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# SLDC Job Description and Person Specification

## Chief Executive and Head of Paid Services

[www.southlakeland.gov.uk](http://www.southlakeland.gov.uk)



## Salary Scale

£96,600 to £104,984 (five points in range)

Reports to: Leader of the Council

Date: August 2010

## Main Purpose of the Role

- To fulfil all statutory responsibilities required of the role and provide a clear sense of vision, direction and purpose throughout the organization
- To provide strong leadership to the Corporate Management Team and all staff and resources in order to deliver high quality, needs-led and cost effective services to the people of South Lakeland
- To work with all Councillors to shape the strategic direction and political vision of the Council in order to fulfil its role as Community Leader
- To represent the Council in discussions and negotiations with statutory agencies and public service providers including central, regional, local government and the voluntary sector
- To provide strategic leadership to partnerships across the region in order to position South Lakeland at the heart of the development of improved local public services.

## Main Duties and Responsibilities of the Role

1. To take leadership for ensuring that the Council's decisions and policies are implemented and meet statutory obligations. To ensure that the policies and services of the Council reflect the changing needs of all of our communities and workforce.
2. To take a leading role in the promotion and implementation of the Council's Strategy and Corporate Plan including its annual review.
3. To lead on all aspects of the Authority's coordinated approach to improve the economic, social and environmental well being of the people of South Lakeland.
4. To provide clear guidance, leadership and vision necessary in shaping and delivering innovative approaches to address the Council's vision and objectives including significant budgetary challenges.
5. To manage the interface between Elected Members and officers.
6. To manage effective communication and provide and maintain support and advice to the Leader, Cabinet, Portfolio Holders, Elected Members, partners and stakeholders, overseeing the response required to deliver the prioritised outcomes set by Cabinet and full Council within the context of the Council's broader understanding of community needs.
7. To be an exemplar of the Council's highest standards of probity and good conduct.
8. To ensure arrangements are in place for the effective corporate governance of the Council and the legality, probity, integrity, proper accountability

and scrutiny of decision-making progress, that these are maintained within the Council at all times.

9. To act as an “Ambassador” for the Council and to promote its interests and activities, to build effective working relationships with partners across boundaries; to develop South Lakeland promoting it locally, regionally and nationally.
10. To actively foster and develop positive relationships with the whole community or all local agencies and partners, including the voluntary sector and local business as well as other bodies at regional and national levels, recognising the diversity of customers and developing services, which recognise individual needs.
11. To lead the Corporate Management Team to enable the effective prioritisation of service delivery and resources and to drive forward quality services which meet the needs of residents, communities and customers.
12. To foster a “partnership” between all levels of management and promote the effective management and development of all the Council’s employees and that they are consulted, empowered, valued and motivated.
13. To develop and sustain a positive and enabling “can do” organisational culture that puts at its heart the provision of high quality, value for money services for its communities, ensuring that innovation is encouraged and rewarded and that best practice is researched and adopted.
14. Engender robust and effective Performance Management throughout the organisation ensuring that quality services are provided and developed through a process of continuous improvement and are underpinned by a strong equalities ethos.
15. To ensure effective communication, internally and externally, in order to promote high levels off awareness and understanding of the aims, objectives, priorities and values of the council and its achievements in delivering services to and developing its communities.
16. Ensure the Council’s Risk Management Guidelines are resilient, robust and are adhered too.
17. Lead on any Emergency Response, liaising locally and across the Region ensuring compliance with the Civil Contingencies Act.

This job description summarises the major responsibilities of the post. It is not intended to exclude other activities or future changes to the post holder’s responsibilities.

## Special Conditions of the post

- The post will be subject to the Local Government [Political Restrictions] Regulations
- There will be requirement for regular evening and weekend working
- Attendance at conferences and courses including weekends as necessary
- A Member Panel consisting of the Leader of the Council, the Leader of the Opposition, the Chair of the HR Committee and one other Member from each of the Administration and Opposition Groups will carry out the appraisal process

## Conditions of Service

- The post will be subject to the Conditions of Service of the National Joint Council for Local Authorities Chief Executives and to any Local Agreements, which apply now or may from time to time be negotiated and agreed, collectively or individually. Employees are required to adhere to all the Council's Policies, Procedures and Guidelines, which can be found on the Intranet and in the Human Resources Manual in your department
- The Post holder will be expected to comply with the Council's Code of Conduct for Employees
- South Lakeland District Council has clear priorities for safeguarding vulnerable people: including children and young people under the age of 18, the elderly, people with disabilities, people who have physical and mental health conditions. As an organisation we use the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust
- This post is not subject to a Standard/Enhanced Criminal Record Bureau's disclosure
- The post holder has overall responsibility to ensure the Council considers the Community Safety implications of all their activities under Section 17 of the Crime and Disorder Act
- The post holder must comply with the relevant duties and responsibilities under the Health & Safety Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended). In particular responsibilities as outlined in section 2.3 of the Council's General Health & Safety Policy
- There is a requirement to participate in the provision of an emergency support service to enable the Council to provide an emergency out-of-hours service. There is also a requirement to co-ordinate the management of an emergency incident as defined by the Civil Contingencies Act 2004. Responsibility for specific emergency response roles is detailed in South Lakeland District Council's Emergency Plan. These exceptional circumstances could be within or outside of normal working hours.

## Equal Opportunities

South Lakeland District Council aims to be an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias, irrespective of disability, race, religion or beliefs, nationality, ethnic origin, age, sexual orientation, gender or marital status.

Job Description prepared by Rose Tideswell, HR Officer 9 August 2009. Revised by Nick Cole, Tribal 10 August 2010. Job Description ratified by HR Committee 18 August 2010.

## Person Specification

Each specification will be assessed by:

AF = Application form

I = Interview

O = Other e.g. assessment

### Education

Criteria	AF	I	O
Educated to degree level or equivalent.	✓	-	-
Knowledge of current and future issues facing the delivery of local public services.	✓	✓	-
Evidence of continuous professional development.	✓	-	-

### Experience and Knowledge

Criteria	AF	I	O
Experience of successful corporate leadership within a similar sized, complex and multi-functional organization.	✓	✓	✓
Experience of maximising the performance of services either through direct provision or partnership working.	✓	✓	✓
Experience of designing and delivering alternative service delivery models to realise efficiency savings and improve customer service.	✓	✓	✓
Experience of advising elected Members or equivalent.	✓	✓	✓
Knowledge of current policy issues effecting the delivery of local public services.	✓	✓	✓
Knowledge of wider relationships across public, private and voluntary sectors in the delivery of local public services.	✓	✓	✓
Proven track record of leading positive change in a large and complex organization.	✓	✓	✓
Proven track record of delivering customer focused services and improved customer outcomes.	✓	✓	✓

## Skills and Attributes

Criteria	AF	I	O
Diplomatically and politically astute so that elected Members get the necessary advice to enable them to fulfil their roles effectively.	-	✓	✓
Demonstrates a strong and enthusiastic personal leadership style which inspires confidence in staff, partners, residents and stakeholders.	-	✓	✓
Ability to communicate effectively with a wide range of internal and external bodies in order to enhance corporate reputation.	-	✓	✓
Visible leadership which inspires others to produce high level results and develop a culture of continuous improvement.	-	✓	✓
A commercial approach to the future delivery of local public services and the ability to negotiate on behalf of the Council.	-	✓	✓
Ability to lead and deliver change in a customer focused organisation	-	✓	✓
Ability to anticipate and interpret responses to local, regional and national issues so that the Council has the capacity to positively respond to change.	-	✓	✓