

Newcastle City Council Job Description



Post Title: Chief Executive

Grade: Single salary point within the range £172,753 - £188,948.
Progression within the range is subject to performance as assessed by the Chief Executive Appraisal Panel.

Responsible to: City Council with day to day responsibility to the Leader of the Council & Cabinet

Responsible for: Corporate management of the Council's paid service exercised through its Senior Management structure.

Job Purpose:

As the Council's Head of Paid Service to ensure:

- the Cabinet's political vision and priorities are translated into delivery and its values are embedded at all levels of the organisation
- the Council functions effectively, efficiently, economically and in accordance with its legal obligations

Principal Accountabilities

1. To meet the Council's priorities by ensuring the delivery of inclusive, quality, consistent and value for money services through effective service, business planning and performance management.
2. To meet political and financial objectives by leading and encouraging the innovation of service delivery methods and improvements through active engagement with councillors, staff, trade unions, communities, partners and businesses to improve outcomes.
3. To demonstrate inclusive leadership in developing and empowering staff to support their personal achievement, demonstrate the council's values and contribute to the delivery of the Council's objectives.
4. To develop effective partnerships locally, regionally, nationally and internationally to ensure the delivery of Council priorities.
5. To create the right environment to support business growth, economic development and employment within the City and region.
6. To act as Returning Officer and Electoral Registration Officer.
7. To represent the Council on civic and formal occasions.

8. To carry out such other duties as appropriate in the role of the Chief Executive and Head of Paid Service.



Person Specification

Please note that it is absolutely essential that in your application you give evidence or examples in each of the appointment criteria listed under Part One of the Person Specification. It will also be helpful if you explain your motivation for and interest in applying for this post. For those candidates invited for interview, these responses will be further developed and discussed, taking into account Part Two of the Specification.

Post: Chief Executive

Ref: CX2021

Part One

Experience

- 1 Leadership experience (at Chief Executive or Director level) in local government or organisation(s) of similar complexity and scale.
- 2 Track record of successful leadership, cultural and organisational change to deliver new and innovative ways of working.
- 3 Evidence of strong, effective and inclusive leadership including the ability to motivate and empower others to achieve.
- 4 Successful track record of building, developing and enhancing the reputation of an organisation whilst demonstrating financial and commercial acumen.
- 5 Successful track record of having developed credible, effective and productive partnerships to deliver a specified outcome.

Skills, knowledge and aptitude

- 6 Able to work effectively in a political environment with a high degree of political awareness and sensitivity.

Part Two

Skills, knowledge and aptitude

- 1 Proven and effective senior management skills.
- 2 Able to think strategically and to analyse financial information and complex issues within a political environment.
- 3 Able to translate political priorities and values into demonstrable outcomes and delivery.
- 4 Excellent communication and presentation skills.
- 5 Able to lead a diverse team and engage with and empower staff to deliver Council policies.
- 6 Personal and professional credibility to represent the Council and lead a range of partnerships with all the city's diverse communities and regional and national organisations.
- 7 Able to support the Council in leading the economic, environmental, social and cultural regeneration of the city.
- 8 Highly effective negotiation skills.
- 9 High level of commercial awareness.
- 9 Knowledge and understanding of local government and the context in which it operates.

Disposition

Strong commitment to:

- 1 Social cohesion and community empowerment.
- 2 Fairness, equality, diversity and inclusion in employment and service delivery.
- 3 High standards of personal integrity and self-discipline.
- 4 High-quality, cost-effective public services.
- 5 A transparent approach and collaborative working to foster innovation.
- 6 Embedding our values of Proud, Fair and Ambitious.

Special Requirements

- 1 Able to work flexibly to meet the requirements of the role.