

JOB DESCRIPTION

Job Title:	Chief Executive Officer
Place of Work:	As assigned
Hours of work	Full time
Responsible to:	Leader, District Executive and Full Council
Responsible for:	Head of Paid Service role, Senior Management Team and strategic leadership of all Council's services
Key Relationships:	Members, Scrutiny Committee, Local leaders in external bodies, private and public sector organisations.
Scale:	Chief Executive as agreed by Council

Main purpose of the Job

As Head of Paid service the Chief Executive is responsible for the effective management of the Authority and will:

- Provide direction, advice and guidance on major policy issues.
- Support the delivery of the Council Plan
- To deliver the 'Future Model'
- Ensure that budgetary and statutory requirements are met and income generation is maximised
- Lead on organisational development including Transformation Project to ensure the development and delivery of effective and efficient services
- To be a lead for the Council at local, regional and national levels and be an advocate for improving public services and quality of life in South Somerset
- To be an expert adviser to the Full Council, Leader and Members in all relevant matters.

Roles, Responsibilities and Duties

1. To be responsible as the Council's Head of Paid Service in accordance with the provisions of the Local Government and Housing act 1989 and the Council's Constitution.
2. To act as principal policy adviser to the Council, and District Executive and Leader in the formulation and delivery of the Council's aims and objectives including advising on strategic risk management for the organisation.
3. Ensure that arrangements are in place to meet all governance requirements of the Authority and that all statutory and regulatory obligations are met.
4. Advise on the plans and actions of central Government and other external agencies and partners to determine the implications and impact on local policies, priorities and strategy.

5. Provide effective service and improvement plans within the Council and to monitor the performance of the teams and services in the delivery of those plans, ensuring performance management information is available to deliver improvements. To take such developmental or remedial actions as are necessary following whole service review.
6. Ensure the Council's financial resources provide the necessary capacity to achieve planned objectives. Establishing appropriate financial planning and governance to allow the Council to conduct its financial affairs effectively and manage future financial risks.
7. To take a lead role in promoting and developing new areas of income generation for the Council.
8. To positively motivate and lead the Council workforce and encourage new thinking and innovation. To ensure that the workforce has the skills and capacity to deliver the stated aims and objectives of the Council.
9. To manage the interface between Members and officers.
10. To lead the organisation through transformation to improve the capacity of the Council by ensuring the most effective and flexible use of available resources and to ensure that all resource sources are properly researched and utilised.
11. To promote and develop good relationships with the community of South Somerset, being an effective communicator and ensuring an effective communication strategy.
12. To ensure that staff are aware of and maintain appropriate professional standards at all times.
13. To act as an ambassador for the Council attending civic events as appropriate and ensuring that the council is fully engaged in productive partnerships
14. Ensure that the Council's approach to equalities and diversity is firmly embedded within the service area both from an employment and service delivery point of view.
15. Promote diversity and ensure equality of opportunity within the Council and all areas of service provision
16. To be responsible for the health, safety and welfare of all employees.
17. Any other reasonable duties as requested by Council, Leader or District Executive. The Council reserves the right to vary duties and responsibilities to meet the changing needs of the Council.

Working Environment

Office based. Travel between all principal offices will be required. Travel both locally and nationally as required to carry out function.

Health and Safety At Work

South Somerset District Council's Policy Organisation and Arrangement Document and all relevant Health & Safety at Work instructions are to be considered as part of this job description.

Data Protection Act 1998

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of both the Data Protection Act 1998 and the Council's Data Protection Policy.

April 2016