional requirements.
4. Develop an effective and productive relationship with the Council’s executive and with political group leaders and elected members, providing critical leadership, advice and challenge to help shape and support the delivery of priority outcomes for West Sussex.
5. Create powerful and influential relationships with partners – West Sussex MPs, national and regional bodies, and local partners (public, private, third sector and communities) that lead to a shared sense of purpose and responsibility for delivering better outcomes across West Sussex.
6. Act as a leading and passionate advocate for West Sussex locally, nationally, and internationally, raising West Sussex’s profile and creating the conditions to promote the County as a place to live, work and invest.
7. Continue to build a highly effective Executive Leadership Team and wider Leadership Group, nurturing talent through succession planning and development.
8. Undertake any other duties considered appropriate to the level of post of Chief Executive.

## Our Values

You will lead, promote and demonstrate the values of our organisation.

* Trust and Support
* Listen and Act Upon
* Customer Centred
* Honest and Realistic
* Genuinely Valued

You will lead, promote, and demonstrate the cultural ambition of our organisation:

*“We have an inclusive and supportive culture, work in partnership and reward individual and team contribution”*

JD Code:

Date: