

JOB DESCRIPTION

JOB INFORMATION			
JOB TITLE	Assistant Chief Executive	POST NUMBER	
SERVICE AREA		LOCATION	St Aldates
GRADE	Hay	GRADE RANGE	Circa £90k
HOURS	Full time appointment	TYPE	Permanent
ACCOUNTABILITIES			
RESPONSIBLE TO	Chief Executive	NO. OF EMPLOYEES	10 - 15
BUDGET (£)	£1.1m		
JOB PURPOSE			
<ul style="list-style-type: none"> To assist the Chief Executive in the corporate management of the Council. To assist the Leader in his community leadership role. To lead on external affairs, corporate policy, consultation, managing partnerships. 			
<i>Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria.</i>			
QUALIFICATIONS AND EXPERIENCE	TECHNICAL KNOWLEDGE/SKILLS	BEHAVIOURAL SKILLS	
<p><u>ESSENTIAL</u></p> <p>Senior local government experience</p> <p>Experience in corporate organisation-wide roles</p> <p>Worked with a corporate management team as a member of it or in a significant corporate role.</p> <p>Experience of working with political leadership of</p>	<p><u>ESSENTIAL</u></p> <p>Managing high performance through people</p> <p>Accomplished analytical & decision making skills</p> <p>Excellent verbal & written communication, including report writing</p> <p>Ability to translate national policy direction and strategic objectives into practical local plans and action.</p>	<p><u>ESSENTIAL</u></p> <p>Idealized influence</p> <ul style="list-style-type: none"> ethical behaviour instils pride gains respect and trust champions equality & diversity <p>Inspirational motivation</p> <ul style="list-style-type: none"> sets a vision drives high standards optimistic about delivering future goals 	

<p>a council</p> <p>Experience of working with the Chief Executive on corporate policy development and implementation</p> <p>Track record of policy research</p> <p>Worked in developing wider local authority stakeholder partnerships</p> <p>Worked with the third sector</p> <p>Experience of effectively performance managing a diverse workforce & responding to diverse communities</p> <p>Experience of effective budget management and delivering cost reductions whilst improving services</p> <p>Evidence of extensive continual professional development</p> <p><u>DESIRABLE</u></p> <p>Have managed a large local government service</p> <p>Experience of children’s services and/or child safeguarding</p> <p>Experience at a national level in a policy role – either central government or third sector.</p>	<p>Practical experience in reputation management and communications</p> <p><u>DESIRABLE</u></p> <p>Able to mentor & coach senior managers</p>	<ul style="list-style-type: none"> • staff given strong sense of purpose <p>Intellectual stimulation</p> <ul style="list-style-type: none"> • challenges assumptions • takes managed risks • takes up staff ideas • creative, seeks out and introduces best practice • nurtures and develops independent thinkers • committed to learning and development <p>Individualised consideration</p> <ul style="list-style-type: none"> • Shapes management behaviour dependent on staff member • Mentors and coaches • Supportive and empathetic • Challenges • Provides feedback, and utilises appropriate rewards and recognition <p>Looking out & delivering</p> <ul style="list-style-type: none"> • Works collaboratively and actively promotes partnerships • Builds effective relationships and resolves conflict • Develop and promote customer focused solutions • Manages conflicting and competing priorities effectively, with resilience to keep management performance on track during periods of uncertainty and change. <p><u>DESIRABLE</u></p> <p>None</p>
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MAIN DUTIES AND RESPONSIBILITIES (10-15 MAX)

To be a member of the Council's Corporate Management Team with collective responsibility for the managerial leadership of the Council

To be accountable to the Chief Executive for the following functions, ensuring the development and support of operational managers both within and outside the service and objectives and targets are delivered

- Community Strategy and Partnerships (including reviewing and developing structures and governance)
- Lead Policy Officer
- External Affairs
- Communications
- Corporate Consultation
- Corporate Plan
- Research
- Business Partnerships
- Support the Executive Director of Community Services work on safeguarding adults and children
- Children & Young Peoples' Plan
- Community Engagement Plan
- Oxford Strategic Partnership (Vision and Economic Growth Strategy)
- Mental Health & Wellbeing

To ensure Members of the Council are supported in their leadership & community roles

To author the Corporate Plan and Community Strategy

To oversee major corporate policy and strategy reviews

To contribute to corporate programme boards which develop strategy and policy, implement programmes and projects and monitor performance

To manage the Corporate Management Team work plan

To ensure that a system of continuous review and improvement is embedded within the Service so that 'traditional thinking' is challenged and innovation pursued.

To be accountable for those budgets related to the Service, ensuring compliance with the Council's Constitution and Standing Orders and that the Council receives value for money from its expenditure.

Creating a corporate stakeholder engagement plan and overseeing its implementation

Develop the Council's approach to reputational management, putting together campaigns and strategies to raise the Council's profile nationally and locally

Candidate Screening	Rehabilitation of Offenders Act 1974 Applies	Criminal Records Bureau Disclosure Enhanced
Politically Sensitive Post	Yes	

This job description is written at a specific time and is subject to change as the demands of the business and the role develops. The role requires flexibility and adaptability and the employees of the Council need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.