

JOB DESCRIPTION – CHIEF EXECUTIVE

JOB INFORMATION			
Job Title	Chief Executive/Director	Post number	
Service Area	Chief Executive's		
Grade	CEX		
Hours	37		
ACCOUNTABILITIES			
Responsible to	Leader of the Council		
Budget	Overall council budget		
JOB PURPOSE			
<ul style="list-style-type: none"> To provide strategic, visionary and management leadership for the Council and its stakeholders. To ensure the Council's priorities are appropriate, effectively resourced and that measurable outcomes are achieved. To be the statutory Head of Paid Service, Electoral Registration Officer and Returning Officer. To oversee the management of the Council's financial, human and other resources. To be the prime interface between Officers and Elected Members in ensuring that the Council's vision, corporate and community objectives are achieved. 			
JOB REQUIREMENTS			
Qualifications & experience	Technical knowledge/skills	Behavioural skills	
<ul style="list-style-type: none"> Professional leadership experience at senior level in a complex organisation Proven ability to work in a political environment and establish effective working relationships with members. A track record of developing & implementing continuous improvement and improved outcomes in service delivery A track record of delivering improved value for money Experience of leading and delivering significant change and business improvement initiatives, including people & cultural change Experience of developing Experience of leading & managing service delivery across a multi-disciplinary area & project management Evidence of effective budget management and delivering cost reductions whilst improving services Evidence of internal & external partnership working – establishing trust & credibility 	<ul style="list-style-type: none"> Ability to translate national & local policy direction and strategic objectives into practical local plans & action Effective financial management skills Ability to manage high performance through people Accomplished analytical and decision making skills Excellent verbal & written communication skills Understanding of business process re-engineering In depth understanding of functions and statutory role of a local authority including standing orders and financial regulations; Understanding of working within a community with differing needs; Well developed influencing, negotiating and advocacy skills; Ability to resolve conflict and be confident of dealing with crisis situations; 	<ul style="list-style-type: none"> Ethical behaviour Instils pride Gains respect & trust Champions equality & fairness Sets a vision Drives high standards Challenges assumptions Takes managed risks Takes up staff ideas Creative, seeks out best practice, nurtures & develops independent thinkers Committed to learning & development Mentors & coaches Provides feedback Supportive & empathetic Builds effective relationships & resolves conflict Manages conflicting priorities effectively, with resilience to keep management performance on track during periods of uncertainty & change. <p>Exhibit the Nolan principles: Selfless Integrity Objectivity Accountability Openness Honesty Leadership</p>	
Main duties & responsibilities			
<ul style="list-style-type: none"> To lead the Council's Corporate Management Team with collective responsibility for the managerial leadership of the Council To contribute to corporate programme boards which develop strategy and policy, implement programmes and projects and monitor performance To ensure Members of the Council are supported in their leadership & community roles 			

<ul style="list-style-type: none"> To contribute to developing the Council's Corporate Plan & other strategies. Specifically: Medium Term Financial Strategy To be accountable for those budgets related to the Service, ensuring compliance with the Council's Constitution and Standing Orders and that the Council receives value for money from its expenditure. 		
Candidate screening GCSX check required – includes disclosure Scotland – Basic Disclosure	Rehabilitation of Offenders Act applies: NO	Disclosure & Barring Service check required: NO
Politically Restricted Post	YES	
Managers responsibilities		
To ensure at all times that a corporate view is adopted and that complaints (both internal & external) are dealt with promptly and effectively.		
To prepare and review annual service delivery plans in support of the overall corporate plan, annual learning & development plan, internal improvement plans and other requirements e.g. legislation.		
To be responsible for accurate monthly or quarterly reporting on progress against service delivery objectives and key performance indicators and for reporting this information to CMT & portfolio holders		
To prepare and present detailed and complex reports to Cabinet, Committees, and Working Groups as necessary.		
To undertake and be accountable for budgetary management within the activities controlled and balance budgets in accordance with Contract Procedure Rules and Financial Regulations.		
To manage and be accountable for all matters relating to the workforce (including volunteers) under their control in line with the Council's policies & procedures including: <ul style="list-style-type: none"> a) effective induction including attendance by all employees at corporate induction training b) providing direction for teams and individuals c) recruitment & selection including safer recruitment where applicable d) skills & knowledge development to be competent in their job roles e) attendance management <ul style="list-style-type: none"> • completing all required documentation • holding return to work interviews • regularly reviewing sickness levels • holding absence reviews • managing long term sickness through regular HR contact/ liaison f) discipline g) grievance h) appraisal & performance management by setting individual objectives and targets through the Council's 'my performance' process for all team members in line with the Service Delivery Plan and regularly review the achievement of these objectives i) employee relations j) communication & listening (via monthly team meetings and regular informal methods) k) workforce planning (See Workforce Planning Guidance for Managers HRP010 for further information) l) safeguarding children and vulnerable adults m) 		
To set individual objectives and targets through the Council's 'my performance' process for all team members in line with the Service Delivery Plan and regularly review the achievement of these objectives		
Ensure delivery of a safe working environment by ensuring that health & safety legislation and Council procedures are implemented and adhered to; employees are involved in health & safety management including attending necessary training; risks are assessed, control measures are implemented and information is effectively communicated to teams and individuals;		

CHIEF EXECUTIVE JOB DESCRIPTION

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reports include details of high level risks where relevant

To ensure that strategic & operational risks are considered and that appropriate actions and/or reporting are put into place to manage these.

To effectively brief senior members on relevant matters in conjunction with the relevant CMT member as appropriate.

To be responsible for equality in service delivery and employment within the service and to work within relevant legislation carrying out Equality Assessments where necessary

To attend emergency planning training, be familiar with the Boston Borough Council Emergency Plan and your role during an emergency incident. This may involve receiving notification of emergency situations out of hours and to respond positively to these calls where available.

HEAD OF SERVICE JOB DESCRIPTION

JOB INFORMATION			
Job Title	Corporate Director & Monitoring Officer	Post number	
Service Area	Chief Executive's		
Grade	Directors – spot salary		
Hours	25		
ACCOUNTABILITIES			
Responsible to	Chief Executive		
Budget			
JOB PURPOSE			
<ul style="list-style-type: none"> To be an active part of the Councils Corporate Management Team, prioritising & implementing the relevant strategies across the Council To lead the functions in the service area and to develop a strategic approach to the governance of the Council. To promote innovation, efficiency and customer focus in service delivery. 			
JOB REQUIREMENTS			
Qualifications & experience	Technical knowledge/skills	Behavioural skills	
<ul style="list-style-type: none"> A track record of developing & implementing continuous improvement and improved outcomes in service delivery A track record of delivering improved value for money Experience of leading and delivering significant change and business improvement initiatives, including people & cultural change Experience of developing strategies & policies in relevant service area Experience of leading & managing service delivery across a multi-disciplinary area Professional leadership experience in a relevant area (Finance or Revenues & Benefits.) Experience of programme & project management Evidence of effective budget management and delivering cost reductions whilst improving services Evidence of internal & external partnership working – establishing trust & credibility Proven ability to work in a political environment and establish effective working relationships with members. 	<ul style="list-style-type: none"> Effective financial planning & budget management skills Sound knowledge of local government law, policy & procedures Knowledge of risk management methodology & techniques Ability to manage high performance through people Accomplished analytical and decision making skills Excellent verbal & written communication skills including report writing Ability to translate national & local policy direction and strategic objectives into practical local plans & action Sound knowledge of business process re-engineering 	<ul style="list-style-type: none"> Ethical behaviour Instils pride Gains respect & trust Champions equality & fairness Sets a vision Drives high standards Challenges assumptions Takes managed risks Takes up staff ideas Creative, seeks out best practice, nurtures & develops independent thinkers Committed to learning & development Mentors & coaches Provides feedback Supportive & empathetic Builds effective relationships & resolves conflict Manages conflicting priorities effectively, with resilience to keep management performance on track during periods of uncertainty & change. <p>Exhibit the Nolan principles: Selfless Integrity Objectivity Accountability Openness Honesty Leadership</p>	
Main duties & responsibilities			
<ul style="list-style-type: none"> To be a member of the Council's Corporate Management Team with collective responsibility for the managerial leadership of the Council To undertake the statutory role of Monitoring Officer and provide advice and guidance to officers and members as necessary. To contribute to corporate programme boards which develop strategy and policy, implement programmes and projects and monitor performance To ensure Members of the Council are supported in their leadership & community roles To contribute to developing the Council's Corporate Plan & other strategies. Specifically: Constitution & related strategies 			

MONITORING OFFICER JOB DESCRIPTION

2015

<ul style="list-style-type: none"> To be accountable to the Chief Executive, developing and supporting operational managers both within and outside the service and ensuring objectives and targets are delivered To ensure that a system of continuous review and improvement is embedded within the Service so that 'traditional thinking' is challenged and innovation pursued. To be accountable for those budgets related to the Service, ensuring compliance with the Council's Constitution and Standing Orders and that the Council receives value for money from its expenditure. 		
Candidate screening GCSX check required – includes disclosure Scotland – Basic Disclosure	Rehabilitation of Offenders Act applies: NO	Disclosure & Barring Service check required: NO
Politically Restricted Post	YES	
Managers responsibilities		
To ensure at all times that a corporate view is adopted and that complaints (both internal & external) are dealt with promptly and effectively.		
To prepare and review annual service delivery plans in support of the overall corporate plan, annual learning & development plan, internal improvement plans and other requirements e.g. legislation.		
To be responsible for accurate monthly or quarterly reporting on progress against service delivery objectives and key performance indicators and attending Cabinet and scrutiny as necessary to present.		
To prepare and present detailed and complex reports to Cabinet, Committees, and Working Groups as necessary.		
To be responsible for sound and effective governance at the Council		
To manage and be accountable for all matters relating to the workforce (including volunteers) under their control in line with the Council's policies & procedures including: <ul style="list-style-type: none"> a) effective induction including attendance by all employees at corporate induction training b) providing direction for teams and individuals c) recruitment & selection including safer recruitment where applicable d) skills & knowledge development to be competent in their job roles e) attendance management <ul style="list-style-type: none"> • completing all required documentation • holding return to work interviews • regularly reviewing sickness levels • holding absence reviews • managing long term sickness through regular HR contact/ liaison f) discipline g) grievance h) appraisal & performance management by setting individual objectives and targets through the Council's 'my performance' process for all team members in line with the Service Delivery Plan and regularly review the achievement of these objectives i) employee relations j) communication & listening (via monthly team meetings and regular informal methods) k) workforce planning (See Workforce Planning Guidance for Managers HRP010 for further information) l) safeguarding children and vulnerable adults m) 		
To set individual objectives and targets through the Council's 'my performance' process for all team members in line with the Service Delivery Plan and regularly review the achievement of these objectives		
Ensure delivery of a safe working environment by ensuring that health & safety legislation and Council procedures are implemented and adhered to; employees are involved in health & safety management including attending necessary training; risks are assessed, control measures are implemented and information is effectively communicated to teams and individuals;		

MONITORING OFFICER JOB DESCRIPTION

2015

reports include details of high level risks where relevant
To ensure that strategic & operational risks are considered and that appropriate actions and/or reporting are put into place to manage these.
To effectively brief senior members on relevant matters as appropriate.
To be responsible for equality in service delivery and employment within the service and to work within relevant legislation carrying out Equality Assessments where necessary
To attend emergency planning training, be familiar with the Boston Borough Council Emergency Plan and your role during an emergency incident. This may involve receiving notification of emergency situations out of hours and to respond positively to these calls where available.

JOB DESCRIPTION

DEPARTMENT: RESOURCES

POST TITLE: STRATEGIC DIRECTOR - RESOURCES

POST NO.: 000236

GRADE: CHIEF OFFICER

HOURS OF WORK : 37 HOURS PER WEEK

PLACE OF WORK: MUNICIPAL BUILDINGS, WEST STREET.

RESPONSIBLE TO : CHIEF EXECUTIVE

RESPONSIBLE FOR: REVENUES & BENEFITS
FINANCIAL SERVICES
ICT

LIAISON WITH: ELECTED MEMBERS OF THE COUNCIL,
SPECIFICALLY LEADER, DEPUTY LEADER, GROUP
LEADERS AND COMMITTEE CHAIRMEN; CHIEF
EXECUTIVE AND OTHER DIRECTORS, STAFF OF THE
DIRECTORATE, KEY STAKEHOLDERS IN THE
COMMUNITY, GOVERNMENT DEPARTMENTS, PEERS
IN COUNTY-WIDE INITIATIVES, VOLUNTARY
ORGANISATIONS AND BUSINESSES

JOB SUMMARY/PURPOSE

1. To develop with elected members and chief officers, the vision and values of the council and to contribute towards the development and implementation of strategic policy and to provide high level financial advice to members and officers and in ensuring that financial controls are maintained to high standards across the authority, to provide direction and management to the Finance, Revenues & Benefits & Customer services teams, to oversee the Internal Audit function with City of Lincoln Council and the Procurement function delivered through Procurement Lincolnshire.

2. Working with other members of the Corporate Management Team, to ensure that service specific policies, plans and activities meet strategic authority-wide objectives and support the Council's corporate policies and core values

3. To ensure services are, within the resources available, of the highest quality and meet members and public aspirations whilst achieving Value for Money.

4. To provide strategic and managerial direction in relation to a range of the Council's services, including (but not restricted to) Financial Services, Procurement, Revenues & Benefits, Customer Services and Internal Audit.

MAIN DUTIES AND RESPONSIBILITIES

1. To act as a member of the Council's Corporate Management Team and, in so doing, to ensure that corporate perspective is clearly communicated and understood throughout the council.
2. To work with the Chief Executive, other Directors in developing policies which reflect the aspirations of the Council and ensuring that corporate strategies are developed which support these policies
3. With other members of the Corporate Management Team to identify corporate and cross service issues affecting the Council's operation and to develop policies and strategies to manage these issues.
4. To ensure policies relating to relevant services are compatible with the Council's overall policy framework
5. To head / co-ordinate Council wide initiatives or projects as required.
6. To ensure all corporate policies and performance standards are implemented within their remit
7. To provide professional financial advice to officers and elected members in relation to the planning, co-ordination and implementation of Council services and policies.
8. To ensure processes are in place to calculate, issue and deliver annual council tax bills and these are undertaken in accordance with an agreed timetable.
9. To ensure that the Council operates robust and timely compliant processes for the administration of benefit claims and the payment of benefit
10. To assist in ensuring that arrangements are in place for the provision of effective financial administration and control throughout the authority in accordance with legislative requirements and the Council's Standing Orders and Financial Regulations.
11. To act as the statutory officer for the purposes of Section 151, Local Government Act, 1972, Section 113, Local Government Finance Act, 1988 and the Accounts and Audit Regulations.

12. To ensure the annual Statement of Accounts is produced by the required dates and in compliance with relevant Codes of Practice.
13. To manage the relationship with the Council's external auditors on finance matters.
14. To maintain and update the Council's revenue budget strategy and medium term financial plan in an agreed format and in accordance with approved corporate strategies.
15. To co-ordinate and monitor the Council's action plan relating to CAA Use of Resources in conjunction with other Directors.
16. To co-ordinate the preparation and reporting of the five-year capital programme for all services and to ensure an effective system of project and programme management is in place
17. To ensure the timely completion of all grant claim forms, statistical and financial returns and questionnaires to Government Departments, CIPFA, etc
18. To assist in the preparation and submission of funding applications to government departments and other external bodies.
19. To ensure the timely completion of all grant claim forms, statistical and financial returns and questionnaires to Government Departments, CIPFA, etc.
20. To ensure that all accounting reconciliations are completed regularly and in a timely manner.
21. To implement the Council's Treasury Management Policy and Strategy.
22. To take overall responsibility for managing the financial accounting systems used by the authority.
23. To provide financial information and advice for the Value for Money process and other performance assessments.
24. To oversee the provision of appropriate advice and training for officers and members on financial issues.
25. To plan and manage the overall workload of the services under your control (through appropriate managers / principal officers) to ensure that performance targets are met.
26. To ensure the provision of relevant and timely advice and guidance to officers and elected members in respect of the planning, co-ordination and implementation of Council services and policies.
27. To commission and manage an effective internal audit service for the Council, monitor its effectiveness and ensure that appropriate action is taken in respect of audit findings.

28. To represent the Chief Executive at Cabinet, Full Council and Scrutiny Committee meetings in order to ensure that service-specific matters are considered within the corporate framework and other meetings where relevant.
29. To ensure that Managers establish and maintain service and business plans which meet strategic objectives
30. To participate in the ongoing development of the Council's performance management framework and to ensure that relevant Managers monitor and manage performance against agreed indicators, targets and budgets
31. To manage, develop monitor and appraise Managers and other direct reports, and ensure the agreed system of appraisal is followed Council wide
32. Through relevant Managers, to ensure the timely delivery of revenue and capital budgets, a medium term financial plan, and statutorily required accounting statements.
33. To be responsible for the effective and efficient use of resources for the authority.
34. To initiate and develop links and partnerships with other local authorities, central government, local businesses, public and voluntary sector organisations in order to achieve the Council's objectives.
35. To develop the organisations' management and staff.
36. To undertake any other duties appropriate to the role of Director.

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

Current Service Functions:-
Financial Services,
Procurement
Revenues & Benefits
Customer Services
Internal Audit

CORE RESPONSIBILITIES

OTHER DUTIES

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder with the exception of those required at such a time when the Emergency or Business Continuity Plan is invoked during a genuine emergency situation where staff may be required to undertake work outside of their normal duties without prior consultation.

EQUAL OPPORTUNITIES

The post holder is required to carry out the duties in accordance with Council Equal Opportunities policies. Attitudes towards equalities and diverse parts of the community should be positive and employees should display understanding and use appropriate methods of communicating with members of the public.

HEALTH AND SAFETY

The post holder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

All employees have a duty to take reasonable care for their own health & safety and that of others. In particular they must:

- Carry out all work in the prescribed manner and ensure that they follow training, information and instruction provided
- Use equipment correctly at all times
- Wear or use personal protective equipment provided
- Report all unsafe acts, conditions, accidents or near misses
- Suggest methods of eliminating hazards and reducing potential risks
- Co-operate in the investigation of accidents with the objective of introducing methods to prevent a reoccurrence
- Take part in risk assessments, workplace inspections, safety tours and audits when necessary
- Observe safe systems and methods of working at all times, avoid taking short cuts or improvising which may give rise to unnecessary risks

CONDUCT

The public are entitled to expect the highest standards of conduct from all employees who work for Local Government and that their conduct should never be influenced by improper motives. Employees should always remember the responsibilities to the community they serve and ensure courteous, efficient and impartial service to all groups and individuals within the community.

Employees should be aware of the content of the Code of Conduct and ensure that they act within the Code at all times

INFORMATION SECURITY & DATA PROTECTION

Employees should ensure that confidential material including material about individuals is handled in accordance with the law.

Employees are individually responsible for any information in their care whether computerised or manual.

All Council policies on these issues should be adhered to.

VALUES

We believe that everyone has a role to play in making our council successful.

We expect everyone involved with Boston Borough Council to be:

- open and honest with people
- enthusiastic, positive and proud about working for Boston Borough Council
- patient with people and take time to understand their concerns
- approachable and clear with people
- open to new ideas and willing to learn
- caring and to treat people with respect, consistency and fairness
- focused on customers

MANAGER CORE JOB DESCRIPTION

1.	To ensure at all times that a corporate view is adopted and that complaints (both internal & external) are dealt with promptly and effectively.
2.	To prepare and review annual service delivery plans in support of the overall community plan, internal improvement plans and other requirements e.g. legislation.
3.	To be responsible for accurate monthly or quarterly reporting on progress against service delivery objectives and key performance indicators and for reporting this information to CMB & portfolio holders
5.	To prepare and present detailed and complex reports to Cabinet, Committees, and Working Groups as necessary.
6.	To undertake and be accountable for budgetary management within the activities controlled and balance budgets in accordance with Standing Orders and Financial Regulations.
7.	<p>To manage and be accountable for all matters relating to the workforce (including volunteers) under their control in line with the Council's policies & procedures including:</p> <ol style="list-style-type: none"> a) effective induction including attendance by all employees at corporate induction training b) providing direction for teams and individuals c) recruitment & selection including safer recruitment where applicable d) skills & knowledge development e) attendance management <ul style="list-style-type: none"> • completing all required documentation • holding return to work interviews • regularly reviewing sickness levels • holding absence reviews • managing long term sickness through regular HR contact/ liaison f) discipline g) grievance h) appraisal & performance management by setting individual objectives and targets through the Council's 'my performance' process for all team members in line with the Service Delivery Plan and regularly review the achievement of these objectives i) employee relations j) communication & listening (via monthly team meetings and regular informal methods) k) workforce planning (See Workforce Planning Guidance for Managers HRP010 for further information) l) safeguarding children and vulnerable adults

9.	To set individual objectives and targets through the Council's 'my performance' process for all team members in line with the Service Delivery Plan and regularly review the achievement of these objectives
10.	Ensure delivery of a safe working environment by ensuring that health & safety legislation and Council procedures are implemented and adhered to; employees are involved in health & safety management including attending necessary training; risks are assessed, control measures are implemented and information is effectively communicated to teams and individuals; reports include details of high level risks where relevant
11.	To ensure that strategic & operational risks are considered and that appropriate actions and/or reporting are put into place to manage these.
12.	To be responsible for equality in service delivery and employment within the service and to work within the Equality Framework for Local Government framework and relevant legislation in order to set equality targets through the Equality Impact Assessment process.
13.	To attend emergency planning training, be familiar with the Boston Borough Council Emergency Plan and your role during an emergency incident. This may involve receiving notification of emergency situations out of hours and to respond positively to these calls where available.

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Originated By: Richard Harbord

Date: 14th October 2009

Designation:

Interim Chief Executive

PERSON SPECIFICATION

DEPARTMENT Resources

POST TITLE **Strategic Director – Resources**

POST NO 000246

GRADE Chief Officer

No.	Requirement (E = Essential, D = Desirable)	Selection Method				
		A	I	T	D	
	<p align="center"><u>Knowledge</u></p> <p>Accounting qualification e.g. CIPFA, ACCA Advanced management qualification eg MBA In depth knowledge of statutory requirements, procedures and regulatory requirements relating to key service area(s).</p>	E	Y	-	-	Y
		E	Y	Y		Y
		D	Y	Y		Y
		E	Y	Y		
	<p align="center"><u>Skills/Abilities – Interpersonal</u></p> <p>Able to work well with other members of corporate management team The ability to develop and articulate a clear strategic vision and sense of direction for the Council</p> <ul style="list-style-type: none"> · Evidence of strong leadership linked to sound business management skills. · Financial and budget management skills. · Excellent written and oral communication skills · Initiate, develop and maintain effective relationships both within the outside of the organisation. · High level negotiation skills. · Proven track record of working with Members to deliver projects and/or outcomes. 	E	Y	Y		
		E	Y	Y		
		E	Y	Y		
		E	Y	Y	Y	
		E	Y	Y	Y	
		E	Y	Y		
		E	Y	Y		
	<p align="center"><u>Experience</u></p> <p>Previous experience of S151 responsibilities Minimum of 2 years experience at senior level in complex public sector organisation</p> <p>Experience of formulating and implementing policies within a corporate framework and contributing to the successful corporate management of the organisation</p> <p>Relevant and current experience managing staff and resources at a senior level</p>	E			Y	
		E	Y	Y		
		E	Y	Y		
		E	Y	Y		
		E	Y	Y		

	<u>Work Related Circumstances</u>					
	Able to work evening meetings	E		Y		
	Able to travel to other locations for meetings	E				
	<u>Skills/Abilities – Other</u>					
	Ability to challenge and scrutinise the plans and actions of senior managers in complex situations contributing to future business strategies and ensuring management of risk and Value for Money.	E		Y		
	Political Sensitivity	D		Y		
		E		Y		
		E	Y	Y		
		E	Y	Y		
*A = Application form I = Interview T = Test D = Documentary evidence required						