

ELM BRIDGE BOROUGH COUNCIL



JOB DESCRIPTION

1. **TITLE:** CHIEF EXECUTIVE
2. **POST NUMBER:** CE1
3. **DIRECTORATE:** CHIEF EXECUTIVE'S
4. **LOCATION:** CIVIC CENTRE, HIGH STREET, ESHER, SURREY
5. **TO WHOM THE POSTHOLDER IS RESPONSIBLE:**
6. **BUDGETARY RESPONSIBILITIES:** All Budgets
7. **THE MAIN PURPOSE OF THE JOB**

- To be responsible to the Council for the efficient and effective implementation of the Council's policies and for the overall management of the Council's business.
- To be the Head of Paid Service in accordance with section 4 of the Local Government and Housing Act 1989
- Take individual responsibility for the Council's corporate and strategic management.
- Provide leadership, vision and strategic direction in corporate policy development and delivering organisational change.
- Keep under review the efficient management and execution of the Council's policies and instructions.
- Communicate and promote the Council's vision, values and priorities.

8. CORPORATE RESPONSIBILITIES

- Lead the Corporate Management Board, in setting the vision and strategic direction of the Council.
- Work with the Corporate Management Board and relevant Cabinet Portfolio Holders to define and develop corporate objectives and strategies to meet them.
- Promote effective alliances with a wide range of partners and stakeholders in the public, private and voluntary sectors.
- Develop, promote and communicate the corporate vision and key developments to partners and stakeholders.
- Exercise functions on behalf of the Council and its Committees in accordance with the Council's scheme of Delegation of Functions to Officers.
- Ensure that the Mayor is provided with support and advice as appropriate to facilitate the proper conduct of civil duties.
- Examine and report on any formal complaint against the Council in respect of service provision and take action to protect the interests of the Council.
- Represent and negotiate with external bodies and networks on behalf of the Council.

9. ORGANISATIONAL RESPONSIBILITIES

- Lead and encourage cross boundary working so as to provide the most effective services possible for the Council's residents and partners, and ensure it plays a full part in national, regional and sub regional activities.
- Ensure the effective management of the Council.
- Contribute proactively to the production, maintenance and monitoring of key corporate documents, viz Community Strategy, Corporate Plan.
- Provide leadership to the Directors in their role to oversee, monitor, review and develop the performance of Heads of Services so as to ensure that there is a positive contribution to the organisation corporately consistent with its vision and key developments. Motivate teams by providing a personal example.
- Ensure the Council's resources are managed and deployed effectively.
- Seek to encourage staff development within the Council in order to maximise staff potential.
- Have overall responsibility for project co-ordination and for monitoring and reporting on the progress of the Council's capital programme and any other programmes as may be appropriate.
- Responsible for the effective overall management of the Council and its committee structure and procedural rules and to act as principal adviser at

meetings of the Council.

- Advise the Leader of the Council or where appropriate group leaders, on any matter relevant to the Council's functions.
- Plan for and take a lead role in the event of any emergency as required by the Council's Emergency Plan
- To have ultimate charge of all Council services in the event of civil or wartime emergencies.

No job description can cover every issue which may arise within the post at various times and the postholder is expected to carry out other duties from time to time that are broadly consistent with those in this job description.

Standards of Conduct

The Council expects the highest standards of conduct from its employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal Opportunities

The Council has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work.

Health and Safety

The Council is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Appraisal and Staff Development

The Council expects all staff to participate in its processes for appraisal and staff development. Those with a managerial responsibility must ensure that all staff within the section are appraised at least once a year, with a six monthly review.

Confidentiality

The Council is committed to maintaining privacy of all its staff and customers. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.