Warwick District Council – Job Description

Job Title: **Deputy Chief Executive**

Service Area: **Chief Executive**

# **Purpose:**

To assist the Chief Executive in the development and achievement of the Council’s aims and objectives as set out in the Council Business Strategy. To work with Councillors, and the Senior Leadership Team to develop and deliver the Services, Policies and Projects required.

| **Main responsibilities**(Give a maximum of eight brief descriptions of what the main responsibilities are and assign time percentage values against each one). | **%** |
| --- | --- |
| Liaise, work, advise and support Councillors (particularly Cabinet) to ensure that their policies and priorities are incorporated in the development and delivery of the Council’s Business Strategy, Service Plans, and other strategically important initiatives. | 20% |
| Manage Heads of Service and Programme Managers; overseeing the development of Service Plans, incorporating targeted delivery elements, to ensure that the services delivered are continually improved and in line with the Business Strategy. Using performance measures developed with the Heads of Service, monitor progress against Service Plans to ensure that standards are continually being improved, agreeing appropriate corrective action to be applied in the event of deviations from Service Plans. | 15% |
| To lead in the development and the implementation of a Change Management Programme for the Council. | 15% |
| Sponsor of key strategic projects to agree the project timetables and budgets, including value for money reviews and the projects’ intended delivery aims; and to oversee and challenge on actual performance.  | 15% |
| To lead (where appropriate) and otherwise contribute to the development, implementation, and review of the Council’s corporate policies. | 15% |
| To operate and behave as a senior manager in accordance with the Council’s values and with the agreed ways of working of the Senior Leadership Team. | 10% |
| Work in partnership with external agencies to develop and deliver services for the benefit of the local community. | 10% |

# **Organisation**

(The chart below shows the hierarchy and how the job relates to its immediate supervisor and colleagues).

\*Management of Project/Programme Managers on Key Projects

The post reports directly to the Chief Executive. The Chief Executive and Deputy Chief Executive are accountable to the Council itself in the development and delivery of the Council’s Business Strategy.

The Heads of Service are accountable for delivering service plans and are line managed by the Chief Executive, Deputy Chief Executive and Programme Director for Climate Change. This allocation may vary over time.

The Council’s Senior Leadership Team consists of the Chief Executive, the Deputy Chief Executive, the Programme Director for Climate Change and the 8 Heads of Service.

# **Dimensions**

Warwick District Council's has a 5 year capital investment programme of £87m and HRA programme of £167m.

The total revenue budget, for which this post provides the financial management infrastructure, is £77m.

# **Scope for Impact**

The role of a Deputy Chief Executive is highly strategic in nature. As such, the formulation and delivery of strategy is key to success in the role. In developing the strategy of the Council numerous factors need to be considered, such as:

* The views and priorities of Council Members
* Community needs and priorities
* Capacity and priorities of partner agencies
* Central Government policy, funding, and initiatives
* The financial and other impacts of implementation

Meetings are held on a regular basis with Council Members, both formally and informally, to ensure that Council views are considered and to gain commitment from Councillors to strategic objectives and service plans.

The relationship with Heads of Service is of vital importance as the Deputy Chief Executive will rely on them to deliver the strategy. Therefore, maintaining effective working relationships in the context of balancing the need for delivery of corporate and community objectives against the requirement that existing service levels are not eroded is important.

Project sponsorship oversight will be an especially important part of this role as each strategic project relies on the provision of resources from across the Council and continued political input and support.

The effective use of financial, staff and other resources is critical to the success of the Council and is closely monitored by Councillors. The post holder is required to ensure that Warwick District Council successfully manages its financial sustainability; service delivery capacity and organisational resilience.

The post holder must have a thorough knowledge of local government workings gained through experience in senior management posts over at least 7 years; have an in-depth understanding of strategy formulation and developments; experience of partnership working is also important as the post requires a great deal of working with external agencies.

The post holder will be experienced in managing performance and understands how motivation can be used effectively.

# **Challenges**

The Council is ambitious in terms of what it wants to deliver for the communities it serves. That ambition, in the context of limited financial and other resources, does mean that over the next few years there is clear need for the Council to continue to evolve whilst still delivering its day-to-day services.

That evolution will be promoted via a Change Management Programme that will create various challenges in terms of delivering effective service change; people and technology change; and project delivery whilst ensuring such changes also have political support.

Working with the Chief Executive, Leader, and Portfolio Holders to inspire, motivate and empower the Senior Leadership Team to achieve the Council’s vision, objectives and targets will be a key priority for the role. This priority extends to the wider role of supporting and refining the organisational culture with all staff.

# **Additional Information**

The post holder will be expected to work flexibly as part of the Council’s agile working guidelines to meet the needs of the service and may be expected to work unsociable hours, including evenings, weekends, and bank holidays.

All members of staff have a duty to participate in the WDC Appraisal process and take responsibility for identifying their own professional and career development needs.

Managers have a responsibility to undertake regular appraisals of their staff in accordance with the WDC Appraisal process and take responsibility for helping to address their professional and career development needs.

All members of staff have a responsibility to comply with Warwick District Council’s Code of Conduct, Equal Opportunities and Health and Safety Policies.

The post holder will be required to perform other such duties as appropriate to the qualifications, experience and salary band as may be reasonably required.

The post holder will be responsible for ensuring their own health and safety, as well as that of the colleagues they line manage.

The post holder will be expected to always comply with Council policy including in relation to their responsibilities for safeguarding and promoting equality.

The post holder will be expected to adopt and work in accordance with the Council’s values.

Warwick District Council – Person Specification

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## **Job Specific Qualifications & Experience**

Essential:

* Previous experience at a senior level within a local government authority for at least 7 years
* Demonstrable experience of understanding and influencing senior stakeholders
* Relevant professional qualification

**Desirable:**

* Degree or equivalent education

**Non-Job Specific Qualifications & Experience**

Essential:

* Experience of working successfully with partnership organisations
* Experience of delivering strategic objectives with key achievements against the requirements
* Experience of working with Members and understanding their relationship

**Desirable:**

* Extensive experience of advising Members in a Senior role
* A track record of contributing strategically towards objectives
* Politically sensitive and astute
* Experience of working with businesses and government bodies to develop innovative projects which lead to income generation

**Job Specific Knowledge, Skills & Abilities**

Essential:

* Excellent people skills demonstrated through achievement of team working
* Ability to manage senior members of staff to ensure that the team delivers its overall objectives
* The ability to think and strategically for solutions to problems
* Politically sensitive and astute
* Excellent communication and negotiation skills

**Desirable:**

* Ability to demonstrate strong leadership skills through people management
* Commercial acumen

## **Other Requirements**

Essential:

* Regular attendance at relevant internal and external meetings
* Attendance at Committee meetings will be required
* A commitment to equal opportunities and anti-discriminatory practices
* Full driving license and/or access to appropriate transport.