

Chief Executive

Directorate:	Chief Executives
Post Number:	1414YGP
Division:	
Grade/Salary:	£195,792.00
Section:	
Reports to:	Leader of the Council

Job Purpose

To fulfil the statutory role of Head of Paid Service and have overall responsibility for all staff, providing strategic leadership and direction across the organisation in order to deliver the vision and strategic priorities of the Council and cost effective and efficient services.

To lead the transformation of the Council's management, finance, organisation and service delivery responding continually to the changing external environment.

To lead the development of sustainable external partnerships, which maximise integration in order to deliver cost effectiveness and added value through joint working to achieve improved outcomes in service delivery to local residents.

To fulfil a proactive role at sub regional and regional level in promoting and advocating for the Borough of Dudley and its communities, ensuring the Council plays an active and leading role in developing combined and joint authority approaches which deliver its strategic objectives and priorities.

To role model the values and behaviours we expect of all staff and support and apply all HR policies and procedures within the framework and spirit of those specified values and behaviours

Specific Responsibilities

Corporate and Strategic Leadership

- To provide effective corporate leadership to the organisation as a whole, including the development of a strong, effective, coordinated and mutually supportive Strategic Leadership Team focused upon agreed corporate priorities.
- To lead and achieve a people-centred, values based and inclusive organisational culture that promotes innovation and creativity, nurtures growth and focuses on developing and maximising potential to improve services

- To work with the Leader of the Council, Cabinet and Strategic Leadership Team to ensure the Council's vision and priorities are translated into cost effective and efficient service provision which meets the needs of residents, businesses and communities throughout the Borough.
- To be the overall budget holder for the council and be responsible for managing this and the council's ability to deliver its plans.
- To ensure the efficient and innovative management of all resources - people, financial, digital, land, property and commercial to optimise the council's organisational capacity and effectiveness, including collaborating with others to deliver positive service outcomes and respond to changing needs.
- To lead and develop a strong and integrated Corporate Management Team and provide clear accountability for the delivery of and monitoring of the council's plans.
- To shape, develop and champion the Council's transformation agenda, reflecting political leadership and direction and embedding a positive and innovative culture which responds effectively and efficiently to the financial, service delivery, economic and societal challenges facing the Council and its communities.
- To anticipate, lead and foster the effective management of change across the organisation, engaging as necessary with all relevant partners and stakeholders, including trade unions.
- To establish and maintain a culture of continuous improvement and performance management arrangements which ensure the effective monitoring of the implementation of service and corporate plans and priorities.
- To ensure excellent people management practices across the council to enable the authority to attract, motivate, reward, retain and develop a high calibre workforce.

External Agenda and Relationships

- To oversee the development and implementation of the Council's regeneration strategies in order to secure maximum available external funding which supports the Council's ambitions and objectives for the Borough.
- To ensure the Council plays a leading role in the development of strategic partnership arrangements at sub regional and regional levels.
- To lead the Strategic Leadership team in ensuring the Council engages positively with relevant partner organisations and community groups in order to maximise the benefits of integrated service provision for all service users and the community as a whole.
- To develop and maintain effective dialogue with local MP's, MEP's and other agents of central government, all other providers of key public services to protect and promote the best interests of the Borough.

Policy, Governance and Risk Management

- To ensure that the Council fulfils all its legal requirements, including the appointment of designated Statutory Officers.

- To ensure effective governance and decision-making frameworks which safeguard the council's financial and statutory duties and provide for effective public accountability and scrutiny.
- To be the Council's principal policy adviser working to ensure that the elected members and officer professional relationship are strengthened through strong governance, ensuring that there is a cohesive strategy to deliver a balanced budget.
- To act as the Council's Electoral Registration Officer and Returning Officer, being responsible for all duties associated therewith.
- To ensure the proper running of Local, Parliamentary and Mayoral elections on behalf of the Council in the capacity of the Returning Officer.
- To ensure clear accountability for the management of risk associated with or arising from all activities and services and that effective systems are in place to monitor, evaluate and manage risk to secure the reputation and resources of the Council.
- To undertake a lead role in the Council's Emergency and Contingency Planning arrangements, ensuring effective arrangements are in place and operate in conjunction with relevant partner organisations, as necessary.

Corporate Responsibilities

- To promote Equality, Diversity, and Inclusion through advocating for and ensuring EDI principles are integrated at all levels. Actively challenge and improve inclusion measures within the workforce and service delivery, committing to a diverse workforce that reflects our communities.
- To ensure compliance with all statutory and legislative requirements for example health and safety, information governance and data protection.
- To comply with the council's financial regulation and standing orders.
- To actively promote Dudley's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this group.

Special Conditions

This is a politically restricted specified post.

This post is subject to the DBS checking process.

Driving Licence will be subject to checking with the DVLA. It is a council requirement to have Business Use Car Insurance and a valid MOT certificate (for cars over 3 years old).

Prepared by	Assistant Director People & Inclusion
Review Date	February 2025

Person Specification - Chief Executive

Qualifications	Essential	Desirable
Qualified to degree level or equivalent in relevant subject with a record of ongoing professional and personal development	✓	
Knowledge and Experience	Essential	Desirable
A proven track record of achievement at senior executive level, leading a diverse and multi-functional portfolio of services within a large and complex public sector organisation, including recent experience in the public sector	✓	
A thorough and demonstrable understanding of the current issues and future challenges facing local government and the wider public sector, including the political dimension and the complexities of how such impact across the full range of local government services	✓	
Significant experience of leading large scale organisation wide change, change programmes and transformation of services with measurable outcomes	✓	
Demonstrable experience of effective corporate working and building and leading or making a major contribution to coherent and effective senior management teams	✓	
Demonstrable experience of instigating, embedding, and sustaining effective performance management frameworks and service improvement initiatives, including use of innovative approaches	✓	
Demonstrable experience of operating successfully within an environment of complex and challenging relationships, including an ability to deal effectively with sensitive and high-level political situations	✓	
Significant experience of resource management people, financial and physical with understanding of the pressures of austerity and the need to transform to protect outcomes for residents	✓	
A successful track record of forging and maintaining working partnerships with communities to ensure the development, design and delivery of services that reflect their needs	✓	
Skills & Abilities	Essential	Desirable
Ability to maintain professional, effective and trusting working relationships with all elected members, with a willingness to listen and implement views and ideas, to receive and contribute to policy direction, development and implementation.	✓	
Ability to win the confidence of, and forge effective relationships with a wide range of different stakeholders across the public, private and not-for-profit sectors	✓	

An excellent people manager, with an ability to drive performance and take difficult decisions when required	✓	
Ability to think strategically, innovatively and proactively to prioritise policy against a background of financial constraint.	✓	
An effective communicator with a variety of audiences who is able to represent and champion the council externally	✓	
Ability to build and forge professional and trusting relationships with trade unions?	✓	
Ability to work under pressure, whilst maintaining a sense of perspective,	✓	
Politically sensitive, with the ability to make balanced decisions, based on consultation, in the interests of the council as a whole in an objective and bias-free way	✓	
A demonstrable commitment to the ethos, ideals and values of a democratically accountable and responsive customer-focused public sector organisation	✓	
A demonstrable commitment to a customer-based approach to redesigning and improving service delivery, including ensuring the differing needs of all sectors of the community are identified and fully taken into consideration		

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