

Job Description:	Deputy Chief Executive
Date:	July 2022
Grade:	KR19
Responsible to:	Chief Executive Officer

Job Purpose

To be the Deputy to the Council's Chief Executive Officer and Head of Paid Service.

Act as Senior Responsible Officer for the Strategic Reset Programme

Lead and direct the strategic and operational delivery of a range of professional business support activities ensuring they fully support the Council's *Framing Kent's Future* Strategic Plan and all council service strategies to enable effective service delivery by all directorates to the people of Kent.

Accountabilities

As a member of the Corporate Management team the post holder will work within the KCC Organisational Responsibilities for Senior Officers. In addition, Directors and Corporate Directors will work collaboratively together to make strategic decisions on the most effective use of the Council's agreed budget, resources and policies and enhance the reputation of Kent as a place as well as Kent County Council as the democratic agent of change in the region.

As Senior Responsible Officer for the Strategic Reset Programme and Chair of the Strategic Reset Board, provide leadership on a range of prioritised activity across the Council to deliver the Strategic Statement ambitions, the wider transformation agenda and improve the efficiency and the performance of the council.

Direct the development of Council wide policy, cross service strategy and joint working on key issues in relation to Property; ICT; HR/OD; Health and Safety; and Marketing and Resident Experience to support the effective strategic management of the County Council.

Work effectively with Elected Members and Senior Officers in developing and implementing plans and strategies that meet the county's current and future needs.

Ensure delivery of effective and integrated professional support services and related strategies for Human Resources and Organisation Development; Infrastructure; Technology; Marketing and Resident Experience; and Health and Safety aligned to service and strategic outcomes.

Support the Chief Executive, through both Directorate strategies and activities and personal involvement, in leading and developing relationships with key stakeholders in government, business and the communities in Kent, creating partnership to influence

views and decisions for Kent's benefit.

Person Specification:

Knowledge and experience:

- A qualification to degree level with an appropriate management qualification or equivalent.
- Extensive experience at senior management level in local government and/or in other large complex organisations.
- Experience of working in a politically led organisation.
- A proven track record of the effective delivery of major transformation in a challenging environment.
- Strong understanding of business and financial management
- Strong understanding of and commitment to relevant governance frameworks

Skills and abilities:

- Ability to provide vision and direction as well as motivate and empower individuals and teams.
- Ability to lead and inspire change.
- A first class communicator with highly developed oral, written and presentational skills.
- Highly influential and able to develop relationships with a range of stakeholders which inspire respect.
- High level of energy and commitment with the initiative to plan and deliver successful outcomes.

Behaviours:

- A visible and engaging leader, who works positively with elected Members, staff, and partners.
- Professionally courageous.
- Inspires the confidence of others.
- Honest and open and deals with people courteously, ensuring fair and consistent treatment.