

**CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL
JOB PROFILE**

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| 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, and tackle inequality, while raising the ambition and profile of Bradford at local, regional and national level. You will be responsible for delivering agreed objectives and outcomes through effective performance, risk, financial management, strategic partnerships and outcome focussed activities across our place.

You will provide inspirational system leadership to the Corporate Management Team, the Council, partners and other key stakeholders to ensure that political priorities are understood, and excellent services are enabled and outcomes achieved, through effective partnership working, strategic planning and delivery, 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 District and region through the Combined Authority and City Region.

Main Responsibilities of the post:

External facing

- Work with public, private, voluntary and community sector and faith organisations at national, regional and local level but specifically with central government/government agencies, the regional devolved administration (WYMCA), health, police, FE and HE colleagues, representative business and voluntary sector bodies and local community organisations.
- Championing the people of Bradford District, our services, businesses, communities, neighbourhoods, and education, encouraging and guiding public and private investment in the District in a way that maximises impact and benefit for our residents and our place. equality and diversity and needs a deep understanding of complex systems and working with diverse communities.
- Represent and advocate for the Council at local, regional, national and international level with key stakeholders, including Government, Combined Authority, local authorities and other public sector bodies, local community, private sector, education and other organisations.

Competency Based Job Profile

- Lead large transformational agendas across partnerships within a complex and challenging environment of reducing public resources.
- Lead and develop strong partnerships and working relationships across the local community and with external stakeholders to promote the best interests of the city and the district in order to deliver priority outcomes including enhanced wellbeing and to promote inclusive growth 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.
- 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

- Act as principal policy adviser, and support and advise the Leader and Elected Members on the development of the Council's strategic aims and ensure that the Council's policies, strategic risks, and priorities are understood and implemented across the organisation.
- Effectively manage the interface between elected Members and senior officers maintaining the essential Member/officer partnerships and processes including ensuring positive and respectful relationships and the effective formulation and delivery of the Council's policy priorities.
- Give clear leadership and direction on the development and implementation of the Council's vision of creating a thriving, sustainable fair city for everyone. Personally drive service improvements and transformation and co-ordinate strategies to deliver results and key priorities within that vision, ensuring a clear sense of ambition, direction and purpose.
- Support the Council and Elected Members to exercise their democratic role and support open and democratic governance, being innovative in encouraging participation in the democratic process.
- Provide assurance that strategy and plans are in place to enable the delivery the strategic improvement and transformation plans to meet the Council objectives and financial challenges working closely with Council owned organisations and Government to achieve this.
- Provide strong, inspirational and visible leadership and direction, encouraging and enabling managers to motivate and inspire their teams.
- Deliver the Council's strategic aims, objectives and partnership priorities set out in the Council Plan and City Plan, ensuring that the people of Bradford District are at the centre of service delivery and future developments, and that the diverse needs of our community are considered.
- Foster a culture, which engages all staff and partners in its development and delivery of services.
- Oversee the effective use of our total resources that ensures high quality services, value for money services and ensures there is sufficient capacity and capability within the organisation to deliver its ambitions and aims.

Competency Based Job Profile

- Develop and sustain effective and productive partnerships and external relationships that impact upon the quality of life experienced by local communities and foster community cohesion.
- Take a lead role within the Council and its partnerships in reducing inequalities and ensuring the development of fully inclusive services.
- Lead the management team to deliver the Council's financial performance and ensure that other resources are properly planned, managed and controlled efficiently to achieve the Council's aims and objectives.
- Lead, motivate and enhance the performance of all staff to enable the Council to deliver service excellence.
- Lead and achieve a people centered, values based and inclusive organisational culture that promotes innovation and creativity, nurtures growth and focuses on developing and maximizing potential to continually improve services and be a learning organisation.
- Promote an environment which is supportive, fair and open, encouraging and enabling all staff to meet required performance standards, and that ensures high standards of probity, integrity and customer confidence, ensuring that all senior managers are role models for these behaviours.
- Promote best value and value for money, service excellence and equality in the delivery of services and employment.
- Demonstrate an open commitment to actively celebrating the rich diversity of the District in our workplace, events and cultural programmes and in our engagement with the different communities which make up Bradford District. Ensure that inclusion and respect is at the heart of everything the council does and personally champions both in undertaking the role of Chief Executive.
- Recognise the broader definitions of diversity and support programmes to promote social inclusion, intersectionality and community cohesion.
- Lead, maintain and promote effective communications, liaison and partnership working throughout and across the Council at all levels.
- Work with the Leader and Elected Members to ensure effective governance of the Council, ethical standards, probity and integrity of decisions made.
- Undertake the role of Returning Officer and other electoral responsibilities.
- Act as principal advisor to the Council in the statutory role as Head of Paid Service in accordance with Section 4 of the Local Government and Housing act 1989; lead the statutory officers in the discharge of their responsibilities, working closely with Monitoring Officer and S.151 Officer to ensure good governance in the conduct of all Council business. Participate in Emergency Management GOLD rota to ensure emergency planning and business contingency arrangements, health and safety are in place throughout the Council.
- 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 - **£1,280m**
- (b) Annual Net Revenue Expenditure – **£453m**
- (c) Capital Investment Programme for next 3 years – **£885m**
- (d) Workforce of **approximately 12,500 headcount** (including schools)
- (e) District population (estimate) – **547,000**

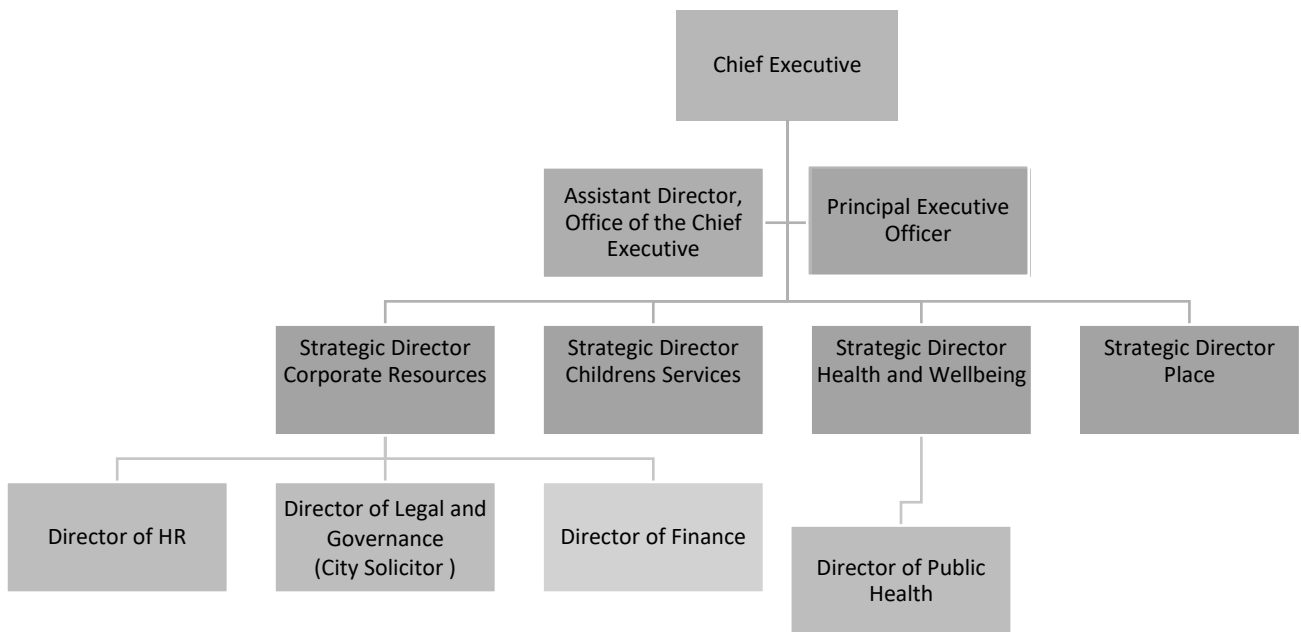
Decision making responsibility:

- Takes accountability for outcomes and responsibility for delivering in own area.
- Knows what to do and when to do it, delivering at pace and changing path when necessary.
- Lead with the Council management team to ensure:
 - that performance at all levels delivers best value to agreed targets, service standards and budgets.
 - that targets to reduce inequalities and promote social inclusion are delivered.
 - that the Council has effective programme and performance management systems in place so that corporate priority projects are delivered on time, to budget and to a consistently high standard.
 - that progress towards KPIs is monitored and acts as an enabler to achievement.

Key Contacts/Relationships:

Leader of the Council, the Executive, opposition leaders, all elected members, Corporate Management Team and Senior Leadership Team, and Council staff, chief executives and leaders of partner organisations/agencies including: public, private, voluntary and community sector and faith organisations at national, regional and local level but specifically with central government/government agencies, the regional devolved administration (WYMCA), health, police, FE and HE colleagues, representative business and voluntary sector bodies and local community organisations in delivery of the Council’s ambitions for the District.

ORGANISATIONAL STRUCTURE



Full senior structure: [Bradford Council Management Structure](#)

Senior Management Competencies relevant to the post are attached as Appendix 1

Person Specification

Part One: Qualifications and Experience

Qualifications

1. Relevant professional or management qualification or an equivalent demonstrable portfolio of experience in senior roles of increasing scale and complexity.
2. Evidence of relevant leadership and management training or recent relevant continuous professional development or significant senior leadership and personal development.

Experience

3. Substantial successful leadership and senior management experience in an organisation of comparable size, complexity and social impact.
4. Successful experience of leading large scale organisational change and transformation that improves efficiency, culture and performance in a relevant environment, in order to deliver better services and outcomes for people.
5. A demonstrable record of establishing and maintaining a strong and effective performance culture, inspiring, motivating and empowering people to meet corporate objectives and deliver services that are responsive, customer focused and achieve results.
6. Deep experience of exercising excellent judgment, providing sound advice and effective decision making at the most senior levels of organisations within a complex political environment, including giving guidance to senior elected members, Cabinet meetings (or equivalent) and other comparable bodies.
7. An excellent track record of developing and shaping positive and effective, wide-ranging relationships and partnerships to deliver across organisational boundaries and create a collaborative environment.
8. Significant successful experience as an organisational ambassador, effectively shaping, influencing and representing issues and organisations at the highest levels, to achieve and deliver strategic priorities and objectives.
9. Demonstrable evidence of effective strategic resource oversight and of identifying commercial opportunities in a comparably complex organisation.
10. A track record of promoting and delivering positive solutions to achieve diversity, equality of opportunity, preventing discrimination and promoting inclusion.

Part Two: Skills, Abilities and Knowledge

11. A comprehensive understanding of local government, the national and political context within which it operates and the current challenges and opportunities this presents.
12. Ability to develop long term strategic thinking and harness new ideas, approaches and solutions leading to effective decisions in a challenging environment and to manage conflict and resistance positively.
13. Strong financial and commercial awareness, with strong analytical skills and a creative problem-solving approach to manage competing priorities within major financial constraints and reducing financial resources.
14. Proven ability to organise and undertake a diverse workload, manage constant and often conflicting work demands whilst still achieving competing deadlines and targets.

Competency Based Job Profile

15. Excellent leadership skills, values and behaviours that encourages commitment from others and promotes a positive, open, transparent, empowered and motivated organisational culture with shared purpose that enables people to thrive through development and involvement.
16. Ability to foster a culture of excellence with highly effective governance, where high standards, accountability and performance are valued, respected and delegated effectively throughout the organisation.
17. An ability to manage corporate and individual performance in a manner that raises standards and delivers results.
18. An ability to provide clear, appropriate, balanced and unambiguous advice to operate sensitively within a political environment and to develop relationships with Members that command respect, trust and confidence.
19. An ability to relate to and win the confidence and trust of Members, staff, communities and partners through excellent communication and negotiation skills, influencing outcomes through tact, diplomacy and effective reasoning and persuasion skills on complex issues.

Part Three: Characteristics

20. Demonstrate personal resilience and ability to thrive in challenging circumstances.
21. The highest personal integrity and loyalty, supportive to colleagues, with a drive to deliver corporately on the Council's vision and values.
22. An understanding of and a personal commitment to the vision, aims, values and priorities of City of Bradford Metropolitan District Council.

Working Conditions: Legally entitled to work in the UK.

Special Conditions:

This position is politically restricted under the Local Government and Housing Act 1989. Therefore, you will be restricted from political activity.

This position is exempt under the Rehabilitation of Offenders Act 1974. This means you will have access to vulnerable groups such as young people, the elderly, and children.

Any offer of appointment will be subject to a satisfactory Enhanced / Standard Disclosure from the Criminal Records Bureau. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

To undertake any other related duties and responsibilities as they arise, alongside all other functions not falling within the terms of reference of any other Officer in accordance with the Officer's Scheme of Delegation.

Undertake any other related duties and responsibilities as they arise / all other functions not falling within the terms of reference of any other Officer in accordance with the Officer's Scheme of Delegation

Responsibility to ensure that work complies with all statutory requirements with Standing Orders and Financial Regulations of the Council and to ensure that all work functions are undertaken in accordance with health and safety legislation and risk management and associated codes of practice.

Compiled by: EL/AL
Date: February 2023

Grade: Re-assessment
date: February 2023

Post Grade:
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. |
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| <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. |

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