

Assistant Chief Executive

Join us – make a difference in our communities

West Sussex County Council is on an improvement journey that places residents, customers and partners at the heart of everything we do. In the past year we have supported people through the Covid-19 pandemic, made significant improvements in Children's Services and Fire and Rescue Services, and have developed our corporate infrastructure including a new corporate plan (Our Council Plan 2021-2025), budget and frameworks for business planning and corporate performance.

We want to sustain this progress for the longer term and are looking for an experienced senior leader to build on our achievements and take us further.

About the job

This is a new senior leadership post within the Council that sits on the Council's Executive Leadership Team. You will lead the alignment, development, and delivery of a new strategic function at the heart of the Council, bringing together policy and change support, communications and performance into a new team that enables the organisation to deliver on the commitments set out in Our Council Plan.

You will be responsible for bringing together these previously separate functions into a team that effectively combines its skills and capabilities to ensure we deliver on our priorities and communicate proactively our success and progress. The postholder will ensure that these strategic functions collaborate effectively with service teams, leading and supporting in equal measure innovative service design and delivery

You will lead and drive a culture of continuous improvement for our organisation as part of the Executive Leadership Team enabling and supporting the organisation to achieve its outcomes and ambitions with innovation and creativity.

What you'll need to succeed

To be successful in this role you will need to have exceptional influencing skills, demonstrable experience of strong business planning, be great at relationship building and partnership working combined with the ability to support and coach your teams to achieve their full potential. You'll need to be able to work at pace and be comfortable in working with ambiguity as you shape and define this new role.

JD Code: H142

Date: Jun 2021



Job details

Grade: SMG3

Directorate Group: Chief Executive's Office

Location: Chichester with smarter working arrangements

Politically Restricted Post: Yes

Accountable to

Chief Executive

Required experience and skills

(These will be used as the shortlisting criteria)

- Experience at senior leadership level within a local authority, government department or agency with comparable: scope and ambition; complexity of responsibilities; political engagement, budget, and resources
- Successful track record in delivering change at scale within large, complex, customer-focused organisations
- Understanding of the unique communications challenges of large, complex public sector organisations
- Successful track record of providing advice, guidance, shaping, and supporting initiatives at a senior level and in a political environment
- Successful experience of building effective, productive, and collaborative working relationships, both internally and externally, with a diverse range of senior stakeholders including in a high-profile political environment
- Management qualification or willingness to attain one through our apprenticeship programme.

Key responsibilities

- To lead the development of a new strategic function at the heart of the council that combines strategic policy development, corporate communications, data and insight, continuous improvement and change, and performance management. To provide clear advice and guidance to the Leader, Chief Executive and Members on communications, ensuring consistency and clarity of messages to support the creation and development of the council's overall narrative and specific communication activities
- To oversee the management of the Council's corporate branding and reputation
- To lead the annual business planning process to support the ongoing implementation of Our Council Plan during its four-year cycle (2021/22 – 2025/26)
- To lead the annual review of progress against Our Council Plan and update the plan as needed to reflect the priorities of residents

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Job Description & Person Specification



- To lead and support all council delivery activity, designing and developing appropriate tools and working with service delivery teams to test and develop new models of delivery of change in a way that empowers and develops innovative approaches and creative solutions
- To help ensure the council is properly represented in its discussion with local, regional, and central Government.

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:

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

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