

Job description

Job title: Chief Executive

Grade: Chief Executives Salary Scale

Job evaluation reference: CE001

Purpose and impact

To provide strategic leadership and direction to the Council, ensuring the delivery of high-quality services in line with the Council's vision, priorities, and statutory requirements. The Chief Executive acts as the principal policy adviser to the elected leadership and represents the Council at local, regional, national, and international levels.

Key responsibilities

1. Provide strategic leadership by setting clear direction and purpose for the Council's Senior Leadership Team, ensuring alignment with the Council's strategic aims and priorities.
2. Champion a 'One Council' approach to promote cohesive and effective service delivery across all departments through collaboration and shared objectives.
3. Develop and implement strategic plans to create and execute policies that deliver the Council's long-term vision and ambitions.
4. Advise elected leadership as the principal adviser on policy options, strategic planning, and governance to support informed decision-making.
5. Shape the Council's vision and values by supporting the formulation and communication of its vision, priorities, and core values.
6. Drive performance management by implementing systems to monitor, review, and enhance service effectiveness, operational performance, and productivity, while maintaining governance, risk, and assurance frameworks through robust financial, risk management, and performance processes.
7. Deliver the Council Business Plan and ensure the successful implementation of other strategic programmes.
8. Represent the Council externally in local, regional, national, and international forums to strengthen its reputation and influence.
9. Build key partnerships by fostering and maintaining strong relationships with stakeholders, including government agencies, community groups, and neighbouring authorities.
10. Promote innovation, productivity, and controlled risk-taking to inspire creativity, drive performance, and maintain a motivated, customer-focused workforce, while embedding a positive, high-performing organisational culture dedicated to delivering high-quality, value-for-money services.
11. Develop organisational capacity by ensuring sufficient resources, skills, and capabilities within the organisation to deliver its ambitions and priorities.
12. Maintain effective governance through strong Member/Officer relationships, a commitment to upholding ethical principles, and the promotion of a culture of accountability across the organisation.
13. Ensure transparency and accountability by promoting integrity and openness in all Council operations, ensuring public trust and compliance with statutory requirements.



Dorset
Council



14. Champion equality and inclusion by valuing diversity across communities, promoting equality of access, and ensuring fairness in service delivery and employment practices.
15. Fulfil statutory duties as Head of Paid Service, exercising delegated authority in line with the Council's Constitution. You may also be required to act as Returning Officer and Electoral Registration Officer, subject to formal appointment.
16. Demonstrate strong crisis management capabilities by providing effective leadership during unexpected challenges, ensuring calmness under pressure, and implementing timely and effective responses.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Responsibility for: Executive Directors

Other factors

This is a politically restricted post as required by the Local Government and Housing Act 1989.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity.



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Experience	Assessed at	
	Application form	Interview/ assessment
1. Significant senior leadership and management experience in a large, complex, and diverse organisation with the ability to evidence capability through achievements and impact	X	
2. Proven expertise in building and managing complex stakeholder relationships, including influencing and collaborating across organisational and sector boundaries to deliver shared objectives	X	
3. A proven track record of successful corporate management and leading in the formulation of corporate objectives, policies, and strategies within a political environment	X	
4. Extensive experience of successful strategic, financial, and people management within a large, complex organisation	X	
5. Demonstrated ability to exert influence at senior levels across government departments, public bodies, and suppliers, building credibility and enhancing the council's reputation	X	
6. Evidence of leading a team of senior professionals to a high level of achievement, fostering inclusive leadership behaviours and employee engagement	X	
Skills, abilities & knowledge		
7. Strong strategic vision and the ability to set and achieve challenging objectives		X
8. A comprehensive understanding of local government operations, public policy agendas, and the national and political context within which it operates		X
9. Detailed knowledge and understanding of the legislative and national policy framework within local government		X
10. Ability to manage across a variety of diverse functions with colleagues from a range of backgrounds, building partnerships and working collaboratively		X
11. Highly developed communication, persuasion, and negotiation skills, with the ability to influence and establish credibility at all levels		X
12. Ability to advise elected members on strategic direction and performance, supporting the development of policies and strategies		X
13. Visible and inspirational leadership qualities that motivate and inspire others		X
14. High levels of integrity, credibility, and resilience, with the ability to manage change effectively		X
15. Commitment to continuous improvement and innovation, including taking controlled risks to achieve organisational success		X
16. Personal drive, enthusiasm, and resilience to lead complex and diverse agendas to achieve successful outcomes		X



17. Demonstrated ability to respond effectively to crises and unexpected challenges, showing calmness under pressure and strategic decision-making.		X
Our values		
18. Respect		X
19. Together		X
20. Accountability		X
21. Openness		X
22. Curiosity		X

Approval			
Manager		Date	

