

Kent County Council

Job Description: *Deputy Chief Executive*

Directorate:	Deputy Chief Executive
Unit/Section:	
Grade:	KR19 KSQ
Responsible to:	Chief Executive Officer

Purpose of the Job:

To be the Deputy to the Council's Chief Executive Officer.

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.

The Deputy Chief Executive will link the strategic, operational and tactical aspects of key central functions that support the Council and combine the strategic and business plans with business operating systems, the operating model and the organisational structure to drive performance improvement and enable effective service delivery by all Directorates.

Main duties and responsibilities:

- 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, provide leadership on a range of prioritised activity across the Council to deliver the Strategic Statement ambitions, the delivery of budget saving delivery plans, 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; Technology; HR/OD; Commercial & Procurement; the central Programme Management Office 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; Legal Services; Strategic Reset Programme including the Central Programme Management Office, are aligned to service and strategic outcomes.
- To provide strategic and operational leadership to deliver and embed a One Council approach across all Directorates for support activity processes and procedures to ensure consistency and assurance in line with the operating model.
- 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.
- Responsible for a significant budget and ensuring value for money is achieved as a result of transformation and efficiencies.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Organisational Responsibilities

All corporate directors, directors and senior managers have an explicit responsibility to deliver the collective agenda of the Council. These are fundamental elements of their role not an addition and are summarised as follows:

Whole Council

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

Embedding Commissioning and Engaging relevant markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

Managing Change

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.

Kent County Council

Person Specification: *Deputy Chief Executive*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Relevant Management or Professional qualification. • Evidence of continuing professional development. • Educated to degree level or equivalent.
EXPERIENCE	<ul style="list-style-type: none"> • Extensive experience at senior management level in local government and/or in other large complex organisations. • Experience of working in a politically led organisation. • Extensive experience of effectively managing and delivering a range of key services within budget in a technical, commercial business environment. • Extensive experience of implementing business strategies and plans • Experience of advanced business planning and budgeting and a proven track record showing commercial acumen. • Experience of strategic planning and business development in a multi-faceted and complex • Proven track record of management of multi disciplined senior staff., providing performance management and continuous improvement across the services.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to manage a complex workload to meet strategic goals and deadlines, managing potentially conflicting priorities. • Excellent influencing, negotiating and interpersonal skills with people at all levels, internally and externally. • Creative and able to develop innovative solutions to new and intransigent problems. • Excellent leadership skills • Political understanding and astuteness. • Solid grasp of data analysis and performance metrics • The ability to directly influence and contribute to business strategy at a senior level. • Proven ability to operate at a strategic level, leading and embedding change and driving performance
KNOWLEDGE	<ul style="list-style-type: none"> • In-depth knowledge and understanding of the national policy context, strategic challenges and operational

	<p>realities of services provided by this post</p> <ul style="list-style-type: none"> • Understanding and appreciation of the service requirements in political environment and the ability to manage within a political infrastructure
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>

Kent County Council

Job Description: *Head of Law*

Directorate:	Chief Executive Directorate
Unit/Section:	
Grade:	KR16 KSN (subject to evaluation)
Responsible to:	Chief Executive Officer

Purpose of the Job:

Discharge the statutory duties of the Monitoring Officer for Kent County Council in line with KCC's Constitution to ensure the Council fulfils its lawful obligations, statutory duties and performs its functions and activities in accordance with the law.

Responsible for overseeing all legal matters within the organisation, ensuring compliance with laws and regulations and providing strategic legal advice to senior management. Reporting to the Chief Executive, the post holder will be required to navigate complex legal and organisational issues while mitigating risk.

Commission any required legal services ensuring cost effectiveness, efficiency and responsiveness. Lead on the provision of strategic advice and guidance to the Cabinet and CMT on all matters relating to the management of and delivery of services by KCC.

Main duties and responsibilities:

- As senior professional adviser, direct and oversee the provision of high quality legal advice to the Council.
- Lead the commissioning of legal services on behalf of the council, monitor the delivery of these services and act as Client for all legal commissioned services.
- Ensure that the delivery of internal and external legal services to the Council continually improve through the deployment of technological and process changes to increase efficiency, effectiveness and value for money.
- Manage and develop the internal legal team and support the Assistant Head of Law on major issues and inquiries.
- Lead on the development of a draft Annual Governance Statement for the approval of the statutory officers, Leader of the Council and Governance and Audit Committee.
- Act as legal advisor to Members, Chief Executive and senior officers on all aspects of the governance of both current and new KCC companies e.g. LATCOs, Trusts and other wholly/jointly owned arrangements.

- Develop and implement legal strategies, policies, and procedures to ensure compliance with applicable laws and regulations. Conduct legal research and analysis to stay updated on changes in laws and regulations that may impact the organisation.
- Continuously and actively review all services provided by the Division to identify how best to commission for the future delivery including driving innovation, identifying priority outcomes and ensuring the most effective and efficient delivery methods are employed.
- Where the Monitoring Officer is engaged, oversee the responses to the Local Government and Social Care Ombudsman, ensuring proactive and reactive steps taken as a result of any contact from the LGSCO.

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QUALIFICATIONS	<p>Qualified Solicitor / Lawyer.</p> <p>Membership of a relevant professional body.</p> <p>Evidence of continuing professional development</p>
EXPERIENCE	<p>Extensive experience and successful track record of strong senior management in local government and/or other large and complex organisation.</p> <p>Extensive experience of effectively managing and delivering a range of key services within budget in a technical, commercial business environment.</p> <p>Extensive experience and successful track record of achieving solutions to enable delivery of a diverse range of services in partnership with other bodies both internal and external.</p>
SKILLS AND ABILITIES	<p>Able to establish strong positive relationships across the organisation at all levels including a relationship of both personal and professional credibility and trust with elected Members.</p> <p>Able to balance the need to ensure compliance, and be prepared to robustly challenge any activity that places that in doubt, with taking an appropriate and proportionate approach to risk.</p> <p>Able to establish strong positive relationships across partner and other external organisations that command professional confidence and enable effective delivery of services.</p> <p>Able to influence and negotiate at a strategic professional and political level both locally and nationally in order to ensure the best interests of the Council are met.</p> <p>Able to demonstrate a high level of personal resilience and focus in order to ensure the delivery of excellent services to the public.</p>

	<p>Highly developed communication and presentation skills.</p> <p>Well-developed understanding of the varied needs of all customers and communities who access KCC services and how to engage them</p>
KNOWLEDGE	<p>In-depth knowledge and understanding of the national policy context, strategic challenges and operational realities of services provided by this post</p>
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>