



# Sheffield City Council Job Description

## Chief Executive

<b>Portfolio:</b>	Chief Executives
<b>Service Area:</b>	
<b>Grade:</b>	Chief Exec
<b>Responsible To:</b>	Cabinet and Full Council
<b>Responsible For:</b>	Head of the Paid Service
<b>Holidays and Sickness Relief:</b>	Executive Management Team

## Job Purpose

This role is not just about leading the organisation, but being prepared to highlight just how great a place Sheffield is, to give us a voice locally, nationally and internationally. The Chief Executive will be representing the city and needs to be outward facing and comfortable on the national stage but with the confidence to let others step forward and shine

Our Chief Executive will help the organisation grow in confidence and highlight all it has to offer. A pioneer with a grasp on being a 21st Century Council, working in partnership and leading the way, someone who can understand people, a leader who can enable and empower our workforce to utilise their strengths and challenge them to be even better.

A new devolution deal brings new powers and funding to support the local economy and tackle the inequalities faced by its most vulnerable residents. Sheffield is city that has the ingenuity to tackle climate change; seeing social justice and the environmental sustainability of its economy, places, communities and way of life as fundamental to its present and future. Doing things differently is high on the agenda.

Sheffield is ready to grasp that across the leadership, the cabinet and across the wider city, striving to make the place better. Our Chief Executive will make this happen.

## Duties and Responsibilities

The Chief Executive is responsible for the corporate and overall strategic management of the Council as a whole. They provide information for Cabinet, the full Council, the scrutiny committees and other committees. They are responsible for establishing a framework for management direction, style and standards and for monitoring the performance of the Council.

### Specific Duties and Responsibilities

#### Strategic Responsibilities

- ❖ To support the ambition and development of the vision for the city, through key strategies and plans, with the ability to translate this into deliverable change and reform across the city, sectors and within the Council itself.
- ❖ To provide broad strategic leadership within the Council to meet the objectives of the policies and strategies of the Council, embedding the new ways of working required and delivering the public service reform agenda.
- ❖ To provide strategic system leadership across our partnerships within the city and the region across all public services; championing our participation within the devolution, health and social care reforms, and wider cross-authority partnerships.
- ❖ To work with the Leader of the Council, Cabinet, Members, Chief Officers, Partners and Stakeholders in stating the City's case across the regional, national and international arenas for growth and prosperity; benefiting the residents of the city.
- ❖ To lead the organisation in the development of policies and proposals that deliver relentlessly against our strategic priorities.
- ❖ To be responsible for developing and cultivating long-term relationships across sectors of the city.
- ❖ To enable and empower our workforce to utilise their strengths and challenge them to be even better, by focusing on Culture, Leadership and behaviours.

#### Management Responsibilities

- ❖ To be accountable for the management of the Chief Executive's Department, including the responsibility and accountability for financial and performance management. Modelling the behaviours expected by all managers of their staff.
- ❖ To be responsible for the line management of the Executive Management Team (EMT), including the development of individuals and team performance that drives the desired culture, performance and delivery of statutory obligations across the organisation.
- ❖ To be the lead policy adviser to councillors by providing them with outstanding support in the discharge of their duties.

#### Key Accountabilities

- ❖ Overall accountability for the Council's strategy and corporate plans.
- ❖ Ensuring plans are in place to deliver effectively the vision and strategy for the Council and the wider city.
- ❖ Organisational reform, driving forward transformation and ensuring that all changes are

developed in line with national reform agendas and the budgets and policies approved by the Council.

- ❖ Ensuring all necessary measures are in place to meet our statutory obligations including, but not limited to: safeguarding, health and safety, risk management, data protection, and countering fraud.
- ❖ Ensuring the officers with statutory designations are suitably supported and developed to discharge their duties and obligations on behalf of the Council.

#### Statutory and Proper Officer

- ❖ The role is designated as the Head of Paid Service and is a statutory appointment under the provisions of section 4 of the Local Government and Housing Act 1989.
- ❖ To be the designated electoral officer as required.

#### Other Appointments

- ❖ The post-holder may be appointed to outside bodies as an executive, non-executive or representative of the Council, commensurate to the roles and responsibilities of this post.

### **General Duties and Responsibilities**

#### **Strategic and Corporate Responsibility**

As the most Senior Manager of SCC, work to promote positive cultural change and a 'One Council' approach, embodying and promoting the values of the Council.

Contribute to the strategic leadership of the Council by establishing, leading, developing and implementing effective strategies that will deliver for the City.

Participate in and contribute to key projects on corporate areas of activity involving Council-wide/cross-Portfolio strategies, which promote innovation and creativity in the provision of Council Services, leveraging your specialist skills and making contributions where you can.

Be aware of and implement best practice in service delivery at all times.

Ensure that all relevant statutory duties within the purview of this post and across the Council (where applicable) are effectively discharged.

Ensure that services are delivered in a customer focused and cost effective way.

Proactively engage in and receive constructive peer challenge in order to improve and develop services.

This is a senior post and you will be required to be flexible and responsive to unexpected demands. You may be required to undertake any other related duties and responsibilities as they arise from time to time, commensurate with the level of the post.

#### **Reputation Management**

Promote, protect, enhance and develop the reputation of the Council and the services for which the post holder is responsible by delivering real voice and choice to customers.

Establish, develop and maintain effective and cooperative communication, working relationships and arrangements with all internal and external stakeholders.

Optimise the potential of the service and to ensure that initiatives, strategies and policies are presented positively and ensure fair and equal access for our customers.

Maintain consistently excellent standards throughout the services falling within the remit of the post.

Ensure effective and proactive relationships with regional and governmental and professional bodies in the interests of Sheffield.

### **Resource Management - Financial, Human, Physical**

Be responsible for the effective management of all resources within a corporate context, ensuring that:

- Arrangements are put in place to ensure the service has a clear framework for ensuring compliance with the Council's Financial Regulations and Financial Policies;
- That the service business is conducted in a manner that meets the highest standards of financial management;
- The resources of the function are targeted at priorities and demonstrate value for money.

Ensure compliance with Financial Regulations and Standing Orders and maintain spending within approved levels.

Manage the service budget (where applicable) and deliver value for money by diligent monitoring and efficient working practices.

Develop and implement a robust and sustainable management and staffing structure. Ensure the service's activities, duties and responsibilities are delivered in accordance with agreed Council policies and procedures, in particular equality of opportunity and health and safety.

Ensure the cost effective use of any physical or ICT resources allocated to the service.

Lead on Service Business Continuity Planning and ensure that your leadership team know this plan and are able to direct staff to follow the Business Continuity Plan as required.

### **Performance Management**

Produce Business and Service Development Plans for the function and ensure that the plans are developed and implemented via a framework of customer and staff involvement.

Prepare service, business and development plans ensuring coordination and compliance with Council and Portfolio targets, building in strategies and measures for continuous improvement of service.

Conduct annual performance reviews in accordance with Council policy ensuring that all staff are clear about their performance objectives and have the necessary training and development to do their jobs.

Lead, develop, participate and contribute to, the Senior Leadership Team.

Establish and maintain standards and performance indicators for the management of the service together with the associated monitoring and reporting systems, ensuring these are actively communicated, promoted and implemented.

Ensure the strategic plans and operation of the functions across the Council and in the SLT are efficient and deliver savings and value for money.

Develop and promote positive employee management to harness skills and abilities, develop potential, and increase motivation through effective performance management.

Maintain effective liaison with all functions within the service and Council Portfolios. Create and manage a dynamic and successful function, which delivers services to enable the priorities of the administration and improves the quality of life for citizens in Sheffield.

### **Safeguarding and other Policies – your responsibilities**

This Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be required to complete an enhanced Disclosure and Barred Service Check.>

This is a politically restricted post.

Should you be required as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English as required by the Immigration Act (2016).

To contribute as required to your Service Business Continuity Plan and ensure that your team members know and are able to follow the Service Business Continuity Plan as required.

To undertake all duties and responsibilities in line with current Council Policies and Procedures, including those relating to health and safety; equalities, diversity and inclusion; safeguarding procedures; financial instructions; procurement and commissioning.

To undertake any other duties in agreement with the post holder and manager. Significant changes that may affect the role and responsibilities of the post or the job description would be managed through an agreed process in consultation with the Trade Unions.

**Issue date: May 2020**

## Person Specification

Post Title: Chief Executive

Minimum Essential Requirements	Assessment Method
<b>Specific Knowledge, Experience and Skills</b>	
A professional qualification or equivalent, in an appropriate area relevant to the post, with evidence of continuous professional development.	AF/AC/I
A thorough understanding of the statutory and regulatory framework which guides local government and the public sector.	AF/AC/I
Experience of proven strategic leadership and consistent achievement as an executive leader in a broadly comparable environment.	AF/AC/I
Experience of leading significant transformation programmes of corporate cultural change which had major impact on staff, budget and processes.	AF/AC/I
Experience delivering best value through innovative, integrated, client and community focused service provision whilst promoting equal opportunities.	AF/AC/I
Experience of system leadership and experience of delivering successful outcomes across a number of organisations with a positive impact on place.	AF/AC/I
Experience in developing effective working relationships with diverse stakeholders and operating and negotiating with outside agencies	AF/AC/I
Experience of strategic management and achieving sustainable improvements, with the ability to translate strategic objectives into deliverable operational plans.	AF/AC/I
Experience in an executive role with strong strategic financial management in a local authority or equivalent organisation, which has faced similar budget cuts, complemented by relevant experience in one or more of the key service areas under the overall management of the post.	AF/AC/I
Experience of effective budget management at an executive level and can demonstrate accountability for strict financial monitoring, value for money and the best use of resources.	AF/AC/I
Experience of applying commercial, political and business acumen, exploiting new opportunities to achieve output related change and an outward customer facing and community focus. This will include experience of creating new sources of income and securing major funding from public and private sources.	AF/AC/I
Experience of working effectively in a political environment, working with elected members and in cooperation with the public sector, third sector and private sector partners and stakeholders.	AF/AC/I
Managing organisational resources (financial, human and infrastructure) – running the business responsibly and assuring quality of service delivery.	AF/AC/I
Evidence of success in establishing effective performance measures and a performance culture that has achieved significant outcomes for service users including children and young people.	AF/AC/I
Prepared to challenge constructively the current “as is” position and articulate the potential future opportunities.	AC/I
Excellent communication skills, including the ability to promote understanding to a variety of audiences using a variety of communication channels and media. This is particularly in relation to children, young people and families and influencing very senior stakeholders	AC/I

Political judgement and skills in relationships and to be proactive in developing and maintaining constructive and ethical relationships.	AC/I
Ability to understand financial and legal/contractual information and to develop innovate strategies to maximise service provision within tight financial limits and to maximise funding available.	AC/I
Ability to work to deadlines and cope with pressures and setbacks.	AC/I
Ensure high professional standards are maintained and compliance with appropriate procedures and statutory requirements with evidence of continuous professional development.	AF/AC/I
<b>Behaviours – our ways of working</b>	
Collaboration: working with others, both internally and through partners, harnessing different skills, experience and perspectives to achieved shared commitment to service delivery.	AC/I
Communication: Clear about priorities, communicates directly and honestly and promotes understanding, invites participation and seeks feedback.	AC/I
Innovation: Positively seeks to do things better. Leads on opportunities, challenges and changes. Encourages creativity, stretches and develops others.	AC/I
Ensuring fairness: Understands and works to the values set out in the Corporate Plan, values people as individuals, show respect and positive regard for others	AC/I

Key: AF- Application Form, AC - Assessment Centre Activities, I – Interview

## Health Risks Specification

Please see the tasks, where there are some potential, residual health risks for the job

Task	Potential Health Risk if X
ICT/Computer user	<input checked="" type="checkbox"/>
Moving and handling of clients	<input type="checkbox"/>
Regular manual handling objects/ furniture/equipment	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>
Noise/Vibration exposure	<input type="checkbox"/>
Confined Spaces	<input type="checkbox"/>
LGV/PCV driving	<input type="checkbox"/>
Minibus driving	<input type="checkbox"/>
Fork Lift Truck driving	<input type="checkbox"/>
School Crossing Warden Work	<input type="checkbox"/>
Night Work	<input type="checkbox"/>
Substances covered by COSHH	<input type="checkbox"/>
Respiratory and Skin Sensitisers	<input type="checkbox"/>

