

OXFORD CITY COUNCIL

JOB DESCRIPTION

JOB TITLE: CHIEF EXECUTIVE

REPORTING TO: LEADER OF THE EXECUTIVE/COUNCIL

GRADE: Chief Executive

SALARY: £131,300 - £144,430

POST NUMBER:

MAIN PURPOSE

- As Chief Executive to be responsible for the effective management of the authority, for providing advice to the Leader of the Council, the Executive Board, the Group Leaders, the Council and where appropriate individual Members in the identification and development of key strategic policy objectives and priorities.
- To lead decisively and inspire the Strategic Management Board, the senior management team and staff to deliver the Council's vision, values and objectives in a coordinated, corporate approach.
- To ensure that all the resources within the council's remit are used effectively and in a coordinated way to deliver excellent customer service to all those who work, live in or visit the City.
- To act as an ambassador for the Council to ensure it is fully engaged in a working partnership with its stakeholders and communities to fulfill its community leadership role.
- To act as Head of the Council's Paid Service.

MAIN ACTIVITIES

- To provide inspirational and decisive leadership and facilitate the development of the Senior Management Board and Officers using the principles of performance management in the attainment of corporate plans and objectives.
- To work in partnership with the elected Members in their role as community leaders by advising on building and fostering relationships with community groups, other local authorities, local employers including the Universities and other educational establishments, NHS and the voluntary sector.

- To create a culture of continuous improvement and innovation and act as a role model to inspire all employees to promote the values of the Council and present a positive image to the community.
- To promote the Council's commitment to valuing diversity, reflecting the diversity of the City in the Council's employment and service delivery practices and ensuring the development and implementation of effective social inclusion and community safety procedures.
- To support Members in building and fostering effective relationships locally, regionally and nationally with the DCLG, the LGA, the Audit Commission and other relevant bodies.
- To promote the development of effective policies in response to the changing demands imposed by legislation, government and service demands
- Establish and maintain open and effective relationships with the Council's workforce, whilst maintaining clear and decisive leadership and productive working and achievement of goals.
- To work with partners and stakeholders to develop policies and community plans which will benefit local people in line with aspirations, and take a positive lead in the active promotion of the City's and the Council's reputation at local, regional and national level.
- To lead in ensuring the development of e-government systems in all service areas.
- To provide modern and effective democratic arrangements that meet legislative requirements.
- To carry out such duties as may be required by the Council.

Person Specification

EXPERIENCE

- Substantial and consistent leadership and managerial achievement at senior level in a local authority.
- A successful track record of working in a political environment, developing effective and productive relationships with Councillors and senior managers in order to balance the achievement of organisational objectives with professional, service and other standards and financial constraints.
- A proven track record of working successfully at all levels with a wide range of individuals from all backgrounds and with partner organisations including public agencies, private sector, voluntary bodies and statutory and non-statutory bodies.
- A successful track record of establishing a strong performance management culture which is customer focused, quality driven and allows objective measurement of outcomes.
- Experience of preparing, managing and controlling complex budgets and capital programmes and of the deployment of resources to achieve corporate objectives.
- Experience of leading cultural and organisational change.
- Experience of working to achieve equality of opportunity in both employment and service delivery and of personal leadership in the demonstration of valuing diversity.

KNOWLEDGE AND SKILLS

- An understanding of the statutory role of local authorities and of national and regional policy issues which relate to local government and experience of developing strategies and solutions to address these effectively.
- An appreciation of local community needs and the importance of successful community involvement and empowerment within an essentially urban area.
- An excellent appreciation of, and willingness to embrace new technology and a real understanding of how it can be used to improve efficiency and promote inclusion.
- First class oral and written communication skills including the ability to formulate and deliver complex strategic plans and implement long term goals.

- The ability to provide inspirational leadership to support and motivate a diverse group of people at all levels which, coupled with a willingness to address issues and make difficult decisions, will result in the provision of effective customer focused services, promote collaboration, innovation, flexibility and engender team spirit in a changing environment .
- Capable of seeing beyond the short term and to identify broader opportunities and the potential for operating in innovative ways to achieve end results.
- Political sensitivity, with the ability to advise all political groups and the Council as a whole in an objective and bias-free way.
- Able to work under constant pressure whilst maintaining a sense of perspective, proportion and humour.

QUALIFICATIONS

- Evidence of high intellectual capacity, which may include one or more of the following:
 - An honours degree
 - A postgraduate qualification
 - Membership of an appropriate professional qualification
 - A managerial qualification, eg MBA
- Evidence of continued professional development.