

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	21 July 2022	JOB NUMBER	H.

JOB PURPOSE

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

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	Total Directorate Budgets £630 million Total Net Budget £560 million
Staff	6 Direct Reports at Chief Officer salary level 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* Headcount figures are approximate due to current reductions and restructures: 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
Other	N/A

KEY ACCOUNTABILITIES:		%
	<i>List the principal accountabilities and indicate the approximate % time spent on each. NOTE: There should typically be no more than 6-8 <u>principal</u> accountabilities for any job and each accountability, no more than 2 or 3 sentences long.</i>	10%
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.	10%
2	Lead, direct and hold Directors to account for their performance.	10%
3	Ensure all relevant statutory duties and legislative obligations are met across the entire authority.	10%
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%
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.	5%
6	Lead the development and delivery of an integrated approach to community needs across the full range of services.	5%
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.	10%

8	To develop and maintain a strong customer focus based proactive service delivery approach.	5%
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%
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.	10%
11	To undertake any other duties considered appropriate to the level of post of Chief Executive Officer.	5%
12	To lead on the development and review of the Council's Strategic Plan	5%

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

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. 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

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 \(devon.gov.uk\)](#)

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

Appendix A

Organisational Structure

