



**JOB TITLE:** Interim Chief Executive

**LOCATION:** Walsall, Civic Centre

**DIRECTORATE:** All

**GRADE:** JNC Chief Officer (CE)

### Special Conditions

- Delegated as the Head of Paid Service
- Politically Restricted Post (PoRP Local Government and Housing Act 1989)
- Required to work outside of normal office hours

### Purpose:

- To deliver the Council's key corporate and partnership priorities.
- The Council's Statutory Head of Paid Service.
- The principal policy adviser to Elected Members of the Council.
- Ensure effective use of resources through leadership of the Corporate Management Team and wider workforce.
- Ensure the Council has appropriate and effective decision making processes in line with the principles of good governance.
- Ensure effective risk and performance management to provide assurance that the Council is meeting its aims and complies with financial and legislative requirements in line with core values.
- Lead on organisational change to ensure plans and policies are delivered effectively and sustainably.
- Act as an advocate for the Council and the Borough at a local, regional and national level.

### Key Accountabilities:

- Ensure that the strategic aims of the organisation are clear and reflect the Council's vision, values and priorities and the needs of the people of Walsall.
- Discharge fully the responsibilities of the Head of Paid Service in accordance with the provisions of the Local Government and Housing Act 1989 and Walsall Council's constitution.

- Advise the Leader of the Council and elected members to set priorities and make informed decisions.
- Manage a robust annual budget setting process and delivery of the Medium Term Financial Plan.
- Lead the Corporate Management Team in the development and implementation of corporate policy, strategies and plans to deliver the Council's ambitions.
- Ensure effective, modern governance of the Council and the legality, probity, integrity, proper public accountability and scrutiny of its decision making processes.
- Lead effective management of change and improvement of services.
- Ensure collaborative working internally and externally that delivers continual improvements in service delivery and a clear focus on agreed priorities.
- Ensure a genuine customer focus and effective performance management culture.
- Lead and promote partnership working throughout the district with focus on public sector reform.
- Act as a proactive advocate and ambassador for the Council within the local community, region, nationally and with key stakeholders.
- Actively and effectively manage the Council's resources ensuring robust financial, service and workforce planning and the availability of timely and accurate information to Members.
- Lead and champion equality of opportunity and the value of diversity in service delivery and employment.
- Ensure effective management of risk within the Council including Health and Safety and reputational management.
- Act as 'Gold' in the Council's response to a Major Incident, in conjunction with statutory partner organisations.

**Date: May 2017**