Job Description

Post Title: Chief Executive

Grade: Strategic Management Group Level 1

Accountable to: The post holder is accountable to the Leader of the County Council and, thereby, to the whole County Council, for the performance of duties.

Accountable for: The post holder is responsible as Head of Paid service for all staff within the County Council

Location: County Hall, Chichester (with travel within West Sussex and nationally)

Role Purpose

- To act as the chief adviser to the Leader, Cabinet, the County Council and its Committees and to act as the Head of Paid Service.
- To provide strategic leadership for the Council and ensuring the delivery of its ambitions.
- To 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.
- To represent the County Council at regional, national and international levels.

Key Accountabilities

The specific accountabilities of this role may alter from time to time in order to meet the needs of the organisation, but accountabilities will include or be equivalent in nature to those listed below:

- 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.
- 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.