

HAY JOB DESCRIPTION

POSITION TITLE	Chief Executive		
LOCATION	County Hall		
REPORTING TO	Elected Members of the County Council		
SERVICE/SECTION/SCHOOL			
DATE OF EVALUATION		EVALUATED GRADE	Chief Officer
EFFECTIVE DATE OF JD		JOB NUMBER	H.

JOB PURPOSE

Describe in one or two sentences the basic reason why the job exists

To head the paid service of the Council; to be the Council's principal adviser on matters of policy and strategic management; and to lead the overall corporate management of the Authority through the Strategic Leadership team.

As the head of paid service the postholder will lead the strategic direction of the paid service of the Council, ensuring that all resources are efficiently and effectively managed in order to secure the Council's strategic objectives. The role will be accountable for the delivery of the overall effectiveness of the Council in delivering high quality services and outcomes for the people of Devon.

The role will oversee that within each specialist area all relevant statutory duties and legislative obligations are met.

CONTEXT

Please explain how the job fits into the organisation and how it relates to other functions, both internal and external, for example national initiatives.

The postholder chairs the Strategic Leadership Team of the Council. Each Director will hold principal accountability for results and performance improvement within their own area, but as a member of the Strategic Leadership Team is also accountable for their contribution in supporting colleagues and for the overall performance of the Council. The Chief Executive is responsible for the effective working of the Strategic Leadership Team and ensuring that there is a collaborative and mutually supportive culture.

The postholder is responsible for ensuring positive and effective relationships between the elected members of the Council and its employees and for developing and maintaining effective partnerships with other agencies and organisations supporting delivery of the Council's overall objectives

RESOURCES													
Finance	<p><i>Annual budgetary amounts for which the job is either directly or indirectly concerned or has shared responsibility. Please specify whether direct/indirect/shared.</i></p> <p>Total Directorate Budgets £630 million Total Net Budget £560 million</p>												
Staff	<p><i>Number, job titles and gradings of subordinate staff. Indicate which of these if any, the role will line manage</i></p> <p>6 Direct Reports at Chief Officer salary level</p> <p>Director of Children’s and Young People’s Futures Director of Integrated Adult Social Care Director of Climate Change, Environment and Transport Director of Public Health, Communities & Citizen engagement Director of Finance and Public Value Director of Transformation, Performance and Resources*</p> <p>Headcount figures are approximate due to current reductions and restructures:</p> <table border="0"> <tr> <td>Children & Young People’s Futures</td> <td>1,781</td> </tr> <tr> <td>Integrated Adult Care</td> <td>1,325</td> </tr> <tr> <td>Climate Change, Environment & Transport</td> <td>593</td> </tr> <tr> <td>Public Health, communities & citizen engagement</td> <td>355</td> </tr> <tr> <td>Finance & Public Value</td> <td>370</td> </tr> <tr> <td>Director of Transformation, Performance & Resources</td> <td>736</td> </tr> </table>	Children & Young People’s Futures	1,781	Integrated Adult Care	1,325	Climate Change, Environment & Transport	593	Public Health, communities & citizen engagement	355	Finance & Public Value	370	Director of Transformation, Performance & Resources	736
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Other	<p><i>Any other statistics directly relevant relating to the job. Explain how and why these statistics impact on the job</i></p>												

KEY ACCOUNTABILITIES:		%
	<p><i>List the principal accountabilities and indicate the approximate % time spent on each. NOTE: There should typically be no more than 6-8 principal accountabilities for any job and each accountability, no more than 2 or 3 sentences long.</i></p>	
1	To lead the Council’s Strategic Leadership team ensuring that the organisation’s activities are planned and directed to achieve stated/agreed targets and standards for financial, quality, culture and legislative adherence.	
2	Lead, direct and hold Directors to account for their performance.	
3	Ensure all relevant statutory duties and legislative obligations are met across the entire authority.	
4	Deliver the Council’s management arrangements for communication and consultation between members, officer and public in order that the use of all the Council’s resources are clearly evident and performance	

	and value for money measured and enhanced.	
5	Promote good relations with Devon’s MPs, national and regional bodies and other organisations in the community in order that the Council’s objectives are met and its policies achieved.	
6	Lead the development and delivery of an integrated approach to community needs across the full range of services.	
7	Promote Devon to all key stakeholders in order to create the conditions for increased inward investment and a growing more productive private sector. Manage the investment in relationships made by DCC to deliver the best possible return.	
8	To develop and maintain a strong customer focus based proactive service delivery approach.	
9	To act as a role model by personal commitment and action to champion equality of opportunity both internal to the Council and externally.	
10	To develop an effective working relationship with each of the political group leaders and their groups, ensuring effective and importantly consistent management of the Council's core functions are maintained.	
11	To undertake any other duties considered appropriate to the level of post of Chief Executive Officer.	
12	To lead on the development and review of the Council's Strategic Plan	

It should be noted that the duties or tasks associated with of the post may change from time to time without altering their general character or the level of responsibility entailed and without affecting the grading of the post.

For all roles the job holder must:

- Understand and lead to achieve the Council’s vision, direction and priorities,
- Lead by example in line with the organisation’s core principles and behaviours,
- Embrace the positive benefits of a diverse workforce and be committed to creating and maintaining an environment that is inclusive and safe,
- Promote a positive culture of personal responsibility and accountability to meet the legal expectations, policies and frameworks for example Employment Law, Health and Safety, GDPR and Data Protection.

The above duties and activities associated with this job are neither exclusive nor exhaustive and the job holder may be called upon to carry out such other appropriate duties as may be required within the grading level of the job and the competence of the job holder.

KNOWLEDGE AND EXPERIENCE
<p><i>Identify education, qualifications, training and experience necessary to enable the job to be carried out fully and effectively. Note this information should relate to the qualifications etc, required for the job and not be specific to an individual. Be careful not to include any requirement which may be regarded as discriminatory, e.g. X number of years experience</i></p> <p>Substantial record of senior strategic leadership achievement and experience, including recent experience of successfully leading delivery and transformation in a large public sector organisation and cross function performance management and improvement.</p>

Ability to work closely with Members, Strategic Leadership Team and Officers to develop and articulate the strategic direction for the organisation.

- Focused on helping to define, drive through and achieve outcomes
- Ambitious for the future of the County Council, Devon, its people and its businesses
- Commitment to excellence and a strong focus on engagement, diversity and inclusiveness.
- A leader who engages and enables others to deliver their best.
- Proven track record of operating strategically on corporate projects and policy development
- Ability to develop strategic objectives into tangible practical actions and plans
- Ability to understand and influence national policy direction and development into local plans and actions to meet Devon's requirements

A collaborator who can develop productive relationships with politicians and senior stakeholders and with a successful track record of working in partnership.

- Significant experience of partnership working both internally and externally, and the ability to establish trust and credibility
- Proven track record of substantial contribution to strategic change activities involving people and cultural change.
- Proven ability to work effectively in a political environment and establish positive relationships with members.
- Knowledge of commissioning approaches

Business acumen gained from creating a commercial environment where the management of cost and customer satisfaction are paramount. Proven track record of effectively managing budgets and delivering services to target.

Personal effectiveness

- Highly motivated achiever with a drive for continuous improvement.
- Being able to clearly communicate visions for improvement
- Excellent leadership, influencing and inter-personal skills.

Relevant professional qualification or post graduate qualification with substantial evidence of relevant continuing professional development.

ORGANISATIONAL STRUCTURE

Draw an organisational chart here or attach as a separate sheet.

Please show clearly the job, the immediate supervisor, his/her supervisor, colleagues who also report to the supervisor and the job subordinates, giving full titles and current grades where known.

Please see Appendix A.

CORE PRINCIPLES AND BEHAVIOURS

Devon County Council's Core Principles and Behaviours Framework can be found here:

[Core Behaviours Framework \(Core Principles and Behaviours Overview\) - tasks and guides \(devon.gov.uk\)](https://www.devon.gov.uk/core-behaviours-framework)

APPROVAL: I confirm this Job Description conveys a full and accurate description of the job and has been agreed with the post holder (where applicable).

SIGNED:

Line Manager (Name and Job Title)

DATE

**DEVON COUNTY COUNCIL
LEADERSHIP BEHAVIOURS - Heads of Service**

A. Customer Service:

A person who uses this competency puts the people of Devon first by delivering outstanding customer service in all that they do. This includes internal and external customers

Specific requirements for Heads of Service:

In order to ensure that services deliver the best possible customer outcomes and are focussed at those areas of highest need and in line with community preferences in the context of scarce resources senior leaders must:

- Always champions the needs of customer, constantly challenging self and others to think from the customer perspective.
- Systematically engages and keeps abreast of community/customer needs and views enabling them to input into decisions regarding how/which services are delivered

B. Setting Direction:

A person who uses these competencies thinks broadly to consider strategic alternatives, before clearly setting direction, planning and prioritising and helping others to understand what needs to be done to achieve change and organisational outcomes.

Specific requirements for Heads of Service:

In order to set direction effectively in a complex, environment of multiple stakeholders and rapid change senior leaders must be able to do 3 things:

Think strategically, recognizing the complexity of the big picture, but able to boil it down to the issues that count:

- Take a broad view of issues considering multiple perspectives and scenarios e.g. considering how their service/issue inter-relates with other services/issues across the broader system
- Simplify complexity, creating clarity and direction in ambiguous, multifaceted situations for self and others.

Be confident in dealing with challenging and ambiguous situations

- Able to deal with ambiguity and the pace of change in Local Government, confidently making and standing by decisions in challenging situations and persisting with flexibility in the face of setbacks
- Have the confidence to speak out for what is best for Devon, even when it is not easy to do so.

Provide clear direction and energise those they lead to deliver in line with it

- Create the conditions that enable the team to deliver its best e.g. setting clear direction, asking for team input to build engagement, building team spirit, and setting team norms
- Generate excitement and enthusiasm for the Devon vision, helping people internally and externally to understand and engage with the Council's goals.

C. Working Together:

A person who uses these competencies creates and maintains trusting, respectful working relationships with others with a clear focus on outcomes for their customers, rather than organisational boundaries.

Specific requirements for Strategic Directors:

In order to deliver the best results for Devon's communities senior leaders must work across service and organisational boundaries senior leaders senior leaders must do 3 things:

Be politically astute:

- **Understand the climate and the big and little 'p' politics within the Council**
- **Understand the local stakeholder context across the county and the culture and the big and little 'p' politics for stakeholder organisations and key individuals.**

Develop effective partnership relationships:

- Build effective ongoing partnerships facilitating others to collaborate effectively e.g. ensuring all are able to give their views, helping to resolve conflicts/find the 'win win', communicating openly and honestly
- Develop and facilitate strategic partnership relationships (internally and externally), building a collective understanding of the benefits of working together across the County.

Think 'one Council'

- Are committed to serving Devon's community, above and beyond their area
- Are non territorial, supporting corporate decisions, even when this may impact on their area, in the interest of the greater good of the organisation and its communities.

D. Communication:

A person who uses this competency influences others through effective communication, managing information to keep self and others informed

Specific requirements for Strategic Directors:

In order to ensure that they take people with them both in the Council and across the stakeholder environment. They will need to:

- Use their understanding of what will appeal to others to tailor their approach to engaging others choosing the most impactful approach
- Take a strategic approach to influencing using a range of tailored steps and strategies to build support over the long term.

E. Developing People:

A person who uses this competency focuses on the development of themselves and their colleagues to enhance performance, motivation and ability to change

Specific requirements for Strategic Directors:

In order to ensure that individuals and teams are enabled to deliver and that the service has the talent, skills and culture that will support success both now and for the future senior leaders need to:

- Focus on long term potential providing systematic coaching, mentoring and development to enable others to deliver for the long term and reach their full potential
- Create a learning culture by modelling appropriate behaviours and putting in place systems to ensure that service/organisational development needs are met

F. Using Resource: Driving Results

A person who uses these competencies focuses on continual improvement and the most efficient use of the organisation's resources *i.e. Finance, IT, Property and Data in ways that are sustainable for the future*

Specific requirements for Strategic Directors:

In order to drive continual improvement in the context of increasingly scarce resource senior leaders will need to do 3 things:

Set and deliver challenging goals

- They understand the key drivers of value in their area and make plans or decisions on the basis of clear calculation of inputs versus outcomes, costs versus benefits.
- Sets challenging goals and confidently takes calculated risks to deliver step change improvement and long term sustainable change. They tenaciously drive through delivery.

Hold others accountable

- **Identify and address performance issues with their workforce raising improvement or changes that need to be made promptly and constructively**
- **Constructively challenge peers, partners members and other leader to deliver agreed results and model the agreed values and behaviours**

Draw in new ideas

- Have systems in place to keep up to speed with changes in the broader context including: changes in the policy/political context and new thinking and ideas in service delivery.