

## HINCKLEY AND BOSWORTH BOROUGH COUNCIL

## JOB DESCRIPTION

## CHIEF EXECUTIVE

**Accountable to:**

**Accountable for:** Director (Community Services)  
Director (Corporate Services)  
Director (Environment and Planning)

**Grade/Salary:** £110,000pa

**Standard hours of work:** 37 hours per week

**Job purpose:** To lead, inspire and manage the Senior Management and Staff of the Council to deliver the Council's vision, values and objectives, ensuring that all resources are used effectively in a co-ordinated approach to delivering excellent customer services to residents.

To work in partnership with Members to provide leadership, strategic direction and change management to the Council.

To be an ambassador for the Council and ensure it is fully engaged with its stakeholder and communities.

To be the Head of the Council's Paid Service

**Principal responsibilities:**

- To lead, guide, support and advise Members on the development and implementation of Council policy and management for the organisation, pursuing the vision, strategic goals and priorities of the Council, through direction of the Senior Management Team.
- Create a culture of continuous improvement and act as a role model to inspire all employees to promote the values of the Council and present a positive image to the community.
- Inspire and shape the organisation to deliver effective and efficient services through a framework of performance management.
- Promote learning and development and support a performance management culture.

- Promote the development of effective policies in response to the changing demands imposed by legislation, government intervention and service demands.
- Maintain and develop effective partnership arrangements with both internal and external stakeholders, promoting a positive image of the Council and the Borough as an effective service provider and as a place to live and work.

### **Member Relations**

- Act as principal advisor on policy and support Members in policy formulation consistent with effective, financially prudent and legal administration.
- Establish and maintain effective working relationships with the Leader of the Council and all Members.
- Work with political understanding and sensitivity and promote a culture of political awareness which helps translate political will into appropriate future strategies.

### **Service Delivery**

- Ensure that all service delivery is customer focused and delivered within a framework that supports valuing diversity, inclusion and access across the whole of the Borough area – both urban and rural.
- Provide a framework within which to challenge service provision ensuring that effective and efficient services are delivered to the community.
- Provide good value for the community with efficient and cost effective services, through maximising resources, incorporating best practice and utilising new technology and innovation.
- Ensure that service delivery is supported by a comprehensive performance management system that tracks the implementation of corporate priorities and objectives.

### **Valuing Diversity**

- Promote the Council's commitment to valuing diversity and providing equal access to service delivery, ensuring that all residents and service users are treated with fairness, equity and respect.
- Take the lead in ensuring that internal management and service delivery takes proper account of equalities/diversity implications.