

FAREHAM

BOROUGH COUNCIL

Job Description

Appendix C

Post Title	Chief Executive Officer
Post No.	CX001
Grade	Chief Executive Grade
Responsible to	The Council through the Executive Leader
Responsible for	People – 450 + employees and Budget - £50m Revenue with £13m HRA and £63m, 5 year capital programme (inc HRA)

Specifically the Chief Executive Officer will:

Support the leading Councillors in setting the strategic aims of the organisation by:

- Working in collaboration with the Executive Leader supporting him to lead, with each recognising and respecting the other's position and role and both offering and listening to advice
- Supporting the Executive Leader and Elected Members to develop and shape the Council's vision, values, and priorities.
- Acting as the principal advisor to all Elected Members on matters of general policy; providing impartial advice and guidance.
- Providing proactive support and straightforward and honest advice to all Members; anticipating and identifying issues, providing solutions which meet strategic objectives.
- Enabling, facilitating, and achieving results, finding a way to deliver objectives in line with political wishes and ambitions.
- Promoting, managing and maintaining a constructive, professional working relationship between Elected Members and the Officers of the Council.
- Advising Elected Members of the legislative framework and governance for political decision making.
- Providing advice to the Executive Leader in meetings but not dominating proceedings.

Deliver high quality, efficient and streamlined services which are designed from the point of view of the customer by:

- Driving the continual improvement of services using Vanguard Systems Thinking Principles, achieving a joined up 'whole organisation' approach.
- Trusting employees to do their jobs and do them well, all the while recognising what matters to their customers.
- Ensuring value for money in service delivery.

As Head of Paid Service develop and lead corporate strategy, organisational culture and performance by:

- Leading the organisation through the Chief Executive's Management Team (CXMT) with a creative, inspirational and innovative management style.
- Achieving corporate objectives by developing strategies, policies and practices.
- Anticipating and resolving financial challenges, exploring new avenues for income generation.

- Navigating problems through to successful resolution and managing all risks.
- Providing clear direction to and the development of high performing teams who are motivated, supported and engaged.
- Understanding the impact of change on people and managing with emotional intelligence.
- Supporting a corporate culture which encourages innovation, creates trust and respect throughout the organisation in a safe, open and equitable environment.
- Strategically managing resource allocation across the organisation; ensuring the right people are in the right place, creating opportunities to enhance capability and capacity.
- Leading on emergency planning response, business continuity and contingency planning.

Promote and develop strategic and operational partnerships which benefit Fareham communities, businesses and improve the lives of residents by:

- Maintaining and developing public confidence in the work of the Council and continue to build its strong external image.
- Working with partners to develop sustainable communities, supporting regeneration and encourage economic investment within the borough.
- Promoting the Council's role in community leadership.
- Ensuring that partner relationships are effective, cohesive and deliver excellent services and to the advantage of Fareham.
- Engaging, communicating and consulting with customers and partners, ensuring that the resulting feedback informs service priorities.

To act as guardian of the Council's reputation by:

- Protecting and upholding the Council's reputation; promoting its standing in the region.
- Objectively providing advice and guidance whilst recognising and respecting political standpoints.
- Identifying and anticipating PR, Communications and Social Media matters, providing sound advice and guidance.
- Ensuring that complaints are dealt with fairly and appropriately, providing a high level of Member confidence that a satisfactory resolution is achieved

Be an ambassador for the Council at all levels by:

- Ensuring that Fareham contributes and influences at all levels; taking a positive approach in major local and regional partnerships to achieve maximum benefit for the Borough.
- Representing and negotiating on behalf of the Council on external bodies and networks.
- Providing support to the Mayoralty and fulfilling a civic role as required.

To be the Proper Officer, Returning Officer and Electoral Registration Officer for the Fareham County Constituency and Local Elections by:

- Ensuring the publication of the Electoral Register.
- Taking responsibility for the conduct of elections ensuring that elections meet legislative requirements.

Note: Our policy is to make adaptations for those who have substantial and long term disabilities. If you need an adaptation to carry out any of the above please let us know.