

CHIEF EXECUTIVE

Halton Borough Council
resourcing@halton.gov.uk

SALARY GRADE: Chief Executive - JNC

WORKING AT HALTON

All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:

- Working Together – building fantastic relationships with colleagues and customers
- Continuous Improvement – keeping great service delivery at the heart of everything we do
- Personal Growth – learning, growing and developing ourselves
- Accountability – doing what we say we are going to do
- Inspiring Leadership – positive roles models and leading by example

To read more about our values, click [HERE](#)

We are immensely proud that when asked what's great about working for Halton, the most popular response from our workforce has been 'our colleagues'.

Aside from working with a great team, our employees have access to a fantastic range of benefits, including:

- A generous annual holiday allowance of 44 days per year (including bank holidays) for this role
- Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
- 3 x Salary Life Cover via Local Government Pension Scheme
- Investment in your personal development
- Free Car Parking at HBC sites
- Flexible / hybrid working arrangements available
- Extensive employee benefits platform including discounted shopping, car leasing, gym memberships, wellbeing hub and Employee Assistance Programme.
- Essential Monthly Car User Allowance

For further information about all the benefits we offer, please click [HERE](#).

ABOUT THE JOB

As Head of the Council's Paid Service, you will provide overall leadership and management of the Council and its workforce while ensuring the effective delivery of Corporate Governance. You will offer clear and strategic advice to the Leader of the Council, the Executive Board, the Council, and, where appropriate, individual Members, supporting the identification and development of key policy objectives and priorities. You will lead decisively, inspiring the Council's Management Team and officers to work in a coordinated and corporate manner. Fostering a culture to work towards the Council's vision, values and objectives ensuring that all available resources are managed and deployed effectively to deliver excellent customer service for everyone who lives, works in, or visits Halton.

You will actively participate in and support the work of the Liverpool City Region Combined Authority, as well as engage with the Cheshire & Warrington Sub-Region, contributing to the achievement of outcomes agreed with Government. You will drive improvement across all areas of life in Halton by building and managing effective relationships with Government, public agencies, health partners, Police, Fire and community bodies, neighbouring Councils, the business sector, and the voluntary and community sector too. As an advocate and ambassador for the Council, you will foster strong partnerships with stakeholders and communities to strengthen the Council's community leadership role.

More specific responsibilities include:

- Establish and drive forward a corporate management style and identity, underpinned with a high performance management culture which reflects the Council's Vision and Values.
- Support Members of the Council in developing their vision and priorities and advise the Council on the most appropriate response to internal and external pressures for change.
- Creatively determine the most effective utilisation and deployment of resources (Human, Physical and Financial) in order to implement the Council's priorities and statutory responsibilities within allocated budgets.
- Ensure the paid service is organised optimally to deliver agreed strategy and lead and co-ordinate significant programmes of change to the Council's organisation, culture and structure.
- Ensure that robust Finance, Audit, Health and Safety and Scrutiny arrangements are in place and that the Council's assets are adequately safeguarded and maintained.
- Ensure that all relevant Strategic Plans, policies and statutory requirements are effectively developed, implemented and regularly reviewed.
- Establish, build and maintain effective corporate management and communication systems and processes, in collaboration with senior colleagues, to ensure the whole workforce is fully aware of their respective roles, functions and responsibilities and changes to legislation or Council policies.
- Promote a culture of staff development through continuous professional development, training and organisational development programmes.
- Actively promote the role and influence of the Council at local, regional and national level as appropriate.
- Ensure full compliance with corporate policies and processes by management and staff across the Council and actively promote and encourage the adoption of Council policies and initiatives.
- Create a culture of continuous improvement and innovation and act as a role model to inspire all employees to promote the values of the Council and present a positive image to the community
- Act as principal policy adviser to the Liverpool City Region Combined Authority on assigned portfolio responsibilities.
- Collaborate with colleague professionals in the Cheshire sub-region to deliver key objectives as required.
- Contribute professional knowledge and expertise to the improvement of the Local Government sector in general.
- Undertake any other duties and responsibilities which may be assigned by the Council.
- Undertake the statutory responsibilities attached to the Chief Executive's role.
- Fulfil the role of Returning Officer for the Borough in local, sub-regional, regional and national elections and referenda, as required.

ABOUT YOU

Educated to Degree level or equivalent standard of general education that may include an honours degree or postgraduate Qualification, you will have evidence of continued professional development in a senior public sector role.

A recognised management qualification, e.g. MBA is desirable.

In addition you will have:

- Substantial and consistent leadership and managerial achievement at senior level in a local authority, or comparable organisation.
- Experience of preparing, managing and controlling complex budgets and of the deployment of resources to achieve corporate objectives.
- Demonstrable experience of leading major organisational and cultural change through origin to delivery and beyond.
- Evidence of improving performance, delivering positive outcomes and establishing and maintaining a strong performance culture to add value.
- Successful track record of effective partnership working and networking with key stakeholders.
- Experience of successfully managing issues that attract a high level of media attention.
- Evidence of leading and delivered a range of high-level projects to the benefit of local communities.
- An understanding of the statutory role of local authorities and of national and regional policy issues which relate to local government, with experience of developing strategies and solutions to address these effectively.
- Thorough knowledge and understanding of relevant legislation, national policy issues and best practice.
- Knowledge of strategic and corporate management with a detailed understanding of the public sector at local, sub-regional, regional and national levels, including the modernisation agenda.
- Clear and contemporary understanding of the political context at national, regional and sub-regional levels.
- Understanding and evidence of role modelling equality of opportunity and fairness.
- The ability to maintain a strategic overview while providing oversight of operational delivery.
- Effective communication, negotiation skills and the ability to influence outcomes through reasoning and persuasion.
- The ability to analyse situations, assess risk and make sound decisions with broad political judgement and sensitivity at local, sub-regional, regional and national levels.
- Strong analytical skills, with the ability to focus, co-ordinate, implement and monitor effective corporate strategies that deliver results.
- The ability to gain the confidence of elected Members, colleagues and partners, building sustainable and productive relationships with enhanced interpersonal skills to operate with sensitivity, engaging Members, staff, partners, business leaders, community and voluntary sector stakeholders, residents and visitors.
- Ability to deal with complex, contentious and confidential issues, demonstrating awareness and understanding of relevant policies, protocols and statutory requirements.
- Ability to coach and mentor colleagues and peers, both inside and outside of the organisation, to promote excellence in the delivery of public services.

This post is Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

This post is required to participate in the Council's incident manager rota and may be called in to assist during an emergency situation when an incident is declared.

As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.
