

## **JOB DESCRIPTION**

**JOB TITLE:** CHIEF EXECUTIVE

**RESPONSIBLE TO:** The council, through the leader of the council

**RESPONSIBLE FOR:** Strategic management  
Leadership including responsibilities as head of paid services  
  
Partnership and community development  
  
Resource management  
  
Working with members  
  
Equality and diversity

### **MAIN PURPOSE OF JOB:**

- To provide leadership in the strategic management of the council and to support Members with the objective of achieving its vision, priorities, aims and ambition for Slough
- To be the head of paid service and ensure that the council is organised efficiently and effectively to deliver excellent customer focused services.
- To enhance the reputation of the Council with residents, businesses and other stakeholders

### **MAIN RESPONSIBILITIES:**

#### **Strategic management**

1. To ensure that the council's vision, priorities and aims are made a reality by providing a clear sense of direction, optimism and purpose and by marshalling the resources of the whole organisation to achieve these ends.
2. To be the council's principal adviser on corporate strategy by setting a clear framework for the development and achievement of corporate policies and objectives and through working effectively with members through the council's democratic structure.

## **Leadership**

3. To be the head of paid service and to lead the corporate management team so that positive contributions are made by directors in the development and implementation of policies that will optimise service delivery to the people of Slough.
4. To inspire, empower and develop the council's workforce to secure a real sense of ownership of its vision and priorities, seek continuous improvement, encourage cross-council working and move decision making and responsibilities as close as possible to the point of service delivery.
5. To develop and maintain a flexible and focused organisation which is able to embrace, absorb and respond positively to changing requirements and priorities.

## **Partnership and community development**

6. To lead the council's commitment to working with a range of stakeholders with the aim of maximising positive and sustainable investment through the Heart of Slough project and other initiatives.
7. To develop and maintain effective systems of consultation, community involvement and partnership working to achieve the council's community strategy.
8. To promote the interests and image of the council and enhance its influence in constructive relationships with key stakeholders in the community, in government and other public bodies, the voluntary sector and in the business community.

## **Resource management**

9. To ensure that effective organisational structures and performance management systems are in place to plan, deliver and monitor strategic and service objectives.
10. To plan and keep under review the council's budget strategy and other significant financial funding arrangements in line with the priorities agreed by the council; to ensure that budgets are monitored and controlled and that there is clear accountability.

## **Working with members**

11. To have overall responsibility for the management of relationships between elected members, political groups and officers by establishing a clear understanding of roles and by developing and maintaining clearly understood procedures for converting policies into action within the constraints of propriety and legality.
12. To provide the leadership, communication and action which will exemplify the council's values and commitment to value diversity, ensure equality of opportunity and strengthen cohesion in the community.