

PERSON SPECIFICATION – CHIEF EXECUTIVE

Guidance Note

It is essential that in your written application / CV you give evidence of examples of proven experience in each of the following selection criteria listed in Section 1 of the person specification. These responses will be developed further along with the criteria under Sections 2 & 3 with those candidates invited for initial interview.

Section 1 – Experience

1. Successful and consistent achievement of strong and purposeful leadership in corporate management and strategic policy formulation as a Chief Executive / Director in a Local Authority or organisation within another sector of comparable scope, complexity, size, responsibility and resources.
2. Demonstrable and significant experience of leading, empowering and supporting a diverse group of professionals in a comparable and complex organisation, to deliver high quality outcomes and resolve issues.
3. Evidence of success in generating and leading major organisational and cultural transformation to create high performance in a complex and demanding environment.
4. Evidence of experience in the development of a culture of high performance which puts customers first and empowers and values colleagues, as well as setting objective measures to ensure the provision of quality services.
5. Experience of operating flexibly and effectively within the democratic process, with the political acumen and skills to develop positive and respectful working relationships with Elected Members to command respect, trust and confidence.
6. A record of innovative achievements in partnership and joint working, building positive and productive relationships with external bodies, business, the community and statutory or non-statutory bodies.
7. Significant and successful involvement with the media in the promotion and maintenance of the corporate reputation of an organisation.
8. Experience of representing an organisation at a regional and national level on a range of strategic agendas.
9. Successful and extensive experience of the strategic development, management and control of large complex financial plans and budgets, including the evaluation of competing priorities.
10. Evidence of success in promoting equal opportunities and delivering best value through innovation and integrated customer and community focused service provision, recognising and celebrating the diversity of the community and the workforce.

Section 2 – Ability, Skills and Knowledge

1. The credibility to provide visible leadership and work collaboratively to deliver outcomes for citizens, customers and stakeholders, while empowering, enabling, motivating and developing the Council's workforce and fostering a positive organisational culture.
2. An ability to demonstrate a strategic understanding of the impact of the modernisation agenda in local government and current economic climate and the implications and opportunities for the Council.
3. The ability to develop and maintain effective partnership arrangements both internal and external to the organisation.
4. Highly developed analytical, problem solving and negotiating skills with the ability to produce practical and creative solutions to ensure the achievement of corporate and strategic objectives.
5. Financial and commercial awareness with the ability to act with creative and entrepreneurial flair.
6. Political awareness and knowledge of the factors which ensure successful working in a political environment and the development of effective relationships with Elected Members, along with the ability to provide timely and accurate information to enable Members to make informed and effective decisions.
7. A high level of judgement in terms of leadership and decision making, as well as the ability to develop trust with an engaging, collaborative and inclusive way of working.
8. An ability to communicate effectively to a wide range of people and organisations, together with a high degree of skill in using and improving communication networks within a large multi-disciplined organisation.
9. Highly developed networking, negotiation and influencing skills which are supported by outstanding advocacy, oral, written and presentation skills.
10. The ability to appreciate and respond to diverse socio-economic circumstances and needs.

Section 3 – Personal Qualities

1. A strong personal commitment to the value of public service, local democratic processes and the concept of community governance.
2. Strong personal and leadership credibility, sound judgement and the ability to form positive inter-personal relationships.
3. A high degree of personal and professional probity, integrity and credibility that engages and commands the respect, confidence and trust of Council Members, senior managers, employees, local communities, external partners and other agencies.

4. A clear appreciation of the role of Members in being responsible and accountable for shaping the city and setting policy.
5. A strong commitment to promoting and progressing equality of opportunity and strong and effective democratic engagement.
6. Politically astute and sensitive, with an ability to make progress in complex policy areas.
7. Has innovative ideas for improving the Council and the ability to think beyond traditional ways of doing things and understands the wider external agendas to turn these ideas into reality.