

**WREXHAM COUNTY BOROUGH COUNCIL
JOB DESCRIPTION**

JOB TITLE	Chief Executive	
DEPARTMENT		
SERVICE/TEAM		
FOR THE PURPOSE OF PERSONAL REVIEW AND DEVELOPMENT	The Leader Of The Council	
GRADE		
VERSION CONTROL (INSERT DATE OF DEVELOPMENT)	September 2017	

SECTION 1: JOB PURPOSE

<p>To work with elected Members to provide leadership, vision and strategic direction for the Council and ensure the Council is appropriately structured, managed and resources directed to deliver corporate priorities and objectives.</p> <p>To lead, develop and challenge the Strategic Leadership Team to ensure that the quality of the Council's management and services are maintained, developed and customer-focused.</p> <p>To undertake statutory responsibilities as the Authority's Head of Paid Service.</p>
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SECTION 2: DIMENSIONS – refer to structure chart

SECTION 3: PRINCIPAL DUTIES AND RESPONSIBILITIES

NO.	Principal Duties and responsibilities
1	Work in partnership with Members to develop and communicate the Council's vision, strategic direction, priorities and objectives, and oversee the achievement of these in practice, taking responsibility for overall corporate performance.
2	Support and advise Members to ensure that appropriate policies and strategies are adopted within the Council and implemented effectively, that performance is effectively monitored and that guidance or direction is given where appropriate.
3	Undertake statutory duties as Head of Paid Service and properly exercise the authorities delegated to the role of Chief Executive according to the Council's Constitution.

4	Ensure the legal, statutory, financial and democratic provisions governing or affecting the Council are strictly observed.
5	Work closely with all elected members especially Council and Executive Board to provide timely advice and secure decisions to enable progress on matters of corporate significance and to promote healthy Member-Officer relationships.
6	Lead, manage and develop direct reports (including 2 Executive Directors - 1 holds a statutory role, and 3 Statutory Officers, the Chief Executive's own Personal Secretary) assigning responsibilities clearly and overseeing the establishment of effective appraisal, risk management and control systems to ensure effective and co-ordinated quality service delivery, and to support individuals' professional development.
7	Hold Executive Directors to account for delivery of their corporate priorities, improvement priorities and other key responsibilities.
8	Maintain effective communications and reporting protocols with all Statutory Officers and respond appropriately to recommendations made by Statutory Officers
9	Chair and develop the Strategic Leadership Team and Strategic Management Team and develop broader organisational capability, ensuring resources within the organisation are appropriately targeted and managed and applying flexibility where necessary to achieve future objectives.
10	Maximise the resources available to the Council by leveraging the funds required for the organisation to meet its short and longer-term objectives.
11	Support the development of a learning and performance management culture which sets clear objectives for individual and service level performance, is based on the principles of partnership and cross service working, is linked as appropriate to outcomes determined by national and local performance indicators, and strives for continuous improvement across services.
12	Demonstrate and lead a commitment to a customer-focused and innovative organisational culture, taking controlled risks to achieve greater success and to maintain an environment where employees are inspired and motivated to give their best.
13	Act as a lead ambassador for the Council, representing and promoting the Authority at a local, regional and national level in order not only to raise the profile of Wrexham and further its objectives, but also to identify, share and apply best practice from a range of sources, and to influence national policy making.
14	Understand, develop and manage complex partnerships involving other public sector agencies, the Welsh Assembly, business and community and voluntary groups in order to advance the development of Wrexham and improve the quality of life for its citizens.

15	Ensure services are effective, efficient and responsive to local circumstances and meet best value principles, and that departments are rigorous about service quality, apply standards fairly and consistently, and have robust mechanisms to monitor the impact of service delivery.
16	Value the diversity of Wrexham's communities, ensuring equality of access and treatment in service delivery and employment.
17	Take lead responsibility for the health and safety of all employees or others who may be affected by the activities and functions of the Council, and ensure adequate resources are made available so the Council can meet its legal obligations under the Health and Safety at Work etc Act 1974.
18	Act as Returning Officer and Electoral Registration Officer.
19	Any other duties which are consistent with the above and/or reasonably within the purview of a Chief Executive.

The Council reserves the right to review the scope of this job description, the content of which may be amended from time to time.

SECTION 4: Values based behavioural competencies – Page 8

SECTION 5: Role specific elements - Not applicable for this role

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Standard Job Description Clauses for all posts:

Job Evaluation: This job description has been compiled to support the HAY evaluation process.

Other Duties: The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may assigned or delegated by the Chief Executive which are consistent with the above and within the general scope of the Executive Director post.

Review: The Council reserves the right to review the scope of this job description, the content of which may be amended from time to time.

Job Title	Chief Executive
Job Evaluation ID	
Grade	JNC Chief Executive

Requirement	Essential	Desirable	Measured by*
Qualifications			
Educated to degree level or equivalent	Y		F/C
Evidence of relevant continuing managerial and professional development	Y		F/C
Advanced management qualification e.g. MBA or equivalent		Y	F/C
Specialist Knowledge & Experience			
Extensive experience of working successfully in a senior management role in a complex organisation, such as a significant Local Authority	Y		F/I
A record of achievement in leading and making a sustained contribution to strategic leadership, decision making, policy formulation and service delivery	Y		F/I
Knowledge of the range of issues facing individuals, communities and government, both local and central, and their implications for planning and delivering services	Y		F/I
The ability to work corporately and manage resources effectively in a complex environment, including the ability to interpret and understand complex financial and budgetary information, and to negotiate and influence to direct resources	Y		F/I
The ability to establish effective individual and service performance measures and evaluate service quality and individual performance to deliver significant improvements to secure best value	Y		F/I
Extensive management experience and success in leading and managing organisational and cultural change	Y		F/I
The ability to keep track of and interpret national and other major developments as they impact on the work of the Council and to present them to Elected Members in a timely and effective manner in order to maximise the capacity of the Council to lead and influence events rather than simply reacting to them	Y		F/I
Success in developing effective working relationships, building trust and influencing partnerships to deliver services	Y		F/I
Experience and willingness to take difficult or	Y		F/I/T

contentious decisions and the ability to manage conflict positively			
Ability to speak Welsh		Y	F//T
Practical and Intellectual Skills			
The ability to develop and articulate a vision of how the organisation should operate in future, and to unite others to work together to realise that vision	Y		F/I
The ability to think creatively and innovatively in developing, recommending and leading strategic initiatives and policies to assist in the achievement of organisational goals	Y		F/I
The ability to provide inspirational leadership and to support, motivate and enable a large and diverse group of people at all levels within the organisation	Y		F//T
The ability to provide effective and citizen focused services and promote collaboration, innovation and flexibility, fostering a positive organisational culture in a changing environment	Y		F/I
The ability to deliver successful outcomes through others using leadership, inspirational and motivational skills as well as direct support and intervention to develop high performance in direct reports	Y		F/I
The tenacity and courage to oversee the successful resolution of significant issues and projects	Y		F/I
Highly developed political sensitivity and an understanding of, or the ability to acquire an understanding of, the Welsh political context including devolved responsibilities and legislative differences	Y		F/I
Personal Attributes			
Demonstrating the appropriate behaviours which align to the Council's values (see attached values based behavioural competencies)	Y		
A high degree of political awareness and sensitivity and commitment to working closely with all councillors, local organisations and communities	Y		F/I
Exceptional communication skills in order to be a credible and convincing advocate for the Council and to be able to relate to people at all levels both inside and outside the Council	Y		F//T
An open, facilitative and persuasive manner with high-level interpersonal skills	Y		F/I
Highly developed diplomatic skills, particularly in motivating, negotiating and persuading others, including partner organisations	Y		F/I
Professional personal presentation and a level of self-awareness that helps build rapport and credibility, and trust and confidence	Y		I
Ability to challenge others constructively and improve others' performance through coaching/mentoring skills	Y		F/I
Proven ability to work effectively as a team member	Y		F/I

as well as a leader			
Demonstrable flexibility in their thinking and actions to help build an effective and efficient organisation	Y		F//T
Understanding of the importance of Welsh Language and Culture and if you are not a Welsh speaker a commitment to learn basic Welsh for business purposes	Y		F/I
Enthusiastic, committed, self-motivated with a strong sense of purpose and drive for achievement	Y		F/I
Shows resilience under pressure	Y		F//T
Personal Circumstances			
Ability to travel across the County Borough to carry out work (e.g. attend meetings / visit stakeholders or work sites)	Y		I /C
High degree of integrity and probity	Y		F//T
Experience and willingness to work to promote the organisation's profile and act as an ambassador and role model internally and externally	Y		F/I
Equality			
Knowledge of and commitment to Equality and Diversity	Y		F/I
Personal commitment and evidence of achievement in the promotion of equality and diversity both in service delivery and employment	Y		F/I

* Each of the requirements specified must be measurable. Please indicate the approach that will be taken to assess whether applicants meet the requirements:

F Job Application Form
I Interview

C Certificate of Qualification
T Test

Values based behavioural competencies

TRUST					
Saying what you are going to do, doing it, letting people know what you've done. Builds confidence and can be relied upon to do or provide what is needed or right					
<ul style="list-style-type: none"> Follows through on actions and commitments 	<ul style="list-style-type: none"> Publically takes responsibility for actions and gives credit to others where due 	<ul style="list-style-type: none"> Communicates in an open and transparent way, provides accurate and straightforward explanations, avoids jargon/technical terms 	<ul style="list-style-type: none"> Supports a workplace environment where everyone can talk and act without fear of blame or repercussions 	Leadership behaviours <ul style="list-style-type: none"> Builds partnerships (internal and external) to the benefit of Council and service users communicates a clear vision of the desired outcomes presents the vision with confidence and enthusiasm 	Negative behaviours - Communication can be inconsistent, does not share knowledge, breaks promises, avoids responsibility/passes action to others inappropriately, does not show empathy or compassion for others, inappropriately advances own position on an issue.
RESPECT					
Valuing and having consideration for the people and communities we work with, promotes the benefits of having a diversity of viewpoints, skills and experiences					
				Leadership	Negative behaviours -

<ul style="list-style-type: none"> • Puts others at ease, even in difficult situations, treats others fairly, showing regard for their opinions, promotes inclusion and diversity 	<ul style="list-style-type: none"> • Treats sensitive or confidential information appropriately 	<ul style="list-style-type: none"> • Communicates in a timely and accurate way, understands who will be affected by an issue/change and ensures they are kept informed and communicated with appropriately 	<ul style="list-style-type: none"> • Manages their emotions, addresses issues constructively in a calm professional manner 	<p>behaviours</p> <ul style="list-style-type: none"> • Role models effective team working behaviours such as consultation, constructive feedback and supportive challenge • actively engages and consults with stakeholders from all communities 	<p>Speaks critically of others or the Council, is rude or impatient with others, displays discriminatory behaviour or language, acts in a threatened way when faced by those with greater knowledge/experience, is unaware of others feelings and is unsupportive of colleagues.</p>
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INNOVATION

The ambition and enthusiasm to be creative and make Wrexham the best, applies new thinking and ways of working to achieve continuous improvement and overcome workplace challenges

<ul style="list-style-type: none"> • Gets involved with opportunities to shape change, contributes ideas and suggestions 	<ul style="list-style-type: none"> • Collaborates with others, is open to new ideas and encourages new but workable solutions to problems 	<ul style="list-style-type: none"> • Challenges established practices to pursue continuous improvement 	<ul style="list-style-type: none"> • Responds to changing situations as they arise with minimal supervision 	<p>Leadership behaviours</p> <ul style="list-style-type: none"> • Creates, nurtures and sustains a climate of continuous improvement and enthusiasm for strategic, 	<p>Negative behaviours</p> <p>Unwilling to adopt new ideas or ways of working, constantly firefighting whilst avoiding dealing with root causes, operates within 'comfort zone', does not respond well to</p>
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				organisational and developmental opportunities	challenge/feedback from others.
FLEXIBILITY					
The ability to adapt to changes and to create new climates to achieve results, embrace new practices					
<ul style="list-style-type: none"> Modifies plans, objectives and behaviours readily according to changing conditions, work responsibilities 	<ul style="list-style-type: none"> Demonstrates a 'give it a go' or 'can do' attitude 	<ul style="list-style-type: none"> Encourages and supports others to adapt to change, explains the reasons for change 	<ul style="list-style-type: none"> Recovers quickly from unexpected obstacles and setbacks, finds alternative ways to achieve objectives 	Leadership behaviours <ul style="list-style-type: none"> Demonstrates a clear sense of purpose Considers the political impact of actions and works positively within the political process 	Negative behaviours Reluctant to change, has a narrow view of work/responsibilities, unwilling to take on new or slightly different aspects of work, ignores feedback, unable to respond to the unanticipated.
INTEGRITY					
Confidence in people to deliver, accountability at the right level					
<ul style="list-style-type: none"> Takes responsibility for quality of work, keeps promises and commitments made to colleagues, supervisors/managers, customers 	<ul style="list-style-type: none"> Behaves in a way that encourages learning – recognises mistakes, learns from the experience 	<ul style="list-style-type: none"> Recognises conflicts of interest but upholds decisions that are in the Council's interests even 	<ul style="list-style-type: none"> Ensures that their actions, including when in conflict, are done in a manner that demonstrates understanding 	Leadership behaviours <ul style="list-style-type: none"> Understands risk implications, prioritises long term strategic goals over short 	Negative behaviours Says one thing and does another, blames others for mistakes or unpopular decisions, covers up mistakes, fails to recognise good work, pays little

		if they are unpopular	of others viewpoints and maintains high standards of professionalism	term tactical opportunities,	regard to health & safety/safeguarding or other rules, is disrespectful about colleagues and/or customers, ignores the bad behaviour of others.
COMMITMENT					
Actively contributes to the Council's achievements, is dedicated to deliver on our priorities and become a strong community					
<ul style="list-style-type: none"> Is dedicated to the task, does not give up, sees work through to the end and does what it takes to get completion 	<ul style="list-style-type: none"> Maintains attendance, encourages, coaches and supports others to stay productive and proactive, takes steps to develop self 	<ul style="list-style-type: none"> Recognises, rewards and appreciates the contributions of individuals and the team 	<ul style="list-style-type: none"> Builds an understanding of customer needs in order to anticipate and manage demand, service options and opportunities 	Leadership behaviours <ul style="list-style-type: none"> Actively develops skills to take the organisation forward, creates a culture of empowerment, recognition, learning and growth 	Negative behaviours Fails to meet targets, avoids responsibility, reluctant to engage, makes little contribution to team/service improvement, displays contradictory values.

SECTION 6: STRUCTURE CHART

