

JOB DESCRIPTION



POST: Chief Executive	POST NO: CX1
DIRECTORATE/DIVISION: Chief Executive	
SCALE: Local scale based on JNC for Chief Executives	
ANY SPECIAL CONDITIONS: <ul style="list-style-type: none">(a) Essential car user status(b) JNC for Chief Executive's conditions of service including three months' notice(c) This is a politically restricted post.(d) Returning Officer(e) Electoral Registration Officer	
RESPONSIBLE TO: The council through the Executive	
RESPONSIBLE FOR (POSTS): <p>Directly: Deputy Chief Executive Head of Corporate Resources Head of Planning & Economic Development Head of Governance, People & Performance Communications Manager PA to CEx/Deputy CEx</p> <p>Indirectly: All employees and services provided by the council.</p>	
MAIN PURPOSE OF POST: <p>The Chief Executive is the most senior officer, working across the Council as Head of Paid Service [fulfilling the statutory role] and is responsible for the overall leadership and management of the organisation and to act as the main link between Council Members and Officers.</p> <p>To be responsible for the overall strategic direction and leadership of the staff of the council, ensuring that the policy objectives and priorities of the council are focussed on continuous improvement and added value to ensure that service outcomes are of the highest quality.</p> <p>To engage with and influence local partnerships to create improvements in the quality of life for all those who live and work in Crawley.</p> <p>The Chief Executive acts as an ambassador for the council and must be fully engaged with stakeholders, partner organisations and the community to ensure delivery of the council's priorities.</p> <p>To operate as an inclusive leader, demonstrating authenticity and humanity, having the courage to speak up, hold people to account for their behaviours and challenge the status quo.</p>	
SPECIFIC DUTIES OF POST: <p>Strategic leadership:</p> <ul style="list-style-type: none">(a) Working with the council's Executive to develop and lead the strategic direction of the council and the town.(b) To advise the council, Cabinet and all committees on matters of policy.(c) To work with councillors to ensure that the council's purpose and priorities are rooted in customer	

experience and the whole organisation is focussed on delivering high quality services effectively.

- (d) To ensure the council meets the highest standards in promoting community cohesion and equalities.
- (e) Working with a diverse workforce to drive high performance.
- (f) Increase service productivity and innovation to deliver good services.
- (g) To act as the Returning Officer and Electoral Registration Officer

Managing the organisation:

- (a) To lead and develop an effective top team with Cabinet, Group Leaders and the Corporate Management Team working together on the strategic direction of the council.
- (b) To provide leadership and direction to the council's workforce to ensure that employees understand the strategic direction of the council and that they are engaged and focussed on what really matters to customers.
- (c) To be responsible for the governance of the council, ensuring all statutory, constitutional and legal requirements are met and the council is steered and managed to the highest standards of probity and accountability in public life.
- (d) To create and maintain a culture of openness and honesty through clear and regular communication with all employees and by role modelling the council's agreed values and behaviours.
- (e) To promote a culture of accountability where decisions are taken based on evidence and data and where risk is effectively measured and managed.
- (f) To ensure the council's budgetary processes support the council's purpose and strategic direction, including planning future allocation of resources for the long-term benefit of the council through the delivery of Medium-Term Financial Strategy and ensuring the council is actively seeking new and emerging sources of funding.
- (g) To drive the development of options for sustaining services in an era of reduced public spending by understanding the true cost of services, using clear financial measures to challenge expenditure.
- (h) To lead the implementation of the council's transformation programme and to encourage the development of income generation opportunities in line with the budget strategy.
- (i) To work with partner organisations such as the Coast-to-Capital LEP, Gatwick Diamond and the Manor Royal BID, Town Centre BID, Greater Brighton Economic Board to deliver economic development and the successful regeneration of Crawley and its town centre.
- (j) To maintain a high profile for Crawley in West Sussex by working effectively with key partner organisations and neighbouring authorities to attract external funding resources to the town.
- (k) To act as an ambassador for the council promoting the best interests of the community, the council, and the area generally at local, regional and national forums.
- (l) To ensure that the council plays an influential role in shaping any future devolution proposals that do not limit the flexibility of the Borough Council and that are in the interests of Crawley.
- (m) To work effectively with neighbouring authorities and with developers to ensure that Crawley's housing need is met.

UPDATED: July 2023

POSTHOLDER'S SIGNATURE:

CANDIDATE SPECIFICATION

(This is for information only and should be retained by the applicant)

POST: CHIEF EXECUTIVE	POST NO: CX1
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CHARACTERISTIC	SPECIFICATION	
	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
SKILLS/BEHAVIOUR	<ul style="list-style-type: none"> Acute political awareness Resilience and the ability to work effectively when there are multiple demands. Excellent communication skills and the ability to present information in a persuasive and authentic manner to a wide range of audiences The ability to win the confidence of, and forge effective relationships with, elected members, officers, community partners and the business sector Highly developed emotional intelligence and the ability to develop good working relationships Ability to lead, motivate and empower others and to work as part of a team Willing to challenge the status quo and take responsibility for difficult decisions Ability to think strategically, planning radical and creative solutions and seeing the bigger picture. Leadership skills in the management of change and transformation Champion of equality and community cohesion 	
KNOWLEDGE	<ul style="list-style-type: none"> Substantial knowledge of relevant public sector legislation, strategies, initiatives, and the direction of travel in local government Awareness of digital potential in the development of services and enthusiasm for implementing them Understanding Local Government Finance 	
QUALIFICATION AND TRAINING VERIFICATION WILL BE REQUIRED	<ul style="list-style-type: none"> Significant experience of managing people and large organisations Qualified to Degree level 	<ul style="list-style-type: none"> A relevant professional or management qualification.
EXPERIENCE	<ul style="list-style-type: none"> Track record of success of senior leadership in a comparable, complex organisation Evidence of developing and delivering high performing services, delivering organisational change and continuous improvement Being a senior leader in a democratically accountable organisation 	

	<ul style="list-style-type: none"> • Direct involvement in leading the development of policy in a politically sensitive organisation • Evidence of developing effective working between elected members and a variety of stakeholders, together with a proven ability to network successfully with external partners • Substantial successful experience of cross sector and partnership working. • Experience of successfully accessing external funding sources to deliver on projects • Experience of customer engagement and advocacy that has contributed to improving services • Experience of successfully delivering efficiencies whilst maintaining and improving services 	
<p>SPECIAL CONDITIONS/OTHER REQUIREMENTS</p>	<ul style="list-style-type: none"> • Willingness to work flexibly including attendance at evening meetings and occasional events at the weekend • On-call emergency planning/urgent response 	

July 2023