

## JOB DESCRIPTION

**JOB TITLE:** Chief Executive

**DEPARTMENT:** Corporate

**RESPONSIBLE TO:** The Council

### MAIN PURPOSE OF JOB

To work with elected members and Publica managers to provide strategic leadership on policy, performance and partnerships, and lead on delivering the council's priorities, objectives and plans, in an efficient and effective way within the resources allocated. To act as lead commissioner for all commissioned services, particularly those delivered through Publica.

### MAIN DUTIES AND RESPONSIBILITIES

- Provide strategic leadership and direction to the work, impact and overall performance of the council.
- Work with elected members and Publica managers to ensure the development and implementation of effective policies and strategies that address the needs of the Forest of Dean communities.
- Develop and maintain positive working relationships between the council's members and officers supporting the council, promoting a one-team approach.
- Foster a culture of customer-focussed performance, equality and collaborative working across services to meet the council's objectives and deliver quality customer-focused services.
- Act as a role model and to ensure Publica is leading, managing, motivating and developing staff, encouraging them to develop innovative and flexible approaches to service delivery.
- Promote good governance by upholding high standards of conduct and behaviour and ensuring there is transparency and accountability in decision making.

- Ensure that corporate risks are identified and evaluated, and that internal control processes are in place.
- Support and provide professional advice to the Council, Cabinet, Committees and all members, to enable them to act in accordance with current legislation and best practice.
- Promote the image of the council by developing and maintaining strong relations with Town and Parish Councils, the media and partner organisations.
- Develop and maintain positive relationships with people and organisations to enhance services to communities in the Forest of Dean and promote the council's community leadership role.

#### Other

- Ensure all internal and external meetings, networks and other duties that would normally be the responsibility of a Chief Executive are covered.
- Ensure that the council complies with its responsibilities under the Health and Safety at Work, etc. Act 1974.
- Promote good data quality and information security.
- Carry out such other duties as the council may reasonably require.

## ***Specific areas of responsibility (subject to change)***

### **Chief Executive**

- Perform the duties of the Head of Paid Service role as outlined in Council's Constitution
- Overall Budget
- To ensure the provision of the following services are effectively delivered through Publica:
  - Business improvement, transformation and shared services (including procurement)
  - Business continuity and risk management
  - Corporate governance – including Internal Audit
  - Line management of Statutory Officers
  - District Controller for Emergency Planning – to ensure the council's response to civil emergencies is in place.
  - Local Strategic Partnership
  - Cinderford Regeneration Project
  - Capital Programme
  - Community leadership and engagement
  - Climate change, including flood alleviation work