



## Job Description

<b>Post Title:</b>	Chief Executive	<b>Grade:</b>	£105,151 - £110,685 (pay award pending)
<b>Responsible to:</b>	Leader, Cabinet and Full Council, as appropriate	<b>Responsible for:</b>	Corporate Directors x 3
<b>Location:</b>	Civic Centre, Poulton-le-Fylde		

### Overall Job Purpose:

- To support the work and decision-making processes of the Leader and Executive Cabinet, including the setting of the vision and strategic priorities, which reflect the Council's Business Plan.
- To be the Council's Head of Paid Service with overall responsibility for the effective corporate and operational management of the Authority, and delivery of quality services to the community.
- To lead the Corporate Management Team in the delivery of high quality services in accordance with policy, budget and statutory requirements.
- To lead on and drive forward delivery of the Council's vision and corporate objectives, development of corporate strategy, policy and organisational culture across the council embracing new ways of working.
- To be responsible for the effective provision of advice to the Leader of the Council, the Executive Board, the Council, and where appropriate individual Members in the identification and development of key strategic policy objectives and priorities.
- To ensure strong leadership and direction, working with partner agencies, to enable the development of sustainable communities.
- To represent the council as its principal ambassador, working with partners to attract and develop economic growth and funding that will enhance the regeneration and sustainable development of the Borough.
- To provide professional policy advice to all members to enable and support informed decision making.
- To champion Wyre as a place to live, invest and visit, ensuring the area makes the most of its varied and disparate advantages.

## Key Tasks & Responsibilities:

- Ensure the effective strategic leadership of the Council.
- Establish and drive forward a corporate management style and identity, underpinned with a performance management culture of high standards and expectation which reflects the Council's Vision and Values.
- Ensure that robust Finance, Audit, Health and Safety and Scrutiny arrangements are in place and that the Council's assets are adequately safeguarded and maintained.
- Ensure effective performance management systems are in place in order to secure value for money in service delivery including maximising the opportunities for joined-up working through partnership and joint provision.
- Lead on delivery of the Council's improvement agenda as agreed by inspection or other external sources.
- Drive forward the Council's climate change agenda.
- Promote the support and development of staff through continuous professional development, training and organisational development programmes.
- Actively promote the role and influence of the Council at local, regional and national level as appropriate.
- Act to sustain the corporate interests and workings of the Council as a whole.
- Ensure effective mechanisms are in place for the delivery of effective internal and external communication.
- Work with political understanding and sensitivity, promoting a culture of political awareness that helps translate political will and ambition into appropriate future strategies.
- Work with Elected Members and staff to ensure the Council adopts a proactive response to external challenges from central government and other bodies (locally, regionally, nationally and internationally).
- Secure arrangements for the Council to work with others to improve the economic, social and environmental well-being of the area through joined-up working and service provision.
- Keep under review the organisation and management of the Authority.
- Ensure arrangements are in place for the production of appropriate contingency plans for the authority and fulfilling the statutory duties concerned with civil emergency planning.
- To set agreed targets and monitor and evaluate the performance of the Corporate Directors.
- To work with the Cabinet to note any arrangements required to represent the Council at national, regional and European levels, with government bodies, local authorities, agencies, the local community, the private sector, academic institutions and any other organisations.
- To fulfil the role of Returning Officer for the council in local, regional and national elections and referenda, as required.

### **Corporate Responsibilities:**

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.

### **Special Conditions:**

**(e.g. week-end work, shift allowance, car/telephone allowance)**

- The council operates a strict non-smoking policy.
- This is a politically restricted post.
- Holiday entitlement will be 30 days per year rising to 35 days after 5 years' service with Wyre Council.

**This Job Description is current at the date shown below. In consultation with you it is liable to variation by management to reflect, or anticipate changes in, or to, the job.**

**Prepared by: Leader of the Council/ Human Resources**

**Date: August 2022**

**Post Holder Signature:**

**Date:**