

**Job Description:** Chief Executive Officer

**Date:** March 2022

**Grade:** KR20

**Responsible to:** The County Council

### **Job Purpose**

The CEO is the County Council's principal advisor directing the management process and officers of the Council to deliver its strategic aims and objectives.

Provide strategic leadership to the Corporate Management Team (CMT), developing dynamic and collaborative relationships within CMT and between Cabinet and Chief Officers as the leadership team, and delivering the strategic vision and whole organisation outcomes for the people of Kent.

As the Design Authority, align and control changes being planned and implemented by the Strategic Reset Programme and direct continuous improvement and innovation via the Programme.

Support the Administration in KCC's role as a community leader, working through complex partnerships to meet the needs of Kent, enhancing the reputation of Kent as a place as well as Kent County Council as the democratic agent of change in the region.

Direct and oversee effective governance to enable early action if organisational standards, policies and objectives are not being met.

As Head of Paid Service, undertake the Corporate Management and operational responsibility as defined in law and KCC's Constitution including promoting the effective, economic and efficient deployment of the Council's resources.

### **Accountabilities**

As Chair of the strategic leadership team, the post holder will work within the KCC Organisational Responsibilities for Senior Officers, developing a management culture and process conducive to meeting the aims, objectives and goals of the County Council in the most effective way.

Work closely with the Leader, Cabinet Members, and CMT to enable organisational responsiveness to elected members, advising and supporting all Members in their respective roles.

Support opposition Leaders and backbench Members in ensuring that they receive information, advice and assistance

Ensure that overall management attention, effort and controls are commensurate to risk and opportunity across the council's functions and activities

Linking to political priorities of the Council, formulate the strategy and planning process to deliver the organisation's strategic vision ensuring alignment between performance and the organisation's objectives.

Work with the Leader and Cabinet to lead and develop relationships with key stakeholders in government in a way that is complementary to the relationships between local and national politicians and with those in business and communities in Kent, creating partnership to influence views and decisions for Kent's benefit.

Ensure governance arrangements provide appropriate oversight and effective audit and risk management of core programmes and activities to enable the best approach to resource stewardship for the council.

Lead and direct organisation wide change, co-ordination and oversight, working with and through the appropriate governance and decision making forums.

Deliver, working closely with the Leader and Cabinet, service outcomes in line with the Council's resource plan.

Working with and through CMT and with Members, provide advice to Members as to the appropriate resources including staffing and succession planning for the organisation to operate effectively in the delivery of services.

Direct the delivery of Council wide policy, cross service strategy and joint working on key issues to enable the effective strategic management of the County Council.

Provide and facilitate advice to all elected Members.

The post holder has direct access to the Cabinet and Members in order to fulfil the statutory duties of this post.

### **Direct Reports**

Corporate Director – Adults Social Care & Health

Corporate Director – Children, Young People & Education

Corporate Director – Growth, Environment & Transport

Deputy Chief Executive

Corporate Director – Finance

General Counsel

Director SPRCA

Chief of Staff

Strategic Commissioner

## **Person Specification**

### Education/Qualifications:

Qualified to degree level, equivalent experience or a relevant management qualification.

### Knowledge & Experience:

Understanding and appreciation of the service requirements in a political environment and the ability to manage within a political infrastructure.

Substantial experience of interaction with elected Members and politicians.

Experience at board level in a large complex organisation.

Experience of successful financial management and a proven track record, showing commercial acumen.

Proven track record of management and leadership of multi-disciplined senior staff. Ability to deal assertively with division or unacceptable performance.

Understanding of the wider social and economic environment within the County of Kent.

Proven track record of working effectively in co-operation and partnership with a wide range of organisations from the public, private and voluntary sectors.

### Skills & Abilities:

Vision and creativity to build on KCC's success through innovation, which crosses existing organisational boundaries and delivers the Administration's objectives.

Excellent interpersonal and diplomacy skills.

Drive, energy, enthusiasm and commitment to sustain an extensive agenda.

First class communication skills with the ability to build strong networks and influence nationally, regionally and within KCC.