



Job Description and Person Specification

**CHIEF EXECUTIVE
HEAD OF PAID SERVICE
RETURNING OFFICER
ELECTORAL REGISTRATION OFFICER**

Job Description

Job Title: Chief Executive, Head of Paid Service, (including Returning Officer and Electoral Registration Officer)

Salary:

Post Number: PP/01/001

Location: Wirral

Responsible to:

Wirral Council acting through the Leader of the Council.

Purpose of the job:

- To drive and deliver the key priorities of the Council.
- To act as Head of Paid Service to the Council and to provide workforce leadership for the Council.
- To act as the Council's Electoral Registration Officer and Returning Officer (and if appropriate and applicable undertake related roles on a Merseyside/North West regional basis).*
- To develop and sustain effective and productive partnerships and external relationships that affects the quality of life experienced by people and local communities.
- To work with Elected Members to ensure the effective governance of the Council, high ethical standards, probity and integrity of decisions making.
- To work with the Leader, Cabinet and Council to promote and represent the Council's interest at all levels.
- To ensure that the Council's aims are delivered through effective commissioning on service delivery.
- To promote and represent the Wirral and the Council on regional, national and international levels to achieve the best outcomes for Wirral.
- To provide excellent strategic leadership for the Council with effective plans to deliver.
- To lead and manage the Council resources to make the best use of resources.

Principal Responsibilities

Strategic Leadership and Management

- Give clear leadership and direction on the development and implementation of the Council's vision and strategic objectives. To drive service improvement and co-ordinate strategies to deliver results.
- To lead on the development of new strategies to deliver the key priorities ensuring a sense of ambition, direction and purpose.
- To lead on the implementation of strategies to ensure that resources are generated for the Borough through an integrated approach with stakeholders.
- Lead the effective and efficient management of the Council to achieve the Council's aims and objectives through visible leadership of the corporate management team, and the development and implementation of corporate projects and initiatives.
- Represent and advocate for the Council at regional, national and international levels with key stakeholders, including government bodies, local authorities, agencies, local community, private sector, education and other organisations.
- Act as principal policy advisor, and support and advise Members on the development of the Council's strategic aims. To ensure that the Council's policies and priorities are understood and implemented across the organisation.
- Lead and ensure the effective governance of the Council and the legality, probity, integrity, proper public accountability and scrutiny of its decision making process.

Service Delivery

- Responsible for ensuring effective working across all Council services and partnerships in order to meet customers' needs, deliver corporate strategies and achieve local objectives.
- Ensure that the Council has productive service planning with focussed delivery and action plans which link targets to service objectives and commissioning.
- To ensure that services are effectively commissioned and delivered so that they are cost effective and safe, underpinned by quality, based on the needs of the communities and people of Wirral.

Performance

- Ensure that effective performance and management arrangements are in place to achieve the Council's aims and objectives, and provide excellent services.
- To lead with the management team of the Council to:
 - Ensure that excellent performance is delivered at all levels.
 - Ensure that targets to reduce inequalities and promote social inclusion are delivered.

- Continuously improve the Council's performance, manage, set and monitor performance targets and standards, to ensure they are achieved.
- Actively participate in performance appraisal to improve and measure your own performance and personal development, modelling best practice as the Chief Executive.

Resource Management

- To be personally accountable for the most effective use of Council resources.
- Make the most effective use of the Council's capability to:
 - Deliver the best possible services at all times.
 - Deliver efficiency and continuous service improvements through the successful delivery of effective management and leadership.
- Lead, motivate and enhance the performance of all employees to enable the Council to deliver excellence.
- Lead the management team to ensure resources are properly planned, managed and controlled efficiently to achieve the Council's aims and objectives.
- Lead the statutory officers and support them in the discharge of their responsibilities.

Culture

- Promote and deliver an organisational culture that is excellent, vibrant, positive, dynamic, results orientated and customer focussed.
- Promote an environment which is supportive, fair and open, encouraging and enabling all employees to meet required performance standards, and that ensures high standards of probity, integrity and customer confidence.
- Encourage a real sense of ownership of the Council's ambitions and priorities.
- Inspire and motivate all employees to deliver and commit to ensuring the successful achievement of objectives and outcomes.
- Promote Value for Money, service excellence and fairness in the delivery of services and employment.

Communications

- Lead, maintain and promote effective communications, liaison and partnership working throughout and across the Council at all levels.
- Lead strong working relationships with external stakeholders, including local residents, government and other public sector agencies, voluntary, community and faith groups, and the private sector to ensure that the Council understands and appreciates the interests of others.

- Lead Wirral's reputation and promote a positive image of the Council and the area.

Local Democracy

- Support the Council and members to deliver their democratic role and support open and democratic procedures.
- To deliver strong governance with innovative ways of encouraging participation.

Diversity

- Demonstrate an open commitment to actively celebrating the rich diversity of Wirral.
- Recognise the broader definition of diversity and support programmes to promote social inclusion and community cohesion.

*Additional remuneration is available for this role.

Person Specification

Job Title: Chief Executive, Head of Paid Service, (including Returning Officer and Electoral Registration Officer)

Salary:

Post Number: PP/01/001

Location: Wirral

All of the criteria will be assessed throughout the recruitment process.

Where indicated the criteria will be used to shortlist.

Experience	
A track record of delivery and achievement at a senior level in a large, complex organisation.	Shortlist
Demonstrable success in leadership and management, leading the formulation and delivery of corporate objectives, policies and strategies.	Shortlist
An excellent track record of building internal and external relationships which have delivered benefits.	Shortlist
An excellent track record of effective working within a complex political environment.	Shortlist
Significant experience of successfully leading effective organisational and cultural change that delivers sustainable benefits and outcomes.	Shortlist
A demonstrable record of establishing and maintaining a strong and effective performance culture, inspiring, motivating and empowering people to meet corporate objectives and deliver services that are responsive, customer-focussed and achieve results.	Shortlist
Evidence of success in building, enhancing and maintaining the reputation of an organisation.	Shortlist
Evidence of personal leadership in achieving fairness in employment and service delivery.	Shortlist

Knowledge, Skills and Abilities	
Proven ability to organise and undertake a diverse workload, manage constant and often conflicting work demands whilst still achieving competing deadlines and outcomes.	Assessment Process
Ability to anticipate issues, make the best decisions for Wirral, with competing priorities, resources and in the context of a range of approaches.	Assessment Process
A comprehensive understanding of local government, the national and political context within which it operates and the current challenges and opportunities.	Assessment Process
Excellent leadership skills that encourage commitment from others and promote a positive and motivated organisational culture.	Assessment Process
An ability to operate sensitively within a political environment to develop relationships with all Members that command respect, trust and confidence. Maintaining a clear overview of issues affecting the Council and manage competing priorities within financial constraint.	Assessment Process
Excellent communication and negotiation skills and an ability to influence outcomes through tact, diplomacy and effective reasoning and persuasion, skills on complex issues.	Assessment Process
Relate to and win the confidence and trust of Members, employees, the community and partners.	Assessment Process
Strong financial and commercial awareness, with strong analytical skills and a creative approach to problem solving.	Assessment Process
An ability to provide clear, appropriate, balanced and unambiguous advice.	Assessment Process
An ability to manage corporate and individual performance in a manner that raises standards and delivers results.	Assessment Process
Personal Qualities	
Leadership skills.	Assessment Process
Visionary Leader.	Assessment Process
Ambition, drive, pace and resilience.	Assessment Process
An empowering style, valuing the contributions of others and showing commitment to employee development.	Assessment Process
An ability to deliver under pressure and to tight deadlines.	Assessment Process