

Job Description



Post Title: Chief Executive	Post Grade: Chief Executive
Location: Town Hall, Bury	Post Hours: 37 hours
<p>Special Conditions of Service:</p> <ul style="list-style-type: none"> • The post holder is required to work during the evening and weekends as necessary. • The postholder will act as the Electoral registration and Returning Officer. • The postholder will also undertake the role of Place Based Lead for health and Care Integration for the Bury locality under the direction of NHS Greater Manchester 	
<p>Purpose and Objectives of Post:</p> <ol style="list-style-type: none"> 1. As Head of Paid Service, provide strong leadership, strategic direction and inspire, lead and manage the Council's Executive Team ensuring that a collaborative approach is taken to the provision of high quality, cost effective, efficient, professional services and the running of the Council. 2. Champion and drive the delivery of Bury's Let's Do It Strategy for 2030 and the overarching vision of achieving higher than average levels of growth and lower than average levels of deprivation across the borough 3. As principal advisor to the Leader of the Council and Elected Members give advice at Council, Cabinet and other meetings and ensure proactive and effective forward planning and organisation to enable delivery of the Council's priorities both strategically and day-to-day 4. Develop, maintain and proactively build upon effective relationships between all Elected Member, Council Staff and key partners across the public, private and not for profit sector 5. Be accountable for the Council's effective performance, financial health, adherence to legislative requirements and good governance. 6. Take the lead role in Bury's economic development, regeneration and growth. 7. Proactively represent the Council locally, as part of the Greater Manchester sub-region and nationally, championing the organisation and locality 8. Act as Electoral Registration Officer and Returning Officer. 9. As Place Lead for Health and Care Integration, be responsible for driving the local integration of health and social care and connecting this to wider public services to address the social determinants of health, with the purpose of improving health outcomes, improving the quality of care, reducing health inequalities and maximising the value of public resources 10. At all times act in accordance with the behaviours and approaches expected of a public servant as described by the Nolan Principles 	
Accountable to: The Council, Cabinet.	
Immediately Responsible to: Leader of the Council, Cabinet.	
Immediately Responsible for: Executive Team.	

Relationships: (Internal and External)

Elected Members, Members of Executive Team, All employees of the Council, Trade Unions, Other Greater Manchester Authorities including the Combined Authority, Existing Bury Businesses, Potential Bury Businesses, Bury's VCSE organisations, Government Departments, Partners within the Borough and across Greater Manchester in the Public, Private and Voluntary Sectors, Bury Residents.

Control of Resources:

Responsible for all the Council's assets.

Duties/Responsibilities:**Leadership of the Council**

1. Advise the Leader of the Council, Elected Members, the Council and Cabinet in all Policy and other matters and the development and delivery of the Council's strategic objectives, priorities, policies and values.
2. Develop, evaluate and implement management and organisational structures which will allow the Council to achieve its strategic direction and deliver its objectives and priorities.
3. Formulate and deliver strategies for the development of the Council as a progressive, innovative and effective organisation in keeping with the principles of the Bury 2030 Strategy
4. As Head of Paid Service under the Local Government and Housing Act 1989, act as a role model and provide vision, strong leadership and direction to the Executive Team. Drive a performance culture, direct, motivate and inspire senior managers to work collaboratively taking a one Council approach to deliver high quality, cost effective, efficient and professional services to the residents of the Borough.
5. Ensure the effective discharge of the Council's safeguarding duties through oversight and joint working with the statutory Directors for Children's Services and Adult Social Care
6. Lead the Council's Officer level participation in the governance and development of Greater Manchester, negotiating the best outcomes for the Borough and driving through change and public service reform. Provide strategic direction for systems and workforce transformation and the Locality vision in line with Council priorities.
7. Lead the Borough's economic development and regeneration identifying investment and commercial opportunities and driving their realisation and delivery
8. Actively and personally manage and promote relationships between partners and communities within the Borough, engaging proactively and openly with Bury residents to co-design ways of working and inform Council approaches and priorities.
9. Ensure the Council's finances, resources, assets and their risks are managed appropriately and effectively and the Council is receiving and delivering value for money services.
10. Ensure the effective transformation of Council services to take advantage of any and all opportunities for innovation to support effective and best value service delivery.
11. Provide effective leadership to the staff of the Council, setting a personal example in the management of staff and development of effective policies and practice. Promote effective, professional relationships through strong communication between staff and elected members and sound employee relations with the trade unions

12. Promote the image and reputation of the Council and enhance its influence through constructive relationships with local and national private, public and voluntary sector organisations and the maintenance of effective partnership arrangements
13. Champion inclusion across the organisations and the borough and ensure equality and diversity are at the heart of the Council's approach to service delivery
14. Support the Mayor in their range of activities.
15. Act as Electoral Registration Officer and Returning Officer.
16. Act as strategic lead in the Council's response to a major incident, in conjunction with statutory partner organisations.
17. Ensure the Council meets its requirements for civil contingencies; health, safety and welfare; and its other statutory obligations.

Health and Care in Bury

1. Convene the place-based integrated care partnership, and facilitate priority-setting, strategic alignment and decision-making between organisations across multiple sectors.
2. Be the accountable officer for delegations from GM NHS Integrated Care to the place-based partnership.
3. Be a member of the wider system leadership team, and have influence over NHS financial resource allocation across Greater Manchester and specifically within Bury.
4. Lead the local GM NHS Integrated Care employed team, and work with partner organisations to develop and support a "one team" approach including purposeful arrangements for effective clinical and professional care leadership across the place.
5. Listen to the voice of our communities - Ensuring our place-based partnerships are developed by listening to the voice and lived experience of our communities
6. Be responsible for the management and deployment of people who are allocated from both GM NHS Integrated Care and wider partners to form the place based integrated care team.
7. Ensure that partners work together to deliver on required outcomes and agreed ambitions.
8. Work closely with the statutory officers in NHS Trusts, Adults and Children's Social Care and Public Health to support the full range of contributions to integrated care and population health.
 - As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
 - Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
 - As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

PERSON SPECIFICATION

Chief Executive

Core Capabilities for the Post			
Commercial Thinking & Analysis	√	Planning	√
Customer Service	√	Developing Self & Others	√
Delivering Results	√	Teams, Networking & Partnerships	√
Values, Ethics & Diversity	√	Adapting to Change	√
Delivering a Quality Service(Continuous Improvement)	√		

SHORT LISTING CRITERIA	ESSENTIAL
Qualifications and Development	
Relevant degree or professional qualification	√
Evidence of relevant career progression in senior roles of increasing scale and complexity	√
Extensive evidence of continuous professional development (CPD)	√
Experience	
Significant experience at chief executive/director level within an organisation of comparable scope, size and complexity	√
Experience of operating in a sensitive political context and providing clear, balanced advice to a wide range of stakeholders	√
Experience of providing strategic direction and strong leadership to senior managers and elected members	√
A proven track record of success and achievement in delivering transformational, organisational and cultural change within a comparably complex organisation	√
Experience of successfully formulating, implementing and delivering innovative, complex strategies that deliver sustainable and successful outcomes	√
A proven track record of developing effective strategic partnerships and networking with and challenging a wide range of key stakeholders to deliver inter organisational objectives	√
Experience of effective strategic budget management in a comparably complex organisation and of identifying commercial opportunities.	√

Knowledge and Skills	
A detailed knowledge understanding of the sector and challenges and opportunities it faces including the regional and sub regional context and Bury's role within it including a detailed understanding of major legislative issues facing local government	√
Ability to develop, manage and maintain credible relationships with the community, key stakeholders, and partners	√
Extensive knowledge and understanding of Devolution, Public Sector reform and the agenda to transform locality systems and workforces and the implications for the Council	√
Ability to lead by example, coach, mentor, inspire and motivate people to provide excellent, professional, value for money services	√
Ability to proactively network with local and national contacts and build effective strategic partnerships with external organisations to deliver the strategy and priorities	√
Able to identify future influences and opportunities and encourage the identification of alternative and diverse models of delivery.	√
Ability to identify and drive the implementation of appropriate digital interventions as a tool to drive innovation and culture change	√
Ability to understand and manage risk and effectively develop and deploy risk mitigations	√
Ability to show resilience and resourcefulness in the face of highly complex challenges	√