

## Job description

- 1. Job title:** Joint Chief Executive (Head of Paid Service)
- 2. Reports to:** Brentwood Borough Council and Rochford District Council
- 3. Responsible for:** Directly: Leadership Team members  
Indirectly: all staff across both councils (approx. 400 staff)
- 4. Location:** Based at both Brentwood and Rochford Council offices
- 5. Grade and salary:** Joint Chief Executive local grade. Salary range £140,000 to £160,000 plus fee for Returning Officer role(s).

### 6. Job context

Working for two high performing autonomous councils you will be committed to making the area one of the best places to live, work and do business in the country.

You will deliver our ambitions for place shaping, economic and sustainable housing growth and exceed expectations of our stakeholders.

This post involves the leadership of one integrated management and staffing structure for two councils in Essex in order to develop innovative and sustainable partnerships across all sectors and boundaries to deliver efficient and effective services for both authorities. The further challenge is to create, promote and deliver a shared vision across all communities and stakeholders for a strong and economically vibrant place based identity.

### 7. Job purpose

- Act as the Head of Paid Service for each council, working with elected members and Management Team to provide leadership, vision and strategic direction for both councils.
- Deliver the strategic aims and objectives of each council, ensuring value for money for residents, striving for continuous improvement and providing high quality services, that are valued by our community, in accordance with statutory requirements and each councils' policies.
- Develop and lead an Organisational Development programme based around outcomes for people and place which supports the skills and behaviours required to establish a shared culture of service transformation and efficiency; including the development and implementation of a new joint officer team.
- Develop a well-resourced and fully integrated, modern council officer team, delivering for both councils, with built-in resilience, focussed on improving front-line services and effective back-office functions

- Drive a commercial / business focus for the councils and identify opportunities for income streams and alternative delivery models, while recognising the importance of economic development for the area's vitality, vibrancy and prosperity.
- Oversee a shared communication strategy which promotes a positive image of each council to external and internal stakeholders and which maintains each councils' identity while also promoting a shared vision.
- Establish and develop a partnership that retains 'local identity' for our residents and has the scale to make tangible investments and improvements for the wellbeing of our communities
- Establish and develop successful internal and external partnerships and relationships.
- Actively use the Joint Chief Executive's role as an ambassador for both councils, at regional and national levels to encourage inward investment from private and public sectors.

## **8. Main duties**

### **8.1 Leadership and management**

- a) Inspire and lead the service transformation for collaborative working, income generation and commercial activity and secure the long-term financial resilience of the two councils.
- b) Fulfil the role of Head of Paid Service to each council, providing leadership and direction and ensuring efficient, economic and effective corporate management, including policy development, implementation, and deployment of resources.
- c) Develop and maintain an entrepreneurial approach to income generation, partnership working across organisational boundaries and in the wider economy.
- d) Developing new relationships with other public and voluntary sector bodies to improve outcomes for our place e.g. in the health and wellbeing of our residents.
- e) Restructure, lead, motivate and develop a joint senior management team and one joint officer team structure to ensure optimum performance and strong leadership across both councils; ensuring that modern technology fully enables flexible and agile working practices across both councils for staff and members.
- f) Create a culture of customer focus and continuous improvement which learns from the private sector by using business methods and technology where appropriate, as well as effective self-regulation.
- g) Ensure each council is commercial in its approach to service delivery and provides value for money and valued services within a challenging financial environment.

- h) Ensure a strong culture of effective performance, using tools such as systems thinking and other change management tools alongside engagement and empowerment of staff to deliver excellent services, and to achieve the aims and objectives of both councils.
- i) Ensure that mutually supportive and resilient relationships are developed and maintained between each council, ensuring that the aims and objectives of each are balanced and delivered to a high standard.
- j) Act as principal advisor to each council on matters of strategic and general policy.
- k) Ensure that both councils meet their statutory obligations including health and safety and equal opportunities. Promote a culture of fairness, equality and respect.
- l) Act as controller designate for emergency planning across both authorities.

## **8.2 Member relations**

- a) Establish and maintain effective working relationships with the Leaders, all political groups and members; working with them to, develop constructive and effective working relationships, supporting member development and a positive productive interface between members and staff across both councils.
- b) Work with a strong sense of political understanding and sensitivity which acknowledges the different political framework of each council whilst encouraging closer working between each council's members to ensure a coherent vision for Brentwood and Rochford.
- c) Promote a culture of political awareness among staff that helps translate political will into appropriate future plans and outcomes.

## **8.3 Partnership and community working**

- a) Ensure that internal and external partnership working, engagement and consultation is actively encouraged in the development of policies and strategies, and in the delivery of services.
- b) Review the way services are commissioned and delivered and support the building of community capacity so that local communities are well placed to shape and/or deliver services.
- c) Develop and maintain constructive relationships for both councils with other local authorities, central government, NHS bodies, the wider health economy and external partners (including the business and industrial sector), community and voluntary organisations to deliver improved outcomes for residents and businesses.

- d) Influence key organisations regionally and nationally to shape policy/strategy and enable each council to deliver its individual priorities alongside Brentwood and Rochford as a whole.

#### **8.4 Other responsibilities**

- a) Undertake the role of Electoral Registration Officer and Returning Officer for elections.
- b) As a term of employment you will be required to be involved in Emergency Planning Services. The councils will delegate tasks to you as appropriate within the emergency planning arrangements. It is expected that you will participate in training exercises and emergency planning responses.
- c) Operate as required between the main offices of each council.

#### **Additional information**

This post is designated as being politically restricted in accordance with the terms of the Local Government and Housing Act 1989.

## Person specification

**1. Post:** Joint Chief Executive

**2. Reports to:** Brentwood Borough Council and Rochford District Council

### **3. Key skills and behaviours**

- a) Ambitious, visionary and creative, with excellent strategic transformational leadership, management and business skills.
- b) Resilient, confident, resourceful, motivated and determined, with a high standard of personal integrity and professional conduct.
- c) Highly developed entrepreneurial, commercial and business acumen to drive service improvement and ensure the financial resilience of the two councils.
- d) Ability to translate the strategic priorities of the two councils (e.g. economic and housing growth, health and wellbeing) into tangible benefits for the place and for residents.
- e) Ability to provide the direction necessary and to model appropriate behaviours to manage the interface between Councillors and staff while engaging and empowering them to develop the policies and relationships which will fulfil the objectives of each council individually and jointly.
- f) High level of communication, diplomatic and networking skills; visible and approachable with highly developed interpersonal skills, and a proven ability to persuade, influence and relate effectively with stakeholders, staff and Councillors in a variety of contexts and situations.
- g) A successful track record of building and enhancing partnerships with a wide range of organisations and individuals, working across organisational and sector boundaries to embrace collaborative working and drive mutual benefits.
- h) A high degree of self-awareness and political sensitivity and an ability to command respect, trust and confidence in working with Councillors, staff, partner organisations and communities.
- i) Ability to recognise and deal appropriately with a wide range of issues which require sensitive handling because of their impact on others, media sensitivity or importance to stakeholders.
- j) Ability to work in partnership with all elected members with impartiality, recognising the political impact and importance of issues.
- k) Ability to give unambiguous advice, often in difficult circumstances, and to take tough decisions.

- l) Strong time management skills enabling successful management of two distinct and separate political organisations and to deal with the relationships, demands and priorities of both council Leaders.
- m) Proven success in providing high level, balanced advice and guidance on strategic issues in a highly pressurised environment.
- n) A personal belief and commitment to the concept and value of public service, local democracy and partnership working.
- o) Ability to lead the design of a new organisational structure that is fit for the future context. With a commitment to agile and flexible working practices for self, staff and councillors.
- p) Evidence of relevant and continuing professional and senior leadership/management development and self-development.

#### **4. Experience**

- a) Demonstrable evidence of high performance and positive achievement, including evidence of strong and effective leadership, an ability to empower and delegate, and team building skills. This will include experience of operating within a large, multi-functional organisation.
- b) An understanding of new delivery models and preferably some experience of commissioning services from private, voluntary and social enterprise sectors. This will include a commercial/entrepreneurial approach to the business of both councils.
- c) Experience of successfully driving sustainable growth (including housing and economic growth) and prosperity across local and regional areas.
- d) Proven ability to secure good working relationships between elected members, or their private sector equivalent, and staff.
- e) A track record of successfully managing and delivering effective organisational change and translating organisational ambitions into demonstrable outcomes within a demanding and politically sensitive environment.
- f) Ability to formulate, implement and monitor strategic plans to achieve agreed objectives and advance both council's ambitions at regional, national and, where appropriate, international levels.
- g) Proven success in using a strong intellect along with an ability to empower, motivate and engage staff at all levels towards a common vision, often within challenging organisational circumstances.

- h) Ability to inspire senior managers, staff, elected members, communities and partners towards the achievement of goals.
- i) Successful history of shaping and delivering service outcomes around the needs of users while ensuring that value for money and efficiencies are in line with political and community expectations.
- j) Experience of successful partnership working with a wide range of communities, partner organisations, businesses, private sector service providers, public agencies, voluntary bodies and statutory authorities, with a track record of translating partnership working into tangible benefits for the councils and the place.
- k) Demonstrable track record of influencing internal and external stakeholders to drive up levels of performance and ensure there is the capacity and ability to respond to the requirements of the Localism Act.
- l) Some experience of working across separate political organisations would be welcome.
- m) Experience of leading, implementing, sustaining and evaluating major change agendas that have resulted in significant culture change and improved outcomes.
- n) Experience of promoting organisational profile and acting as an ambassador.