

Job Description

JOB TITLE: CHIEF OFFICER PLACE AND GROWTH

REPORTS TO: CHIEF EXECUTIVE

JOB PURPOSE

To provide individual and collective leadership across the Council, to assist and deputise for the Chief Executive in contributing to the effective and efficient management of the organisation to meet overall Council objectives and to manage a specific portfolio of services, activities and functions to high standards of customer service, within the agreed budget.

To work as part of a close and collective single senior team with a concentration on (1) strategy and performance (2) organisational governance (3) organisational change and improvement (4) management of external relationships and partnerships.

To provide strategic and operational leadership to deliver strong economic growth and regeneration, planning and sustainability to ensure Flintshire remains a great place to live and work.

PRINCIPAL ACCOUNTABILITIES

Collective Corporate Leadership

Work closely with the Chief Executive, and as part of a co-located senior team, and make an active and positive contribution to the development of the Council Plan.

Create a clear collective vision and focus for the Portfolio, enabling the implementation of a robust, long-term strategy which concentrates on Place, Growth and our local and regional priorities in the medium and long term.

Advance the Council agenda with the Cabinet through strong collective leadership, forward planning, management and delivery against available, financial and people resources.

Play a strong, positive and equal role in the collective senior team:

- **Team Working:** Be part of an effective and close working senior team which reflects the Council's vision and values and supports others to succeed by engaging and enabling them to perform.
- **Support the Chief Executive** in the wider corporate management of the Council, contributing to the development and implementation of policies and strategies
- **Strategic Work Planning:** Work collaboratively on strategic planning, in the pursuit of priority led strategic outcomes. To develop longer term forecasting and planning around demand, supply and community needs.
- **Financial Strategy:** Deliver effective strategic and innovative resource and financial planning.
- **Performance:** Collectively oversee service planning and performance, risk management and resolution.

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- Organisational development: Contribute to the Council's transformation programme by promoting innovative and ambitious organisation design, system improvement, talent management and new service models.
- Corporate Governance: Provide effective and proportionate corporate governance, ensuring that people and services are held to account and that Members are advised appropriately.
- Lead on key transformational Council wide initiatives, issues and priorities.
- Promote an organisational culture that is rooted in customer care, operational efficiency and best practice, and which promotes learning, equality of opportunity, and the Council as an employer of choice.
- Deliver or commission cost effective, high quality, responsive and integrated services which meet the Council's statutory responsibilities, within the resources available.
- Develop and maintain the strong partnerships required to enable the Council to have influence on the regional and national stage for example Corporate Joint Committee, Investment Zone, Mersey Dee Alliance

Performance measures: Community feedback; Achievement of Council strategic priorities; Achievement of agreed transformation plan; Implementation of Council policies and plans within budget; Statutory and National Key Performance Indicators.

Place and Growth: Functional and Service Performance

Lead, develop and implement a clear strategy for portfolio services through operational strategies and plans to achieve high levels of performance and excellence.

Ensure that the following range of diverse services are delivered in a coordinated, collaborative way and in compliance with agreed policies, standards and legislation:-

- Regeneration, economic development and growth
- Business Development (Enterprise)
- Minerals and Waste Planning (Regional service)
- Planning and Environmental Strategy
- Countryside and Environment
- Development Management
- Service Development and Support
- Environmental Protection and Management
- Community and Business Protection
- Health Protection
- Greenfield Valley Heritage Park
- Public Open Space
- Flood Risk and Management
- Climate change and carbon reduction
- Management Support & Performance (GIS, Electronic Information Services and Directorate Support)

Lead on a comprehensive and cohesive strategy of economic growth and regeneration, driving forward an innovative and ambitious economic regeneration agenda that creates economic wealth

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and stability, increases employment opportunities and develops a strong advanced manufacturing base and which also delivers environmental and social benefits to communities and businesses.

Drive business interest and confidence to stimulate and attract market interest through promotion and delivery of the Flintshire and Wrexham Investment Zone together with wider cross border and regional initiatives through the CJC or Mersey Dee Alliance.

Work closely with existing local businesses, partners and enterprises to lead a coordinated approach to economic improvement, through direct support to business (investment, contracting, business centres) and County wide initiatives and regional boards and bodies.

Lead the Council's response and commitment to be a carbon neutral Council by 2030

Develop and deliver a wide range of innovative and responsive planning functions, including the development of strategies for the long term use of land, effective environmental and countryside development and protection.

Oversee regional leadership and delivery of minerals and waste planning, in order to provide agreed service levels and to support the wider regional economy. Develop broader regional planning solutions on a broader range of initiatives linked to green energy initiatives, hydrogen and carbon sequestration

Lead the delivery of development management and building control services, ensuring that all major planning consents are professionally managed to support broader economic development.

Lead the development of the Council's community and business protection capability; ensuring statutory, legal and best practice obligations on health, public and community protection are met whilst maintaining a clear focus on continuous improvement across regulatory compliance and health improvement.

Lead manage and create vibrant public spaces seeks to promote inclusivity and improves the quality of life for all residents.

Develop lead and explore service efficiency, consider alternative models of delivery working and deliver incremental service improvement.

Work with various stakeholders, including residents, businesses, community groups, third sector organisations to ensure that strategies and plans align with community needs and priorities address safety concerns and seek to improve areas of social deprivation

Ensure effective financial management and risk assessment across services, ensuring that agreed priorities are met; ensuring services are delivered effectively and efficiently to the highest levels of performance.

Lead aspects of service development and support, as well as technical support teams (e.g. GIS) in order to support the continual improvement of service efficiency and professional effectiveness.

Performance Measures: Key performance indicators from the Council Plan; Key Performance Indicators from Service Plans; Stakeholder feedback; inspection and audit outcomes; Relevant National indicators; Performance against local and regional environmental standards and agreed strategies; relevant technical and professional benchmarks.

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Lead, enable and develop managers and staff to ensure that a qualified, talented and motivated workforce meets Council objectives.

Leading by example, act as a local role model of the Council's values and leadership behaviors to drive behavioral and culture change in others.

Performance measure: Feedback from managers and staff; progress against leadership and team development (behaviors, styles, 360 feedback); People Plan objectives and measures.

Joint and effective leadership and governance

Establish and maintain strong working relationships with elected members in governing the Council, providing high level advice and support to maintain and improve Council performance.

Create effective political and professional relationships in governing the Council, with a focus on strategic priorities, with clarity on accountability and effective decision making

Performance Measures: Member feedback; Effectiveness of relationships in advancing Council objectives.

PERSON SPECIFICATION**Qualifications**

- Educated to degree level with demonstrable professional and personal development
- May have a post graduate degree a relevant discipline (e.g. post-graduate/professional engineering qualification/ chartership).

Knowledge/Experience

- Significant senior management experience in a local authority working across a range of diverse technical and operational services
- Experience of working corporately on organisation-wide priorities
- Significant strategic and operational experience managing and achieving service delivery and performance
- Experience of managing significant resources to achieve outcomes
- Experience of managing service delivery transformation across people, finance, systems, processes, relationships and resources
- Experience of leading staff and services in a time of change by being flexible, creative, responsive and high performing.
- Experience of developing alternative service delivery models, working within a commissioning approach
- In depth knowledge around organisational design, change and transformation to improve efficiency and effectiveness
- Detailed understanding of public sector working government priorities and policies
- Deep understanding of the wider economic and political context
- A deep understanding of the current legislation, regulatory requirements, and wider practice in relation to all areas of expertise

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• Skills

- Ability to work effectively as part of a close, collective senior team – balancing service and corporate priorities
- Ability to recognise collective strengths, experience and accountability of the team to focus on problem solving and joint accountability
- Ability to translate organisational/corporate strategies into effective functional plans
- Ability and willingness to develop and deliver collaboration with other partners and providers in support of Flintshire and regional priorities
- Success in developing working relationships internally and externally in order to successfully deliver a wide range of outcomes against Council priorities (able to influence others)
- Ability to lead complex, cross-Council projects in support of improved corporate or service change
- Political acumen and sensitivity, with the ability to influence others
- Business acumen and commercial awareness, with a strong financial understanding
- Significant ability to analyse and resolve complex information, situations and issues, and create effective collective and individual solutions while acting decisively
- Ability to speak and read Welsh to a minimum of Level 1 (or agreement to achieve this within 12 months).

LEADERSHIP BEHAVIOURS

The following behaviors have been identified as critical to Chief Officer success.

- **Focuses on the community:** Having a continual focus on the outcomes that are delivered for local communities. This is built on a strong sense of moral purpose but goes beyond 'wanting to do the right thing' for communities to genuinely engage with them. Chief Officers will act as role models for engaging and empowering the customer/community, and will systematically embed a customer focused culture to their portfolio.
- **Thinks strategically and creates clarity:** Having the ability to think systematically and spot links and connections. This underpins Chief Officer capacity to simplify complexity, create clarity and focus and think creatively. Chief Officers will create new ways of working for the future, drawing insights from elsewhere and creating new approaches.
- **Drives continual improvement:** Having the persistence and drive to continually identify and deliver improvements without being distracted by other priorities and ongoing delivery. It involves an understanding of the drivers of quality and value and, the confidence to challenge what has come before and take calculated risks. Chief Officers will challenge the status quo and existing performance levels and maintain focus over the long term.
- **Works collaboratively:** Being open to the perspectives of others, effectively working in partnership personally or enabling others to do so to deliver the best results for customers and communities. It recognises that decisions need to be made to deliver the best services, rather than focusing on 'what's in it for my services?' Chief Officers will build cross partner alignment across the area and create collective commitment to high value solutions.
- **Leads and engages:** Providing direction, support and clarity to others to enable them to deliver effectively. It involves creating the right climate for people to do their best work, ensuring a culture of mutual respect, support, honesty, learning and constructive challenge. Chief Officers will build a shared and compelling sense of purpose.

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- Is confident and courageous: Having the optimistic attitude and confidence to deliver, challenge and persist even when times are tough or in the face of opposition. Chief Officers will proactively take on challenges and reach out and explore uncharted territory.

The Council has also recognised that as well as these behaviors, there is an expectation that Chief Officers will be able to:

- Support continual innovation (with a commitment to developing and enabling others)
- Scan the environment (make plans, set direction and pre-empt issues)
- Manage performance for outcomes (providing clear expectations, standards and objectives)
- Create opportunities (taking the initiative and pre-empt future changes)
- Influence (engage with others, communicating with impact)
- Offer political astuteness (understanding the political context locally and nationally)
- Show self-awareness and resilience (manage personal impact)