

## **Caerphilly County Borough Council Job Description and Person Specification**

**Post Title:** Interim Chief Executive

**Grade:** JNC for Chief Executives - CCBC Senior Management CE Band

**Responsible to:** The Council

**Responsible For:** Directors  
Directorate staff as appropriate

### **PRIMARY ACCOUNTABILITY:**

As Head of the Paid Service, to have authority over all other Officers and to be the principal advisor to the Council on all matters of general policy, to ensure the effective and efficient implementation of Council policies and service delivery and to monitor performance.

### **KEY ACTIVITIES:**

1. To lead, motivate and inspire the Council's employees to deliver high quality and cost effective services, which meet the identified needs of the community and are in line with the Council's identified vision, mission, objectives and priorities.
2. To lead the Council's Corporate Management Team to ensure a clear strategic direction incorporating a coordinated, united corporate approach to service provision, employment practices and equal opportunities is adopted.
3. To provide strategic direction to the Council, securing the preparation of budgets that reflect the priorities of the Council, presenting policy options and leading on specific corporate policies, programmes and projects as appropriate.
4. To ensure the preparation, implementation and monitoring of integrated short and long-term plans to meet the social, economic and environmental needs of the Council area in line with the County Borough Community Strategy.
5. To monitor and review the health and performance of the Authority through the use of effective performance management systems including the setting and reviewing of targets and performance standards, monitoring performance and group and individual assessments.
6. To keep under review the organisation and administration of the Council in the light of changing demands being made on it and available resources, where necessary to bring forward options and recommendations for change.
7. To manage such staff and activities that may from time to time be allocated to the Chief Executive.
8. In liaison with Members and Directors, to promote –
  - A commitment at all levels of the Authority to the ethos of a caring responsive public service.
  - A commitment to equal opportunities both in terms of service delivery and employment.
  - Effective and equitable human resources policies, including training and development, motivation and job satisfaction and a good, safe, healthy working environment.

- Good employee and trade union relations.

9. To ensure that the political will of the Council is communicated to and understood by all employees and implemented within the constraints of propriety, legality and available resources; to work in close liaison with Members in carrying out these responsibilities.

10. To ensure that effective and efficient support mechanisms are in place to enable Members to fulfil their various roles.

11. In conjunction with the Monitoring Officer, to be responsible for a system of record keeping of all the Authority's decisions (executive or otherwise).

12. When required by the Council's policies and procedures, to hear and determine any relevant appeals.

13. In pursuit of the Council's interests, to foster links with and act as advocate for the Council in the local community, with external partners, other Local Authorities, National Assembly for Wales and Government Departments, other public bodies and the private sector.

14. To assist the Mayor in the performance of civic and other appropriate functions and to attend as necessary on such occasions.

15. To act as Co-ordinator for the Council's Emergency Plan for major disasters.

16. To be the Returning Officer for all Elections held within the County Borough and to be responsible for the Electoral Registration Service.

17. To act as the Proper Officer in relation to the Registrar of Births, Deaths and Marriages Service.

18. Any other duties commensurate with this role.

## PERSON SPECIFICATION

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EXPERIENCE</b>	<p>Proven track record in leadership and senior management experience at a corporate level</p> <p>Success in leading a major change programme</p> <p>Establishing partnership working with a wide range of service users, public and private organisations</p> <p>Ability to raise the profile of the Organisation and its work through a variety of mediums</p>	<p>Wider management experience in the local government sector</p> <p>Developing, implementing and managing a corporate strategy</p>
<b>KNOWLEDGE</b>	<p>A thorough understanding of future developments in Local Government</p> <p>Political awareness and sensitivity</p> <p>A thorough understanding of the principles of Good Corporate Governance, and the standards and integrity required to lead an organisation in a Public Setting</p> <p>An appreciation of the role of performance management to improve and develop services</p> <p>A proven ability to achieve demanding targets</p>	<p>A detailed understanding of Welsh Government's role</p> <p>Ability to translate the aspirations of the community into appropriate policy, strategies and actions</p> <p>Detailed knowledge of local government finance</p>
<b>SKILLS</b>	<p>A modern approach to leadership, team working, customer service and change management and specifically:-</p> <ul style="list-style-type: none"> <li>• Managerial and administrative skills</li> <li>• Networking skills</li> <li>• Proficient business orientation</li> <li>• Team building skills</li> </ul> <p>To inspire and operate a united corporate approach</p>	

	<p>The ability to take and implement difficult decisions</p> <p>Demonstrate an aptitude to build and lead a strong, highly committed, loyal senior management team</p> <p>Ability to provide strategic vision</p> <p>Excellent oral and written communication skills</p>	
<b>QUALIFICATIONS</b>	<p>Relevant professional qualification</p> <p>Evidence of management development</p>	Relevant management qualification
<b>OTHER</b>	<p>Understanding of and commitment to Equality and Diversity</p> <p>High level of mental ability/intellect - speed at grasping issues and responding appropriately</p> <p>Demonstrate a great deal of energy, motivation and ambition</p> <p>Strong communicator and inspirational leader who naturally builds relationships and commands respect amongst local communities and colleagues alike</p> <p>Enthusiasm for and commitment to public services</p> <p>Flexible approach to work</p>	