

## **JOB DESCRIPTION – INTERIM CHIEF EXECUTIVE**

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<b>Grade:</b>	Chief Executive
<b>Responsible to:</b>	The Executive Board and Full Council
<b>Responsible for:</b>	The 'Paid Service'

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### **PURPOSE OF THE ROLE**

The Interim Chief Executive is the Head of Paid Service and the most senior employee of the City Council. They must therefore conduct the role in accordance with the Local Government & Housing Act 1989.

Their primary function is to provide overall leadership and vision in developing the strategic direction of the senior leadership team and the whole organisation, and deliver the Council's key corporate and partnership priorities in line with the Best City Ambition for Leeds.

They will set an overarching management framework to ensure effectiveness in service development and delivery.

As the Council's principal policy adviser, they support the delivery of excellent services, in keeping with Council policy, budgetary and statutory requirements.

They are primarily responsible for the successful delivery of the political priorities and leading the Corporate Leadership Team to deliver the strategic direction as outlined by the elected leadership.

The Interim Chief Executive will be a strong advocate for the Council and City, locally, regionally, nationally and internationally, working closely with the combined authority, local government, central government, commercial partners, statutory agencies, residents, local businesses, and other relevant stakeholders and partners.

A key responsibility is ensuring that everyone involved in Team Leeds has a shared purpose and common goals by designing, delivering, and leading the organisation in accordance with our values and behaviours.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

1. To act as the Council's principal adviser to the elected leadership of the Council on policy options and the forward planning of objectives, services and resources to deliver their ambitions for the city. Provide a clear sense of direction and purpose assisting the elected leadership in the process of policy formulation to ensure that the Council's vision, priorities, and core values are made a reality.
2. Champion a 'One Council' approach and provide leadership, direction, and management of the Council's Officer Corporate Leadership Team to ensure the delivery of the Council's priorities and the provision of high quality, cost-effective services based on community needs.
3. Further develop the Council's commitment to take a positive lead in major local and regional partnerships to achieve, within the overall strategy, maximum benefit for the Authority and its communities.
4. Represent and negotiate on behalf of the Council at local, regional, national, and international levels, promoting inter-authority working across the city region and demonstrating flexibility and responsiveness to change.
5. To work closely with the combined authority and the family of partnerships to ensure the city achieves maximum benefit for our community from partnership working.
6. Determine and implement appropriate performance management processes to monitor and review the overall effectiveness of the Authority through a 'One Council' approach, including the delivery of the Council Organisational Plan and supporting strategies.
7. Manage the interface between Elected Members and Senior Officers, maintaining productive and essential Member / Officer partnerships and processes, including promoting a positive and respectful relationship whilst providing critical leadership, advice and challenge to help shape and support the delivery of outcomes.
8. Scrutinise and advise on the plans and actions of Central Government and other external agencies to determine their impact on the development of local policies and priorities, and position the Council and city as a decisive and influential organisation and place.

9. To develop and sustain a positive and enabling organisational culture that puts at its heart the provision of high quality, value for money services and ensure that there is sufficient capacity within the organisation to deliver successfully against the Council's ambitions and priorities.
10. Provide strong visible leadership and direction to the Council's diverse workforce to deliver Council and community priorities, maximising potential and developing a culture of accountability, inclusion, and empowerment.
11. To lead the efficient and effective implementation of key programmes and initiatives that are central to the achievement of the Council's objectives across all services and the effective deployment of the Authority's resources to those ends.
12. Ensure the effective co-ordination of bids and resources to promote the sustainable regeneration of the local economy, respond to the needs of the community and make a difference to people, society, and the environment.
13. Ensure equality, diversity, inclusion and cohesion principles are exemplified and embedded across the Authority and across all service provision. Provide strategic leadership around diversity issues, ensuring that the policies and services of the Council reflect the changing needs of all our communities and workforce and that equality of opportunity is ensured and diversity celebrated.
14. To provide innovative solutions to challenges, bringing in expertise and good practice from elsewhere and developing a culture of innovation and improvement.
15. Promote, develop, and maintain good relationships with the media and public and ensure an effective communication strategy both internal and external to the organisation.
16. To ensure that the Council has appropriate governance and regulatory systems and controls in place and adhered to, which are modern, flexible, fit for purpose and proportionate.
17. Represent the Authority on formal occasions, undertaking the necessary Civic duties including support to the Lord Mayoral Office.
18. All duties and responsibilities should be carried out in accordance with Council's Constitution, governance arrangements, policies and procedures.
19. To undertake any other related duties and responsibilities as they arise.

The Council expects all its employees to have a full commitment to the Council's Equal Opportunities Policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of the Authority.

**Special Conditions:**

This position has been identified as a politically restricted post under the Local Government and Housing Act 1989. Therefore, you will be restricted from political activity.

This position is exempt under the Rehabilitation of Offenders Act 1974. This means you will have access to vulnerable groups such as young people, the elderly, and children. Any offer of appointment will be subject to a satisfactory Enhanced / Standard Disclosure from the Criminal Records Bureau. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

It is a requirement of the Constitution to have a Chief Executive/Head of Paid Service in place at all times and such the Interim postholder will commence immediately upon the departure of the current substantive Chief Executive. The Interim Chief Executive will remain in post until the commencement of a permanent replacement.

**DATE: August 2024**