



Job Specification

Deputy Chief Executive (Interim)

Grade: CO1.1

Date: June 2018

## **Southampton City Council**

The Council Strategy 2016-20 sets out our contribution to the City Strategy vision to make Southampton a city of opportunity where everyone thrives. Delivering this is central to improving outcomes for everyone, bringing in investment to the city and enabling residents to have opportunities to succeed and lead fulfilling, healthy, happy lives. A key contributor has been the leading role played by the council in facilitating economic growth in the city.

While our strategy focuses on what the council can do, we acknowledge that we can't do everything ourselves. Our City Strategy 2015-25 developed Southampton Connect, a strategic partnership of business, public, and community and voluntary sector organisations in the city. With an overarching goal of prosperity for all, the City Strategy focuses on economic growth, skills and employment, and healthier and safer communities. This partnership approach is indicative of the spirit of the city council – we are One Council.

The council agreed its operating model in 2015 which operates a mixed economy of service delivery comprising direct service delivery, shared services and delivery through voluntary sector and commercial partners. Key services are delivered through a joint venture with Capita and through commercial partners such as Balfour Beatty and Active Nation. The council has successfully established integrated commissioning structures with Health as well as innovative joint arrangements for public health with Portsmouth City Council and plays an active role in making whole system changes.

The council requires all staff to take personal responsibility for delivering excellence, to work with others to achieve the best possible outcomes, to embrace change and new opportunities, to make the most of the resources available to us and to think and act in the best interests of our customers – the residents of Southampton.

### **Job Description**

#### **Purpose of Role**

The Deputy Chief Executive (Interim) will support the Chief Executive as Head of Paid Service and provide strategic leadership for the council locally, regionally and nationally ensuring the transformation and delivery of the city's and the council's priority outcomes. The post holder is expected to provide excellent leadership to the Service Directors and have high levels of financial and commercial acumen to oversee core services and make the city council a modern, sustainable organisation that delivers high quality services and improved outcomes.

#### **Key Accountabilities**

1. To be the Deputy to the Council's Chief Executive and Head of Paid Service.
2. To deliver the council's vision in line with the priorities set by Elected Members and the community that the council serves.
3. To deliver the wider transformation agenda to improve the efficiency and the performance of the council locally, regionally and nationally.
4. To work effectively with Elected Members and Service Directors developing and implementing plans and strategies that meet the city's current and future needs.
5. To provide leadership for the council and work with other key partners to ensure broader city working is focussed on meaningful strategic plans and priorities.

6. To support the Chief Executive in driving forward the strategic and transformational agenda set by Cabinet ensuring the delivery of high quality, value for money, services.
7. To work closely along with the Chief Executive in partnership with the business sector, other local authorities and agencies to ensure that the city fulfils its economic potential makes a full contribution to the Solent LEP and Partnership for Urban South Hampshire (PUSH), similar external partners and a combined authority should it receive government support.
8. To manage council services (Growth, Transactions and Universal Services, Intelligence, Insight and Communications, Digital and Business operations, HR and OD) achieving improvements, cost effectiveness and high quality service delivery for our residents.
9. To act as the focal point along with the Chief Executive in partnership working with the council's recognised trade unions and within the city and surrounding area to broker cross sector working between the council, the third sector and private employers to ensure added value in the work achieved.

## Person Specification

### **Qualifications, knowledge and experience**

#### **Essential**

1. Significant experience in serving at a senior, executive level in a large complex organisation, preferably within a senior management team of a unitary or similar authority.
2. Educated to at least first degree level and/or an equivalent relevant professional qualification with evidence of continuous professional development.
3. Experience of working with local councillors, MPs, ministers and external partners in the public, private and voluntary sectors.
4. Leading a large complex organisation that delivers excellent and efficient services to customers reflecting the requirement of the community.
5. A proven track record of the effective delivery of major transformation in a challenging environment.
6. Experience of creative and innovative thinking enabling empowerment of others through leadership.
7. Strong understanding of business and financial management with a proven track record of managing complex budgets and strategies around prudent financial management.
8. Experience of building strong partnerships and cross sector working.
9. Successful track record of influencing, negotiating and providing balanced professional advice and guidance to, and working productively with, senior decision makers in a complex political setting.
10. A demonstrable track record in effective people / team leadership with clear related skills of listening, influencing and consulting built into their management style.
11. Experience and knowledge of significant strategic areas of work e.g.
  - Procurement and Project Management
  - Planning and strategic projects
  - Economic Development and growth

12. Ability to work with senior managers to develop innovative solutions whilst maintaining continuity of services through setting clear goals and targets.
13. Evidence of providing the impetus for progressive, continuous improvement across service areas.
14. Experience of leading, inspiring and motivating a range of diverse professional groups of staff to achieve progressively higher standards of service delivery, service improvements and cost reductions within challenging organisational circumstances.

#### **Desirable**

16. A higher degree / professional qualification in a related area

#### **Key Competences, Skills and Personal Qualities:**

##### **Key Competencies and skills**

1. A visionary and inspirational leader, able to lead from the front and focus on the delivery of high quality, effective services.
2. A demonstrably high achiever with high level analytical skills.
3. A demonstrable change leader, successfully engaging management and staff teams, and other stakeholders.
4. Excellent interpersonal skills with a proven ability to motivate, enthuse and inspire others.
5. Excellent and proven financial management and control skills.
6. Excellent communication and presentational skills with the ability to communicate messages to a variety of audiences and under pressure.
7. Be able to demonstrate underpinning personal values, attitudes and behaviour and a proven track record of commitment to local government.
8. Excellent people management skills.
9. A clear strategic thinker, able to manage a complex range of functions and competing priorities to ensure the direction of the council.
10. Able to demonstrate the ability to think laterally, beyond traditional boundaries.
11. To have a personal style that enables the leadership team to develop their skills.

##### **Personal style and behaviour**

1. A visible and engaging leader, who works positively with elected Members, staff, local businesses, public, private and voluntary sector partners.
2. A motivated individual committed to the ethos of modern local government, with the drive to define and articulate clear goals and inspire others to achieve.
3. Approachable and able to put people at ease.
4. A credible and charismatic leader with integrity, who is able to gain the confidence of members and staff as well as partner organisations within the city.
5. Able to work in a political lead environment and define clear lines of responsibility and operating within the governance structure of the council.

##### **The post of Deputy Chief Executive is:**

- Subject to the terms and conditions of service as prescribed by the Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities except where locally agreed conditions are in place.

- Politically restricted under section 2(1) of the Local Government and Housing Act 1989. Post holders are disqualified from being a member of other local authorities, a Member of Parliament or a Member of the European Parliament. In addition the post holder may not hold office in a political party, canvas at elections or attempt to influence support in any other way for a political party.
- To be undertaken in accordance with the Council’s key values, agreed performance standards and with acute political sensitivity and awareness.
- Required to respond on rota, or otherwise as considered reasonable, to ensure long term resilience in the unlikely event of a Civil or Major Emergency within the City, to afford cross organisational support on behalf of the Chief Executive to the Emergency Services in liaison with the Duty Emergency Planning Manager. This is a statutory duty on the authority within the terms of the Civil Contingencies Act 2004 and the Council’s Major Incident Plan.

Other Contractual Post Requirements					
Standby Payment	Yes	<input type="radio"/>	No	<input type="radio"/>	
Fire Marshall	Yes	<input type="radio"/>	No	<input type="radio"/>	
First Aider	Yes	<input type="radio"/>	No	<input type="radio"/>	
Politically Restricted	Yes	<input type="radio"/>	No	<input type="radio"/>	
Tool Allowance	Yes	<input type="radio"/>	No	<input type="radio"/>	
Emergency Planning Allowance	Yes	<input type="radio"/>	No	<input type="radio"/>	
Contractual Car User (see intranet for more information)	Yes	<input type="radio"/>	No	<input type="radio"/>	
DBS (see intranet for more information)	Standard	<input type="radio"/>	Enhanced	<input type="radio"/>	N/a
Basic Disclosure (see intranet for more information)	Yes	<input type="radio"/>	No	<input type="radio"/>	

1. The post holder must have the ability to understand the needs of the city’s diverse and changing population and to implement the council's Equal Opportunities Policy at a level appropriate to the job and must at all times carry out all responsibilities with due regard to that Policy.
2. The post holder is required to be familiar with the council's:
  - a. Health and Safety Policy and be aware of and observe any part of the policy related specifically to the duties and responsibilities of the post, and
  - b. Information Governance policies and be able to apply the principles of Data Protection to their role and duties to ensure that all data is collected, held and managed appropriately.
3. The post holder will be required to carry out their duties and responsibilities in accordance with all relevant council and professional codes of practice, including demonstrating the relevant behaviours as defined in the council’s Organisational and Leadership Behaviours Framework.

