

Chief Executive

Location: West Offices, York with the option for some hybrid working

Responsible to: City of York Council (through the Leader and Council's Executive)

Salary: up to £177,821 per annum (plus Returning Officer fee)

PURPOSE OF THE JOB

To lead City of York Council as Head of Paid Service, delivering strong strategic leadership, high-quality services and effective city, regional and national partnerships that improve life for all residents.

PRINCIPAL ACCOUNTABILITIES

1. To fulfil the Statutory role of Head of Paid Service as defined by the Local Government and Housing Act 1989, ensuring the council operates legally, efficiently and with integrity and is 'fit for purpose'.
2. To lead and be accountable for overall service delivery, managerial and inclusive leadership across the organisation and championing the 'One Council' ethos.
3. To lead by example in championing a corporate culture of openness, continuous improvement, curiosity, innovation, transparency and ethical leadership.
4. To lead and coordinate Council services for the effective and successful delivery of the Council Plan and uphold and embed the Council's values and core principles.
5. Act as principal policy advisor to the council, ensuring Elected Members receive the highest quality advice on strategy and policy issues.
6. Work with Elected Members to set the council's strategic direction, vision and corporate priorities.
7. As Head of Paid Service and alongside the Director of Finance as Section 151 Officer, exercise strong financial management and a commitment to outcome based financial planning to ensure a balance of demand for services at the same time as managing expectations from residents, businesses, voluntary sector organisations, and partners.
8. In consultation with the Monitoring Officer and Section 151 Officer, ensure that legal, financial, procedural and other provisions governing the affairs of the council, are properly observed and that appropriate action is taken to protect the best interests of the council and manage risk.
9. Lead organisational transformation and ensure our workforce is equipped to meet future challenges and opportunities.
10. Oversee delivery of services to residents that are people focussed, high quality, accessible and value for money.
11. Secure continuous improvement in the performance of the Council whilst ensuring that robust performance management procedures are in place throughout all structures.

12. To be the Council's principal responder in the event of major emergencies and provide strong, clear, decisive, and inclusive leadership as required during emergency management situations – including participating in the GOLD rota.

REPRESENT THE COUNCIL

1. To demonstrate impactful leadership and create strong relationships with strategic partners that enable the Council to work across the local, regional and national system to achieve the greatest benefits for our residents.
2. Lead on the development and maintenance of strong working relationships with stakeholders, partners, and the community.
3. Promote and represent the voice and influence of York locally, regionally, nationally, and internationally as well as promoting inter-agency and authority working across the City to implement responsive change.
4. Ensure community engagement and consultation to deliver tangible service and financial benefits for York residents, businesses, organisations and wider stakeholders.

LEADERSHIP

1. Provide visible and dynamic leadership across the organisation, ensuring a high-performance, can-do, inclusive culture.
2. Ensure that the core values and behaviours of the Council are maintained and promoted in all activities, at all times.
3. Foster a corporate culture that promotes high quality performance, integrity and person focussed customer care in a positive work climate, enabling the Council to attract and retain a diverse and high-quality workforce.
4. Lead the Corporate Management team, strategic direction of the organisation and hold Directors to account for the performance of their directorates.

STATUTORY DUTIES AND RESPONSIBILITIES

1. Fulfil all statutory responsibilities of the role of Returning Officer and Acting Returning Officer to ensure that all elections are conducted in accordance with the law and to a high standard.
2. The Council's Registration Officer for the Electoral Register.
3. Ensure that the Council has emergency planning and business continuity arrangements in place in accordance with the Civil Contingencies Act 2004 and plays a leading role in the response to emergencies and in response to civil emergencies.
4. Have overall personal responsibility and accountability for the effective leadership for health and safety in the Council.
5. Ensure equality, diversity, inclusion and cohesion principles are embedded across the Authority and across all service provision. Provide leadership around diversity issues, ensuring that the policies and services of the Council reflect the changing needs of all of our communities and workforce. Equality of opportunity and equity should be ensured and diversity celebrated.

6. Lead and encourage others to take every opportunity to support our Looked After Children and Care Leavers in the City, through ambitious, innovative, and creative advocacy.
7. Demonstrate strong commitment and support for safeguarding the welfare of children, young people, and adults at risk. Uphold the council's commitment to environmental sustainability.

QUALIFICATIONS

1. Degree level or equivalent professional experience.
2. Evidence of continuing professional development in leadership and management

KNOWLEDGE, SKILLS & EXPERIENCE

1. A proven track record of senior strategic leadership in a complex organisation.
2. Comprehensive understanding of local, regional or national government and the wider public service economy, the national and political context within which they operate and the current challenges and opportunities they face.
3. Success in delivering large-scale transformation, culture change and performance improvement.
4. Experience and knowledge of strategic policy formulation, including influencing at a national/regional or sub-regional level.
5. Experience of working in a political environment and building trusted relationships with elected members.
6. Evidence of sound financial management skills and commercial awareness with the ability to interpret and understand complex financial and budgetary information.
7. Detailed knowledge of major legislative and other issues facing local government with a particular focus on achieving effective delivery of services at a time of significant financial challenges.
8. Evidence of successful partnership working and networking including with Trade Unions and key stakeholders e.g., citizens, voluntary sector, business communities, government, and public agencies.
9. Evidence of the ability to provide clear, strong, reflective and motivational leadership to create a high-performance culture.
10. A proven track record of and commitment to demonstrating inclusive leadership and tackling inequalities in a diverse organisation.

ATTRIBUTES

1. A strategic thinker with clear vision and strong delivery focus.
2. To demonstrate experience of significant innovation and challenge to conventional management logic.
3. A values-led leader with integrity, empathy and courage.
4. An exceptional communicator and partnership builder.
5. Politically astute and emotionally intelligent.

6. Resilient, agile and unafraid to challenge constructively.

7. Accepts accountability and holds others to account.