

Job Description and Person Specification



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

SECTION A: Role Profile

Post Title	Chief Executive	Post No	TC1
Directorate	Strategic Services Directorate		
Band and Salary	JNC Up to £180k + PRP		
Responsible to	Full Council acting through the Leader of the Council		
Location	Council House, Solihull		
DBS Check	Not Applicable		
Car User Status	<p>This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively.</p> <p>Applicants must be able to drive, have a driving licence and be a car owner, however for disabled applicants, reasonable adjustments will be made where required.</p>		

Role Purpose

Lead responsibility for high quality strategic and corporate leadership that delivers the Council's vision and priorities.

To develop and sustain effective partnerships and external relationships to enhance Solihull's reputation as a place to live and do business.

Role Responsibilities

As Head of Paid Service provide clear personal leadership, underpinned by a strong performance management culture and a business ethos.

Act as principal adviser to the Council on strategic policy, providing effective forward planning to support decision makers.

To lead and develop the Corporate Leadership Team ensuring that it provides quality strategic leadership and corporate working and a determined and focussed approach to the transformation of the Council's services.

To lead the corporate delivery of the Council's vision and priorities ensuring that these are understood and implemented across all Council services, delivering significant and sustainable improvements.

Lead and achieve an organisational culture that promotes engagement, innovation, collaboration and equality.

To inspire, motivate and develop the Council's workforce so that they have a real sense of purpose and ownership of the Council's aims and objectives and to develop a strong performance culture throughout the organisation that connects strategies to action, provides clear accountability and delivers results.

To ensure the Council's financial and human resources are planned, deployed and controlled effectively and that the Council's systems and processes and management arrangements support its strategic and operational objectives.

Budget responsibility for the Council.

To provide effective governance of the Council, ensuring that processes are in place that safeguards the Council's financial and statutory duties, proper public accountability and scrutiny of its decision-making processes.

To develop and promote strong partnerships with residents, other public sector organisations and agencies, local businesses and the voluntary and community sectors that provide joint solutions to the regeneration of the Borough, the effective delivery of services and improve the quality of life of local people.

To oversee the Council's interests in economic and social roles and land ownership, ensuring that, within the Borough, the Council is recognised as a leading agent of economic development and progress.

Through personal example, open commitment and clear action, value and celebrate the diversity of the Borough's communities, ensuring quality of access and treatment in employment and services delivery.

To work closely with the Leader of the Council, cabinet members and senior managers in developing long term strategic plans. To have overall responsibility for the delivery of the Council's high-level strategic plans.

To ensure that the Council, Cabinets and committees etc. and members receives appropriate advice for the proper exercise of their functions.

To act as Returning Officer and other specific duties associated with the Borough's electoral responsibilities.

To undertake civic and ceremonial duties as required.

To represent the Council at both regional and national level enhancing its reputation as a leading-edge Authority.

To undertake a lead role within the Council's Emergency Planning arrangements.

Any other duties that may be required that are commensurate the grading of the post.

Section B: Person Specification

	Essential Criteria
Education & Qualifications	Degree or other relevant academic or professional qualification. Evidence of continuing personal development.
Experience & Knowledge	Demonstrable, consistent achievement of strong and purposeful leadership at a Chief Executive or senior management level within a local authority or multi-functional organisation of a comparable scope, size and complexity.
	Evidence of success in personally leading the development of external relationships that have delivered tangible benefits and created a collaborative environment.
	A proven track record of successful corporate management and leading in the formulation and delivery of corporate objectives, policies and strategies within a political environment.
	Extensive experience of successful strategic financial and people management within a large complex organisation.
	A comprehensive understanding of local government and demonstrable knowledge and grasp of the national political context and current trends and developments, relating to service provision.
	Demonstrate effective relationships at regional/sub-regional level and with government departments.
Skills & Abilities	Proven ability to lead strategic change.
	The ability to demonstrate and articulate a sense of vision.
	Highly developed leadership skills that encourage commitment from others and promote a positive and motivated organisational structure.
	The ability to operate in a political environment, developing relationships with all elected members gaining trust, respect and confidence.
	The ability to maintain a strategic overview of issues affecting the Council and manage competing priorities.
	The ability to make difficult decisions in a challenging environment and to remain firm in the face of adversity and conflict.
	Excellent communication and negotiating skills and an ability to influence outcomes through effective reasoning and persuasion.
	Highly developed interpersonal skills and an ability to relate to and win the confidence of trust of staff, residents, partners and stakeholders.
	Financial and commercial awareness with strong analytical skills and a creative approach to problem solving.

	Ability to lead by example with the highest standard of conduct and integrity.
	Ability to provide clear, appropriate balanced and unambiguous advice.
	Ability to manage corporate and individual performance in a manner that raises standards and delivers measurable improvements.

Core Behaviours	Excellence - With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.
	Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working.
	Trust and Respect - You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect
	Working Together - You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve.
	Responsibility - You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions.
	Leadership - Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential.

Other Requirements	Personal conduct, integrity and credibility that commands the confidence of members, managers, staff, local communities, external partners and stakeholders.
	Commitment and determination to engender continuous improvement through change.
	Ambition to succeed and deliver results.
	Commitment to serving the community.

Reviewed by:	Adrian Cattell (Head of Human Resources)
Date:	May 2023

Section C: Additional Information

Corporate Parent Responsibilities

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

Health and Safety

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.