

Job Description

1. Job Title	Chief Executive
Service	Harrogate Borough Council
Team	
Date Prepared/Revised By	April 2020
Post Accountable to	The Council via the Leader
Post directly responsible for employees	Harrogate Borough Council
2. Main Purpose	
<p>Responsible to the Council for the management of its 'Paid Service' and all the activities, processes and programmes, within its legal duties and powers.</p> <p>To lead the Corporate Management Team in the delivery of high quality services in accordance with policy, budget and statutory requirements and act as the principal policy adviser.</p> <p>To lead and develop corporate strategy, policy and organisational culture across the Council.</p> <p>To ensure strong leadership and direction, working with partner agencies, to enable the development of sustainable communities and be an ambassador for the Council.</p>	
4. Main Accountabilities	
<ol style="list-style-type: none"> 1. Responsible for the overall corporate management of the Council's staff and its services. 2. Work in partnership with Elected Members, providing a clear sense of direction and assisting in determining corporate culture through the effective formulation of policies, strategies and allocation of resources (human and financial) to meet the Council's vision, goals, core values and objectives. 3. Acts as advocate and an ambassador for the Council and ensure it is fully engaged with its stakeholders and partners. 4. Act as strategic and constitutional advisor to the Harrogate Convention Centre in the development of a conference and exhibition business. 5. Provide effective, impartial advice and guidance to the Council, its members and Committees on all matters appertaining to their duties and offices in accordance with its consultation. 6. Provide visible leadership to the organisation and represent its ethics, values and concerns with particular emphasis on high standards of customer care within the Council, services and activities. 7. Lead the Corporate Management Team in the strategic development of corporate policy to meet the Council's objectives. 8. Lead to inspire, motivate and develop the council's workforce to ensure sense of ownership of the Council's aims and objectives. 	

9. Seek and maximise appropriate opportunities for beneficial external funding and to develop such partnerships as will assist in the delivery of the Council's strategies and initiatives.
10. Develop and maintain a culture of collaborative and consultative working between services, members and external partners to maximise efficiency and effectiveness.
11. Promote the council's commitment to valuing diversity reflecting the diversity of the borough in the Council's employment and service delivery practices and ensure the development and implementation of effective policies.
12. Motivate and develop the workforce to attract a high calibre workforce.
13. Ensure the structure of the Council is fit for purpose.
14. Ensure the effective governance of the Council.
15. Ensure the Council is aware of and responds to impending legislation.
16. Act as Electoral Registration Officer and Returning Officer and to ensure proper conduct of local, parliamentary and European elections.

Corporate and Service Strategies and Planning

Working with the Leader of the Council and elected members to develop and implement the vision and values, corporate and service strategies; the development of policies and plans; ensure that these are communicated effectively and implemented to meet stated objectives and core values.

5. Standard Accountability Statements

Health and Safety:

You are required to comply with the Council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of the Council's Health and Safety Policy. Your safety responsibilities are shown on the Health, Safety Responsibilities (HSR) for your post.

Equality and Diversity: The post holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.

Learning and Personal Development: The post holder has a personal responsibility for his or her own learning and development, and will maintain up to date records of achievement and attendance as required. The post holder must undertake the learning and training identified in the job skills matrix, and other relevant training that is identified and agreed with their manager.

Safeguarding Policy and Procedures

The post holder will adhere to all the Council's Safeguarding Policy and Procedures.