

# ROLE PROFILE



<b>Role Title:</b>	<b>Chief Executive</b>
<b>Reporting To:</b>	Council
<b>Role Purpose: <i>Why the role exists and its contribution</i></b>	<p>The Chief Executive of Epsom and Ewell Borough Council provides strategic leadership, serves as the principal advisor to Council and works with Members to set the vision and future direction of the Council, to ensure the successful delivery of services, in line with the Councils Corporate Plan</p> <p>The Chief Executive is the Head of the Council's Paid Service and is responsible for managing the efficient, effective and equitable discharge of responsibilities of the Council as laid down in legislation.</p> <p>The Chief Executive is responsible for establishing and maintaining a positive and authentic organisational culture. They must ensure that the organisation demonstrates strong public service values alongside empathy and efficiency. The Chief Executive will facilitate harmonious relationships and clear progressive leadership.</p> <p>The Chief Executive is the Council's principal representative with external bodies, including Government departments, Surrey County Council and other districts and boroughs. They must engage with and influence local partnerships across other agencies, businesses and their representative bodies, voluntary, community and faith sectors in order to create improvements in the quality of life for all those who live and work in Epsom and Ewell.</p>

## Role Specification

***What the role holder needs to do to achieve the role purpose***

Key Responsibilities	Key Elements
<b>1. Executive and Leadership</b>	<ul style="list-style-type: none"> <li>• Undertake the role of the Head of the Paid Service in accordance with the Local Government and Housing Act, 1989</li> <li>• To advise the Council on the discharge of its responsibilities and the achievement of its Corporate Plan through Committee or other designated structures</li> <li>• To manage the paid staff of the Council through the Leadership Team</li> <li>• Monitor, manage and improve the performance of the Council</li> <li>• Ensure achievement of the Council's Key Priorities and Core Values</li> <li>• Establish and manage an effective medium term financial</li> </ul>

	<p>strategy and an annual budget framework and ensure financial probity at all times.</p> <ul style="list-style-type: none"> <li>• Ensure the efficient, effective and economic use and deployment of resources (people, financial, ICT and other physical assets)</li> <li>• Create and maintain a culture of openness and honesty through clear and regular communication with all employees and by role modelling the council's agreed management behaviours.</li> <li>• Formulate and implement corporate strategies and policies</li> <li>• Act as an advocate for the Council, locally, nationally and internationally</li> <li>• Work closely with the Elected Members to ensure that the policies are delivered effectively, efficiently and economically</li> <li>• Lead and develop a strong and integrated Leadership Team where performance and development are closely monitored and targets are delivered</li> <li>• Ensure the Council's vision, policies and priorities are delivered by providing direction and purpose throughout the organisation.</li> <li>• Provide advice to all Elected Members of the Council</li> <li>• Develop a culture where informed decision-taking and risk management are complemented by innovation and creativity</li> <li>• Lead, inspire and demonstrate commitment to achieve continuous improvement and celebrate success at every opportunity</li> </ul>
<p><b>2. Strategic Delivery</b></p>	<ul style="list-style-type: none"> <li>• Ensure that the Council has the capacity, skills, systems and structures in place to achieve continuous improvement</li> <li>• Ensure appropriate policies, procedures and strategies are developed and reviewed to support change and continuous improvement</li> <li>• Ensure that effective resource planning and management strategies are fit for purpose and regularly reviewed</li> <li>• Ensure that innovation is encouraged and rewarded and that best practice is researched and adopted</li> <li>• Ensure that the Council's Scrutiny arrangements are effective and appropriate</li> <li>• Establish and maintain positive and effective working relationships with all elected Members.</li> </ul>

	<ul style="list-style-type: none"> <li>• Work with political understanding and sensitivity and promote a culture of political awareness that helps translate political will into appropriate future plans and strategies.</li> <li>• Establish and maintain open and effective relationships with the council's workforce and their representatives with an ability to communicate with employees at all levels.</li> <li>• Advise and support Members in their role as local community leaders by developing relationships with other local authorities, including Surrey County Council and other district councils in Surrey, community groups, the NHS, the police, Local Enterprise Partnerships, other agencies, the business community and the voluntary sector.</li> </ul>
<p><b>3. Community &amp; Partnership</b></p>	<ul style="list-style-type: none"> <li>• Develop and maintain partnerships internally and externally</li> <li>• Secure engagement with all partners and stakeholders through involvement and consultation at local, regional and national level</li> <li>• Work closely with and develop effective working relationships with key external bodies and institutions</li> <li>• Using partnerships to lever in funding to help support the Council in achieving its key priorities</li> <li>• Ensure the Council has a strong role in developing community leadership and neighbourhood management</li> <li>• Act as a role model (in employment and service delivery) in valuing diversity, promoting equality of opportunity and developing community cohesion.</li> <li>• Act as an ambassador for the council.</li> <li>• Work with Members to develop effective communication strategies internally and externally, including establishing effective relationships with the media.</li> </ul>
<p><b>4. Customer Focus</b></p>	<ul style="list-style-type: none"> <li>• Deliver quality, customer focused services</li> <li>• Ensure the Council's services operative effectively, efficiently and economically to meet the diverse needs of the community</li> <li>• Ensure that any services delivered by other organisations are to a high standard and form part of the overall service/strategic plan</li> <li>• Ensure the public are part of an ongoing and productive consultation and communications process about Council services</li> <li>• Ensure all departments operate a collaborative approach to</li> </ul>

	delivering services
<b>5. Management</b>	<ul style="list-style-type: none"> <li>• Act as the Electoral Returning Officer/Counting Officer of Local, Parliamentary Elections and Referendums</li> <li>• Maintain the Council's democratic processes including acting as the Returning Officer</li> <li>• Act as Clerk to the Nonsuch Park joint management committee and Epsom and Walton Downs Conservators</li> <li>• Manage and direct relevant services (Heads of Service, Mayoral, Secretarial, Leisure Development, Community Development, Voluntary Services, Policy &amp; Partnerships, Community Safety, Public Health, Communications &amp; Consultation)</li> <li>• Undertake civic and ceremonial duties</li> <li>• Lead on emergency planning responses, business continuity and contingency planning.</li> <li>• Ensure the council has strong governance arrangements in place, including appropriate formal decision-making structures and the recording of all decisions (executive or otherwise). Maintain comprehensive guidance and development to elected Members of the Council to support them in discharging their duties effectively with informed decision-making.</li> <li>• Ensure the highest standards of integrity, transparency, ethics and probity across the officer and Member core.</li> <li>• Maintain the list of delegation of powers to officers.</li> </ul>

<b>The key decision making areas in the role</b>
<ul style="list-style-type: none"> <li>• Advise the Council on the discharge of its responsibilities</li> <li>• Oversee the delivery of statutory and other services to the public</li> <li>• Act as Returning Officer for elections and referendums</li> <li>• Undertake all key decisions relating to the business of the Council</li> <li>• Recommend partnership agreements/developments</li> </ul>

### **Politically Restricted Post**

Under the Local Democracy, Economic Development and Construction Act 2009 (amended 2011), your post is subject to political restriction. This means that you are prohibited from taking part in the following political activities:

- Standing for election as a member of the House of Commons, European Parliament or a Local Authority; holding office in a political party
- Canvassing on behalf of a political party or any person standing for election
- Speaking or writing in public (including publishing any artistic work) if it appears to elicit public support for a political party (this does not preclude you displaying a poster or other document on your own property or possessions)
- Failure to comply with these rules may result in disciplinary action. Further details of the restrictions can be obtained from Organisational Development.

### **The numerical measures in the role (if applicable)**

<b>Financial</b>	<b>Non-financial</b>
<ul style="list-style-type: none"><li>• Revenue and Capital budget of £48 million</li></ul>	<ul style="list-style-type: none"><li>• Up to 350 employees</li><li>• Public Services to 76,000 Residents</li></ul>

# PERSON SPECIFICATION



	Essential (E) or Desirable (D)			
		AP	AS	INT
<u>Qualifications and Experience</u>				
1. Educated to degree level and/or equivalent qualification or experience.	E	X		
2. Management, or other relevant post graduate qualification, or other evidence of continuous professional development	E	X		
3. In depth experience of developing income generation schemes and commercial services	E	X		X
4. Working knowledge and understanding of partnership working	E	X		X
5. Demonstrable experience of effective collaborative working with external partners and stakeholders and developing effective relationships.	E	X		X
6. Demonstrable success in the management and development of people within a similar sized organisation	E	X		X
7. Demonstrable success of financial management within a similar sized organisation	E	X		X
8. Demonstrable success in change management within a similar sized organisation	E	X		X
<u>Leadership and Personal Qualities</u>				
1. An inspirational, enthusiastic and highly motivated leader who can lead by example and can engender trust amongst staff, local communities and partners.	E		X	X
2. Poses a clear vision for the Council with the ability and drive to deliver and take forward the organisation's strategic priorities	E		X	X
3. Outstanding communication and interpersonal skills combined with highly developed networking, negotiation and presentation abilities	E		X	X
4. Poses the ability to think strategically to ensure				

# PERSON SPECIFICATION



Epsom & Ewell Borough Council is well placed to respond positively and proactively to emerging challenges and opportunities	E			X
5. Demonstrate a commitment to local democracy, community engagement and accountability	E			X
6. Operate at the highest level of probity and demonstrate a total commitment to tackling inequalities	E			X
7. Embraces ongoing personal development	E			X
<b><u>Knowledge/ Skills / Abilities</u></b>				
1. An appreciation of the current social, economic and political trends in a local and national context that have implications for local government services.	E	X	X	X
2. The skills and competence to provide leadership to empower, enable, develop and motivate the workforce.	E			X
3. Ability to personally lead organisational change and develop a positive culture.	E			X
4. An ability to be entrepreneurial in approach and support innovatory ideas and approaches to service delivery	E		X	X
5. Ability to initiate and implement effective strategies designed to achieve success and meet the Councils objectives.	E			X
6. Political sensitivity	E			X

AP - Application	AS - Assessment	INT – Interview
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