

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Chief Executive	SERVICE GROUP: N/A
POST TITLE: Chief Executive	REPORTS TO: Executive and Council
GRADE: JNC for Chief Executives	SAP POSITION NUMBER : 50009856

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The following points should be noted:

- 1 Bradford is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services.
- 2 The Council is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Key Purpose of Post:

Working with Elected Members, you will simultaneously manage the political interface between Elected Members and Senior Officers to protect and promote the wellbeing, prosperity and self-reliance of citizens and communities, while raising the ambition and profile of Bradford at local, regional and national level.

You will provide inspirational leadership to the Corporate Management Team and other key stakeholders to ensure that political priorities are understood, and excellent services are enabled, through effective partnership working and by playing a pivotal role in leading staff through necessary transformational change.

Through leading and influencing local partnerships and communities to redesign, develop and provide integrated and effective services, you will support local economic growth and ensure that Bradford Council plays a lead role in shaping the future of the region through the Combined Authority and City Region.

Main Responsibilities of the post:

External facing

- Lead large transformational agendas across partnerships within a complex and challenging environment of reducing public resources.
- Lead and develop strong partnerships across the local community to promote the best interests of the city and the district in order to deliver priority outcomes for the District and its people.
- Promoting Bradford regionally, nationally and internationally to attract investment to the District.
- Playing a leading coordinating role in public sector reform across all appropriate agencies in the Bradford District and West Yorkshire including health and social care integration and closer collaboration across local government, police, fire etc.
- Create a culture for the organisation that promotes and supports an integrated local state and changes the relationship between the citizen and the local state towards greater self-reliance.

Competency Based Job Profile

- Promote the ambition of Bradford, enhancing our influence through constructive and effective relationships/partnerships with local and national, private, public and voluntary sector organisations.
- Maintain awareness of both the external and internal opportunities for innovation, social enterprise and income generation linked to key outcomes for Bradford.
- Working with Elected Members, West Yorkshire Police, and other public and voluntary sector organisations to enhance community relations throughout the Bradford District.

Internal facing

- Managing the interface between leading Elected Members, Corporate Management Team and Senior officers to formulate and deliver the Council's policy priorities.
- Provide strong, inspirational and visible leadership and direction, encouraging and enabling managers to motivate and inspire their teams
- Fulfilling the statutory role of Head of Paid Service and working closely with the Monitoring Officer and S.151 Officer to ensure good governance in the conduct of all Council business.
- To have overall accountability for the delivery of the Council's budget and for leading the implementation of the structural and cultural change necessary to achieve this in a challenging economic climate and public finance context.

Job Dimensions:

- (a) Gross Expenditure including schools - **£1,300m**
- (b) Annual Net Revenue Expenditure – **£420.6m**
- (c) Capital Investment Programme for next 3 years – **£254m**
- (d) Workforce of **approximately 18,000 headcount** (including schools)
- (e) District population (estimate) – **526,400** (4th largest metropolitan district)

Decision making responsibility:

Influencing, negotiating and partnership working skills across the public, private and third sector, providing a shared direction and consensus approach to delivering priority outcomes.

Key Contacts/Relationships:

Leader of the Council, opposition leaders, all elected members, Corporate Management Team and assistant directors, chief executives and leaders of partner organisations/agencies including private sector businesses and regional and national governments in delivery of the Council's agenda for the District.

Competency Based Job Profile

ORGANISATIONAL STRUCTURE							
CHIEF EXECUTIVE Political Offices Director WYPF Public Affairs and Communications Policy, Programmes and Change							
Strategic Director (SD) Children's Services	SD Regeneration & Culture	Director of Finance	SD Environment & Sport	SD Adult & Community Services	Director of Human Resources	City Solicitor	Director of Public Health
Education and School Improvement. Access and Inclusion Children's Specialist Services Deputy Director	Climate, Housing, Employment & Skills Planning, Transportation & Highways Economic Development & Property Culture & Tourism	Revenues, Benefits & Payroll Commissioning and Procurement Information Services	Sport & Leisure Neighbourhood and Customer Services Waste & Collection Service Environmental Health & Regulatory Services	Operational Services Integration and Transition	Human Resources Transactional Services	Legal Services Mortuary Service Registrars Service Committee Secretariat Overview & Scrutiny Function	Public Health
Senior Management Competencies relevant to the post are attached as Appendix 1							
Education/Qualifications (Essential): Educated to degree level Recognised professional or management qualification							
Experience of (Essential): Leading large transformational agendas within a complex organisation and challenging environment; delivering new operating models whilst dealing with reductions in financial and other resources. Developing economic growth strategies and initiatives, working with public and private sector partners to deliver local growth and job creation. Responding to democratic decisions and delivering key outcomes for an organisation and its citizens or customers. Senior leadership experience in leading multi-sector partnerships and engaging and influencing a wide range of stakeholders through change leadership. Proven track record of success in leading, managing, planning, developing and operating successfully at a senior level within a complex organisation and environment. Including an ability to analyse, calculate and manage risks to ensure that strategic risk management is an integral part of the organisation. Proven track record of implementing robust governance arrangements and maintaining credible relationships with partners and stakeholders. Lobbying, negotiation and influencing at Central Government level. Influential, strong and adaptive interpersonal skills, with an ability to provide purpose and direction.							

Competency Based Job Profile

Ability to foster a culture of excellence where high standards and performance are valued, respected and delegated effectively throughout the organisation.

Working Conditions: Legally entitled to work in the UK.

Special Conditions: Management will require a DBS check be carried out as part of the recruitment process.

Compiled by: SD/AH

**Grade Assessment
Date: April 2006**

Post Grade:

**Date: Revised Jan
2015**

JNC for Chief Executive

**SENIOR MANAGEMENT COMPETENCIES FRAMEWORK FOR STRATEGIC DIRECTORS, DIRECTORS,
DEPUTY DIRECTORS AND ASSISTANT DIRECTORS**

Leadership	Developing High Performing People and teams	Delivering Successful Performance	Project and Programme Management.
<p>Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self-interest for the sake of the team or service. They consider serving the District in all that they do.</p> <p><i>Behaviours which demonstrate this:</i></p>	<p>Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.</p> <p><i>Behaviours which demonstrate this:</i></p>	<p>Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.</p> <p><i>Behaviours which demonstrate this:</i></p>	<p>Our managers work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.</p> <p><i>Behaviours which demonstrate this:</i></p>
<ul style="list-style-type: none"> • Develops policy & strategy and takes corporate decisions based on systematic analysis of data • Sets and communicates clear vision, values & direction in order to achieve client focused outcomes and put the citizen at the heart of what we do • Applies a finely tuned political antenna and understanding of democratic process to advise Elected Members • Demonstrates understanding of public sector functions and processes, corporate accountability and citizen accountability • Enables joint partnership working based on collaboration, clear governance, accountability and agreed responsibilities at Council and partnership level • Ensure that the Council is financially sound by planning & utilising finances effectively to deliver strategic priorities • Inspires confidence, acts with integrity, listens and considers differing needs • Promotes the general well being of the District's communities & citizens and enables community engagement & cohesion. 	<ul style="list-style-type: none"> • Persuasive & articulate communicator with the ability to present ideas on a wide range of issues • Creates a District-wide focus by supporting cross-service teams and enhancing customer focus • Effectively leads multi-functional teams by creating & maintaining good working relationships & motivation • Demonstrates good people skills by promoting a productive environment • Creates high performance by building team commitment & empowerment and nurturing innovation, creativity and questioning • Improves longer term capacity through workforce planning, development, succession & career plans and appraisal • Manages social diversity fairly and sensitively by promoting inclusive behaviour, equality of opportunity and employee wellbeing • Works constructively with Trades Union on complex issues • Demonstrate understanding of roles, responsibilities and legislative requirements of workforce planning and training. 	<ul style="list-style-type: none"> • Moves the Council forward by planning, commissioning, securing and monitoring outcome focused services to meet District needs and achieve value for money • Develops productive strategies & data to guide work with key internal & external partners • Demonstrates the ability to achieve and sustain measurable improvements and transformational change whilst ensuring economy, efficiency and effectiveness • Contributes to local, regional & national strategies by engaging with people at all levels from customer to minister • Works with partners & community groups to maximise use of resources to create beneficial outcomes and sustainable communities • Implements and uses systems to control complex operations and creates well defined performance management reporting systems • Seeks opportunities to celebrate great performance and make results known • Uses external challenge to drive organisational & service improvement and productivity. • Applies multi-agency/multi-disciplinary/partnership working including private sector/third sector, where appropriate, within the Council framework to deliver outcomes. • Able to facilitate partnership working to develop and implement strategies that deliver improved outcomes for local citizens. 	<ul style="list-style-type: none"> • Understands the impact that major projects have on different communities • Creates and communicates a picture of the long term needs of the community • Involves those affected in the planning processes • Brings together elected members, partners and the community to develop strategic plans and solutions • Makes effective use of natural resources, physical assets and people to meet current and future corporate priorities, standards and deadlines • Creates well defined projects and programme management processes • Utilises budget profiling to maintain financial grip, achieve efficiencies, savings and benefits realisation • Develops a climate which values planning, takes account of risk, avoids crisis management and operates within the Council's legal & ethical frameworks • Manages ambiguity and uncertainty and demonstrates commitment and tenacity • Starts with the outcome in mind. Ends by reviewing the actual against what was planned.