

T2020 Role 001

## **Job Description**

Job Title: Deputy Chief Executive

Grade: B (1 Role)

Responsible to: Chief Executive

Staff supervision and management: c.115

### **Main Purpose of Job:**

1. To deliver outcomes against a critical strategic position with a performance and delivery focus for the provision of key areas of Council strategy. Oversight for all of the activity within the Council with a strategic view to future improvements and innovation.
2. To be a key member of the Corporate Management Team, providing input and direction to the corporate and strategic management of the Council, deputising for the Chief Executive in their absence.
3. To ensure an effective and appropriate Performance and Quality framework and delivery plan across the Council.
4. To develop and deliver corporate leadership, vision and strategic direction of the Council by modelling PROUD behaviours and working internally in a cross functional way and externally with a range of partners and contacts.
5. To provide leadership and a high degree of personal accountability for the services in their area, ensuring the delivery of high quality, responsive, efficient and cost effective services.
6. To provide direction and leadership to the development and delivery of the vision and objectives of the Council's Corporate Business Plan, developing and implementing appropriate strategies, policies and plans.
7. To promote excellence, diversity and inclusion across the Council in terms of service delivery, policy development and partnership working.

### **Strategic Management and Innovation**

1. To lead on and contribute to the development of existing and new policies, strategies and plans which will deliver efficient and effective services for the Council. This will include significant input into legislation and national and local policy initiatives.
2. To directly support the Chief Executive with a key accountability for the strategic oversight for delivering high quality professional and technical services to the Council.
3. To seek and implement innovative and creative solutions for the group of services to meet the Council's need to bring about change and improvement and which contribute to efficiency targets. Continually looking to implement

major and new innovations and challenging assumptions in the delivery of specialist and technical service delivery.

4. To work with as part of the Senior Management Team to deliver the transformation agenda and the organisation's strategic objectives. Changes encountered will involve complex situations and will require creative solutions.
5. To promote a positive organisational culture of empowerment, creativity and innovation, which challenges existing ways of working, promotes change and recognises and rewards success.
6. To give confidence to Elected Members by providing timely, accurate and pragmatic strategic advice, guidance and opinion on existing and new policy requirements and corporate objectives.

### **Performance Management**

1. To establish and develop a strong performance culture through all areas of service delivery and contracting and in every contact with the Council.
2. To lead and manage the development of the Council's services to ensure maximum performance against the Corporate Plan, to maximise opportunities for income generation and to deliver high quality services which are focused on the customer.
3. To lead and champion professional standards across the Council.
4. To instil, exemplify and embed a risk management culture, which encourages innovation and involve Members in determining key risks and responses in relation to strategy, policy and performance.
5. To seek new and stretching targets in the delivery of Council services.
6. To prioritise a wide variety of competing work demands, allocate tasks and manage competing deadlines.
7. To continually review, challenge and simplify processes, to reduce specialist input where possible and maximise self-serve opportunities
8. To ensure that the Council, its Officers, its partners and its Elected members, maintain the highest standards of conduct in all they do.

### **Resource and People Management**

1. To provide the strategic lead for resource management across all council functions.
2. To ensure effective, efficient and customer focused systems and processes within the team and across the Council, with the ability to work across functions and draw on relevant skills, expertise and resource from other areas of the Council where required to do so.
3. To ensure the efficient use of council resources across the whole Council.

## **Project and Programme Management**

1. To ensure oversight for key strategic programme or cross cutting thematic issue, working on a corporate basis and, where appropriate, with partners.

## **Communication and Partnership Working**

1. To lead, champion and promote a more commercial culture in terms of setting the parameters for service delivery and developing productive relationships with the external market, looking for income generation opportunities and new ways of delivering services.
2. To encourage and lead co-operation and collaboration with partners within the public and other sectors to deliver an integrated, cost-effective services to Council stakeholders.
3. To foster positive relationships with all local agencies, businesses and partners, representing the Council at regular meetings and consultations, upholding the Council's corporate reputation and influencing stakeholders on the delivery of services. Regularly representing and deputising for the Chief Executive where appropriate.
4. Develop and support relationships with government and professional bodies to represent and promote the Council's interests and influence national policy.
5. To have a thorough and pragmatic understanding of the dynamics and relationships between elected members and officers, the decision-making in local authorities and the relationship with other agencies.

## **Customer Focus**

1. To champion and model a customer centred and 'one council' approach to all service delivery.
2. To encourage and respond to feedback from external and internal customers on the delivery of the service.
3. To help manage the demand on Council services by encouraging all officers to help to prevent issues arising and dealing with them locally.
4. To work with enabling services to develop and implement data systems that capture and use information to drive service improvements.

## **Specific Duties and Responsibilities**

1. To have a direct responsibility for the strategic direction and oversight of the operational management of the Council, agreeing and monitoring service levels and organisational performance.
2. To be part of the Senior Management Team with and a direct line management responsibility for a number of the Service Leads.
3. To be the principal advisor on issues relating to operational delivery, directing the management of process and officers of the Council. The Deputy Chief Executive will be expected to have extensive involvement and engagement

with members, helping to deliver on the day to day business of the Council including safeguarding.

4. To be the cornerstone of the Council's performance monitoring with a lead role for organisation development.
5. To have a key role in supporting the governance of the Council and, if suitably experienced, should undertake the role of Monitoring Officer – providing impartial advice, advising on standards and investigating complaints.

### **General**

1. The above list of duties is neither exclusive nor exhaustive. The post holder will be expected to undertake other duties commensurate with the responsibility level of this post, as directed by senior management.
2. The Council is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances. Whilst the job description provides a summary of the post it may need to be amended to meet changing circumstances.
3. The postholder is required to comply with all policies and procedures relating to:
  - Data Protection
  - Information security and confidentiality
  - Code of Conduct
  - Equalities
  - Health and Safety

### **Behaviours**

Lead Officers are expected to demonstrate *enhanced* behaviours across all of Ryedale's PROUD Framework.