



## Role Profile

**Post:** Chief Executive

**Responsible to:** The County Council

### Job purpose:

- To lead the corporate and strategic management of the council, under the supervision of the Leader of the Council on behalf of the County Council
- Lead Cumbria County Council's **Corporate Management Team**.
- To fulfil the statutory role of **Head of Paid Service**
- To fulfil the statutory role of **Returning Officer** for the County Council elections.
- To support the elected leadership to achieve the Council's vision and ambitions for the organisation.
- Enhance the performance of the council and Cumbria by working with **partner organisations**.
- Build the reputation of Cumbria County Council with **Cumbrian residents and stakeholders**.
- Champion Cumbria as a place to live, work and do business.
- Lead the delivery of the Council's values and behaviours

### Principal accountabilities

#### Corporate Leadership

- Provide ownership of corporate leadership plans and ambitions.
- Lead the development of change management and leadership capacity across the County Council
- Support all county councillors in carrying out their roles
- Inspire a sense of purpose in, and ownership of, our corporate leadership plans and ambitions.

- Raise the profile of the Council across the county and that of Cumbria across the North West region, nationally and internationally.
- Act as principal adviser to the Council on general policy matters, supporting our elected leadership by developing and implementing strategies for achieving our vision and ambitions.
- Ensure support for all councillors to provide modern and effective democratic arrangements which meet the requirements of the government and the people of Cumbria and encourage democratic engagement, interest and support for the county council and its wider community leadership ambitions.
- Promote equal opportunities with our communities and our staff through personal example, open commitment and clear action.
- Fulfil the responsibilities of a Chief Executive as set out in the corporate Health and Safety Policy.
- Undertake the role of Emergency Controller as a regional government official should circumstances require it.
- Act as Clerk to the Lieutenancy and Secretary to the Lord Chancellor's Advisory Committee for Cumbria Justices of the Peace, and the Lord Chancellor's Advisory Committee for Cumbria on General Commissioners of Income Tax.
- Ensure value for money services by championing the voice of the customer and leading by example to achieve the most efficient service design and delivery.
- Undertake such other duties as may be determined within the general scope and commensurate with the grade of the post.

#### Partner organisations

- Provide a leading force in developing partnerships, networks and relationships with stakeholders across Cumbria and beyond, to deliver value for money and ease of access to services for our customers.

## Appendix 1

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### Behaviours

**Provide a leadership example by role modelling the Council's corporate behaviours:**

- Take **responsibility** for our actions
- Demonstrate a **positive**, flexible attitude
- Act with **honesty** and respect for others
- Communicate in a **clear** and constructive way
- Be committed to 'One Team'.

## Person specification

Requirements (based on role profile)	Essential	Desirable
<i>Part 1 (to be demonstrated on the application form and by certificates)</i>		
<b>Qualifications</b>	Management qualification at degree level or equivalent.	An appropriate professional qualification.
<b>Experience</b>	Extensive management experience at 'Board' or very senior level in a large, complex and democratically accountable organisation.	Understanding of local government reform / re-organisation.
	Evidence of developing and delivering a high performance culture and achieving significant change management programmes.	
	Direct involvement in leading the development of policy in a politically sensitive organisation.	
	A successful track record in developing effective working alliances between managers and politicians, together with a proven ability to network with partners and the Council.	
	Substantial experience of raising the profile of an organisation and developing external partnerships, with other organisations and stakeholders, to deliver key strategies and programmes.	
	Substantial experience of cross sector and partnership working	
	Experience of customer engagement and advocacy in continually improving services.	
	A proven track record in delivering efficiencies and ensuring value for money services.	

Requirements (based on role profile)	Essential	Desirable
<i>Part 2 (to be demonstrated at interview and other assessment techniques)</i>		
<b>Knowledge</b>	Substantial knowledge of local authority and wider public sector strategies and initiatives.	
<b>Skills / Behaviours</b>	Acute political awareness.	
	Demonstrable abilities in strategic thinking and planning solutions, showing an understanding of and responsiveness to the needs of communities.	
	Ability to lead, motivate, inspire and empower others, by example.	
	Demonstrable ability as a forward-thinker with an innovative approach, able to conceive, develop and implement new initiatives, and manage change.	
	First-class presentational skills.	
	Be committed to working as part of 'one team'.	
	Ability to work under exceptional pressure.	
	An excellent, persuasive, clear and constructive communicator at all levels.	
	Ability to make decisions and take responsibility for actions	
	Excellent interpersonal skills: a strong networker able to build relationships with mutual confidence, honesty and respect.	
<b>Other</b>	Ability to travel across Cumbria.	
	Flexible approach to working hours.	