

Chief Executive

Join us – make a difference in our communities

West Sussex as an area is rapidly changing with increasing pressures from our demographics, continuing challenges to provide our residents and communities with greater levels of choice to support improved outcomes in their lives and of course we need to do this within tighter financial constraints. We recognise therefore that our organisation, working with and alongside our partnerships, needs to fundamentally change.

Within this context, West Sussex County Council is committed to putting Children First and improving the services in everything we do. We are clear that the positive change we want to achieve for our children will require everyone to work together, across the council, and partner agencies that all have a vital role in creating the environment where good practice can flourish.

By working together with our partners, we intend to ensure consistently high standards in the care, protection and opportunity we provide to children, enabling the best possible outcomes. The service has recently received significant financial investment in recognition of the challenges that it faces in the context of a very recent Ofsted ILACS inspection. Plans are in place to address these challenges, but we need to move at pace.

About the job

West Sussex County Council is seeking a Chief Executive with outstanding visible leadership qualities and with the drive to deliver on our promise to deliver excellent services in a period of unprecedented change and opportunity.

You'll act as the chief adviser to the Leader, Cabinet, the County Council and its Committees and to act as the Head of Paid Service. You'll provide strategic leadership for the Council and ensure the delivery of its ambitions.

You'll provide visible and inspirational leadership to the Corporate Leadership Team, Corporate Management Team and all staff to ensure innovation in achieving outcomes for the residents of the County. You'll represent the County Council at regional, national and international levels.

What you'll need to succeed

You'll need to be able to think laterally, beyond traditional boundaries, to solve problems. You'll be an innovate thinker able to take action and make decisions to achieve goals. You'll be a visible and engaging leader who will easily obtain and maintain the trust of individuals.

You must be transparent in your approach and credible with evident integrity. You should also be resilient and able to work in a challenging political environment.



Job details

Grade: Senior Management Group (SMG)

Directorate Group: Chief Executive

Location: County Hall, Chichester

Required experience and skills

(These will be used as the shortlisting criteria)

Key Skills:

1. Have strategic vision and focus on delivery with the ability to set and achieve challenging objectives and targets.
2. Have exceptional influencing, persuasion and negotiation skills with the ability to relate to and communicate with people at all levels within the County Council and externally, including the media, partners, government and other outside agencies.
3. Determine and maintain the pace of change and deliver improved services within a pressurised and challenging financial context.
4. Have visible leadership skills with the ability to inspire others and in a partnership context ensuring the delivery of effective cross-organisational outcomes.
5. Have the ability to work effectively with others with a focus on delivery and promoting collaborative working across the County Council.

Qualifications and/or experience:

- Have demonstrable and significant leadership and senior management experience in a large complex public, private or voluntary sector organisation.
- Have a proven track record of delivery, innovation and change.
- Substantial track record of giving advice to and building relationships at senior levels with Elected Members and/or Board Members.
- Have experience of building organisational effectiveness and creativity.
- Demonstrate drive and be capable of taking a leading role in initiating action and ensuring effective delivery.
- Demonstrate probity, integrity and ethics.
- Display and promote commercial/business awareness and the ability to gain and sustain community/customer confidence.
- Demonstrate political awareness and the ability to effectively advise and guide Members.

Key responsibilities

To act as the head of the Council's paid service, being responsible for the overall management of the County Council including the provision of the highest quality advice to the Cabinet, Select Committees and all members in their various roles.

To ensure the delivery of the Council's Future West Sussex Plan and ensure a culture and approach which fosters customer focus, employee engagement, accountability and innovation.



Job Description & Person Specification



To ensure that the Council's aspirations, strategies and plans are communicated internally and externally.

To provide inspirational and visible leadership to all managers and employees, developing an organisation that will embrace and deliver change.

Ensure the development of the workforce and ensure that the expertise, skills and potential of staff is realised, within a supportive learning environment.

To ensure the Council has effective relationships with all partners and these are developed and nurtured.

To represent the County Council at a regional, national, and European level, driving partnership working to ensure the development of joint agendas, to support the Council's aims and promote its profile.

Ensure the County Council operates within an effective governance framework ensuring the legality of the Council's operations and maintenance of ethical standards.

Ensure the resources of the County Council are utilised effectively to maximise efficiencies.

Ensure the Council's efficiencies are realised in a way that provides for long-term planning, as well as the Council's commitment to value for money.

To provide leadership and effective delivery in the implementation of emergency management and business continuity processes.

To lead the development of effective interventions for sustainable organisational development and the management of change within the Council in line with the policies and priorities of the Authority.

To advise the Chairman of the County Council on relevant matters and ensure the necessary support for official functions.

To undertake any relevant role, legally or as otherwise may be required of a County Council, including taking up external Board appointments in connection with the Office.

To drive forward and exemplify the Council's approach to diversity and equalities.

Our Values

You will lead, promote and demonstrate the values of our organisation.

- Trust and Support
- Listen and Act Upon
- Customer Centred
- Honest and Realistic
- Genuinely Valued

You will lead, promote and demonstrate the cultural ambition of our organisation:



Job Description & Person Specification



"We have an inclusive and supportive culture, work in partnership and reward individual and team contribution."

JD Code: SMG

Date: February 2021

