

Chichester District Council

Job Description

**Post Title:** Executive Director

**Responsible to:** Chief Executive

# JOB PURPOSE

To support the Chief Executive and Members in the overall strategic management of the Council to ensure the achievement of the Council’s key objectives and priorities.

To contribute to the Senior Leadership Team of the Council by being the lead on matters allocated as part of the post’s Corporate portfolio.

To be responsible for the delivery of specific Corporate priorities as set out annually by the Chief Executive.

To provide leadership and clear direction to all staff under their management.

# MAIN RESPONSIBILITIES

1. To support the delivery of the Council’s Corporate Plan by working closely with the Chief Executive, in consultation with Cabinet Members and Leader, to deliver tangible outcomes.
2. To ensure that services are provided to the highest possible standard for the resources provided and that the customer and community are put at the centre of everything the Council does.
3. To contribute to and deliver the Council’s deficit reduction programme.
4. To foster and promote an organisational culture in which challenge and creative solutions are the norm and actively promote the Council’s reputation
5. To develop constructive working relationships with staff and peers that is open and supportive.
6. Development and mentoring of staff.
7. To lead the Council and the Community through a period of change and develop a culture of partnership working to ensure all opportunities are maximised to the best advantage of the Council and the residents of Chichester District.
8. To be the principal adviser to the Chief Executive and Cabinet Members on key issues and strategies within their remit, securing both Corporate and political support that will ensure the best possible outcome for the Council and service users.
9. To be responsible for ensuring that performance is constantly scrutinised and monitored so as to provide the best possible outcome for the service-user within the resources available.

# MISCELLANEOUS

Manage and motivate direct reportees.

Understand and effectively implement the Council’s staffing policies, processes and procedures: equalities; appraisal; absence; disciplinary and flexible working.

Responsible for managing proactively and efficiently in liaison with the nominated Service Accountant the budget allocated to the post-holder.

Understand fully the Health & Safety demands of the job and meet all the demands as and when required, including: attending training and conducting risk assessments; understanding corporate manslaughter rules and Working Time Regulations.

Comply fully with general statutory requirement such as Data Protection and statutory requirements specific to the Directorate.

Represent the Directorate and the Council in a professional and positive way at all times.

To take lead responsibility for specific Corporate projects or any other duties determined by the Chief Executive, commensurate with the post.

Work reasonable extra hours as and when required, including evening meetings and weekends, without remuneration, pay or time off in lieu as and when required.

This document outlines the main areas of activity and key tasks but the post-holder will be required to perform other duties as and when required.

Agreed by .................................................................. Dated ...........................................

N.B. This document does not constitute a job specification and accordingly does not purport to represent an exhaustive list of all duties. It is intended to indicate the main areas of activity and the postholder may also be required to carry out other similar tasks, as directed by his or her supervisor.