

Job description and specification

Job Title: EXECUTIVE DIRECTOR – CORPORATE SERVICES

Service: Corporate Services

Grade: D

Reports to: Chief Executive Officer

Location: Sandbach

Your job

You will be responsible for strategic leadership and operational performance of the range of 'core' business enabling functions which underpin the delivery of Council services and responsibilities. These include Finance & Customer Services, Governance & Compliance (including Legal, Audit & Risk and Democratic Services) and Corporate Transformation (including HR, ICT, Business Change, Communications and Performance). You will lead a team of qualified and experienced managers to provide effective advice and guidance to the wider leadership team, to support the delivery of their business objectives.

In this job you will

- Be a member of the Executive Management Team, providing outstanding strategic leadership, vision and direction to a portfolio of services.
- Lead and direct the effective delivery of a range of business support activities providing enabling support, guidance and advice to the wider leadership team.
- Lead and direct the continuous development of integrated support services to meet the needs of the Council's business objectives.
- Lead the successful development and achievement of the Directorate's business plan and key objectives within the agreed budget framework through effective risk management.
- Drive the delivery of the Council's transformation programme for positive business change, ensuring significant organisational development to provide future-facing, cost effective and appropriate expertise, skills and training to the workforce.
- Provide clear professional leadership and collaborative working with partners and local partner agencies to establish and deliver a framework to meet shared strategic objectives.
- Provide professional leadership to ensure the Council's key income streams of business rates and council tax are effectively set and collected and that benefit payments are made in compliance with regulations.
- Direct the provision of an effective Council-wide information and Communication Technology infrastructure, which supports the Council's operating model and service delivery outcomes, leading the development of the Council's Digital Strategy.
- Lead and develop the provision of robust and legally sound procurement and contract management processes and procedures in support of the Council's commissioning activities.
- Lead and co-ordinate robust arrangements to provide effective decision making and good governance through the provision of professional Legal, HR and Finance advice to officers and Members.

- Direct the delivery of an effective internal audit function, aligned to a proficient risk management process and good governance arrangements providing assurance on the overall governance and control framework of the Council.
- Direct the Council's business intelligence and performance functions to enable proactive, innovative and responsive services to be delivered by all Directorates.
- Role model positive leadership behaviours, empowering, engaging and encouraging your teams to live the Council's values and behaviours, to facilitate achievement of the Corporate Vision. Adopt an influential role in enhancing performance and efficiency across the Council, working effectively with lead Members and Council officers.

From time to time you may be asked to undertake work as may be determined by the Chief Executive. This will be up to or at a level that is consistent with your job role. This supports our joint commitment in our employee deal to work together as one team and one council to deliver the best service for our customers and communities.

In this job you will need

You must be able to demonstrate the following essential requirements:

- A clear understanding of the corporate statutory functions within local authority service delivery.
- Significant experience working in large, complex organisations and political environments.
- A degree level or equivalent and a relevant professional qualification
- Extensive experience in leading and managing the range of organisational enabling services at a senior level.

Our culture

For us, it is not just about our achievements as an organisation, but about how we do it. At Cheshire East Council we are working for a brighter future together so we:

- **have a shared purpose**
- **are supported and well led**
- **are treated fairly and highly valued**
- **succeed together**

This is all underpinned in our employee deal and everyone is expected to uphold their commitments by living by our values and demonstrating our behaviours.

Our Vision, values and outcomes

Vision

The Vision for the Council is that it will:

- celebrate the diverse and distinctive places and communities in the borough, working with them to achieve their hopes and aspirations
- be led by strong and responsible leadership who are committed to public service and rooted in their communities
- have valued staff who are proud ambassadors for the council
- Actively listen to and engage our communities, neighbouring councils and partners.
- be a business-like, financially independent council which enables residents and communities to become more self-sufficient
- take decisions for the long-term, investing in the future and responding to changing circumstances

Values

- Flexibility
- Innovation
- Responsibility
- Service
- Teamwork

Outcomes

Six key outcomes for the Council:

1. Our Local Communities are strong and supportive.
2. Cheshire East has a strong and resilient economy.
3. People have the life skills and education they need in order to thrive.
4. Cheshire East is a green and sustainable place.
5. People live well and for longer.
6. A Responsible. Effective and Efficient Organisation

Your COMMITMENT

Shared purpose

- Bring a positive and can do attitude into work
- Be proactive and always responsive to our customers and communities
- Work responsibly and ask for help if you need it
- Tell us if you see or experience anything that is inappropriate or wrong

Well led

- Be honest and reliable
- Get involved, keep informed, make suggestions and share your ideas
- Embrace technology and new ways of working

Valued people

- Participate fully and make helpful contributions to team meetings
- Be respectful of others and work flexibly and collaboratively with colleagues and partners
- Care for your health and well-being enabling you to maximise your attendance at work
- Value helpful constructive feedback and act upon it

Succeeding together

- Take the opportunity to learn and develop
- Be supportive and appreciate others
- Work together as one team and one council to deliver the best service for our customers and communities

Our COMMITMENT

Shared purpose

- Provide a safe and positive working environment
- Setting clear performance objectives with realistic timescales for delivery
- Having fair and efficient policies and procedures in place and applying them consistently
- Listen, respond and act appropriately when you tell us about something that is inappropriate or wrong

Well led

- Provide honest, respectful and responsible leadership
- Be fair, consistent and timely in our decision making
- Work with you, enabling you to do your best work every day with the right resources, tools and technology

Valued people

- Have regular, useful team meetings, keep you informed and provide an opportunity for everyone to share their views
- Treat you as individuals, be respectful, flexible and supportive
- Care for your health and well-being
- Provide you with regular, meaningful and constructive feedback on your performance through one-to-ones and performance review meetings

Succeeding together

- Offer you opportunities for learning and developing
- Recognise and value your hard work and contribution
- Work together as one team and one council to deliver the best service for our customers and communities

Working for a brighter future together

