

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title**: Executive Officer to the Chief Executive | | | |
| **Department**: Resources and Regulation | | **Post No**: | |
| **Division/Section**: | | **Post Grade**: 19 | |
| **Location**: Town Hall, Bury | | **Post Hours**: 37 | |
| **Special Conditions of Service**:  The nature of the post will require the post holder to work flexibly dependent on the needs of the job. This can mean working outside of standard working hours.  Ability to travel | | | |
| **Purpose and Objectives of Post**:  In a high profile role to act as a strategic lead on behalf of the Chief Executive to support the development, co-ordination of timely implementation of corporate strategies and priorities.  To manage resources effectively, working within budgetary constraints, and deploy and coordinate resources in a well-planned and controlled manner.  On behalf of the Chief Executive, provide strategic support and liaise with stakeholders, both internally and externally, to ensure corporate priorities and initiatives are delivered.  Co-ordinate the Corporate Policy and Communications functions. | | | |
| **Accountable to**: Chief Executive | | | |
| **Immediately Responsible to**: Chief Executive | | | |
| **Immediately Responsible for**: Corporate Policy Manager and Interim transformation lead for Communications and Engagement, Executive Assistant to the Leader of the Council | | | |
| **Relationships: (Internal and External)**  **Internal –** Elected Members, Chief Executive, SLT, Senior Managers, employees, Trade Unions  **External –** Stakeholders and Partners, other organisations | | | |
| **Control of Resources**:  The monitoring of any budgets allocated to the projects  Effective use of ICT equipment and systems  Other resources delegated to the post holder to support and deliver projects | | | |
| Duties/Responsibilities:   1. To support the Chief Executive in the delivery of key priorities through planning, development and implementation of a wide-range of projects and programmes to achieve key corporate priorities and organisational change. This includes determining the scope of work, planning and developing a programme of work, ensuring project management systems are in place; drawing up timelines and milestones, identification of resources and interdependencies between work streams, and identifying key stakeholders. 2. Work closely with the Chief Executive to ensure projects and initiatives are delivered to time and to a high standard, driving efficiencies, maximising budget and achieve high level of performance delivery. 3. Monitor, contribute and report on progress of projects, initiatives and priorities to the Chief Executive and SLT. 4. Provide advice and guidance to members of the project teams and all stakeholders on programmes of work. 5. Carry out line management duties for posts immediately responsible for; including employee reviews, 1-1’s and dealing with any managing attendance, discipline, grievance and capability issues. Support the Chief Executive with the day to day co-ordination of these functions and of the digital strategy function. 6. Ensure that actions arising from meetings held by the Chief Executive are followed up and decisions implemented. 7. Represent the Chief Executive in meetings, working groups and other forums, providing an input that proactively drives delivery of priorities. 8. Contribute to the transformation agenda and public service reform. Ensure effective communications, marketing and press/media arrangements are developed. 9. Produce clear reports and presentations on behalf of the Chief Executive to a wide range of audiences including SLT and Departmental Management Teams, Elected Members and external stakeholders including Greater Manchester audiences (Chief Executives/Leaders and GM Mayor). 10. Ensure a high standard of service delivery is maintained at all times’ including drafting and overseeing correspondence from Members, MPs, the public and other stakeholders. 11. Ensure the development, maintenance and monitoring of effective systems and information to support the delivery of key objectives and ensure the capability to produce accurate data and reports. 12. Work closely with the Chief Executive to secure forward planning, programming and co-ordination of all the Chief Executive’s work and priorities including the monitoring and progress chasing of all follow-up activity. This includes working with senior officers across the Council to ensure that key projects are delivered on time. 13. Proactively identify any issues, opportunities, areas of risk across the Council ensuring these are communicated to appropriate parties as required. 14. Develop effective relationships and communications with elected Members, SLT, senior managers, employees, trade unions, stakeholders and partners and support the Chief Executive in relation to the management of the Council’s internal and external relationships and reputation. 15. Support the Chief Executive on the Greater Manchester activities to ensure key priorities and messages are translated into tangible outcomes for Bury and to work closely with SLT to ensure all appropriate stakeholders are kept informed on developments and decision making processes. 16. Maintain a high level of awareness and understanding of developments and initiatives across departments and wider Greater Manchester and ensure the Chief Executive is appraised on latest developments. 17. Ensure the effective and prioritised deployment of resources to provide reliable information and support to managers and decision makers 18. Effectively commission work packages both within the assigned service area and from other service areas / organisations in order to provide a holistic approach to advice and ensure that all factors are accounted for in the decision making processes of the organisation. | | | |
| * As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm. * Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect. * The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies. * As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues. | | | |
| Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service) | | | |
| **Job Description prepared by:** | **Sign:** | | **Date:** |
| **Agreed correct by Post holder:** | **Sign:** | | **Date:** |
| **Agreed correct by Supervisor/Manager:** | **Sign:** | | **Date:** |



**DEPARTMENT FOR RESOURCES AND REGULATION**

**EXECUTIVE OFFICER TO THE CHIEF EXECUTIVE**

|  |  |  |  |
| --- | --- | --- | --- |
| **CORE BEHAVIOURS FOR THE POST (Please tick those relevant)** | | | |
| Commercial Thinking & Analysis | √ | Planning | √ |
| Customer Service |  | Developing Self & Others |  |
| Delivering Results | √ | Teams, Networking & Partnerships | √ |
| Values, Ethics & Diversity | √ | Adapting to Change | √ |
| Delivering a Quality Service(Continuous Improvement) | √ |  |  |

|  |  |  |
| --- | --- | --- |
| **SHORT LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Degree level qualification in subject area relevant to the role | √ |  |
| Project management qualification at practitioner level and equivalent experience (e.g., MSP Practitioner or Prince2) or willingness to achieve in next 12 months | √ |  |
| Management qualification e.g. ILM Level 5 | √ |  |
| Demonstrate a breadth of knowledge across all Council functions and those of partner organisations | √ |  |
| Knowledge of the work of the GMCA and public service reform | √ |  |
| Proven experience of successfully managing and delivering a wide range of complex and high value projects within a diverse workload to a structured project management process such as PRINCE 2 or equivalent | √ |  |
| In-depth knowledge of project management methodologies and techniques, and their application in a business context. | √ |  |
| Evidence of continued professional, managerial and personal development | √ |  |
| Detailed knowledge and clear understanding of all of the activities and services provided by local government to its local communities and the principle challenges it faces to provide these, operationally, strategically and politically | √ |  |
| Detailed knowledge of sources of information and guidance available to political and executive leadership e.g. Local Government Association and Local Government Information Unit | √ |  |
| Detailed knowledge and clear understanding of the workings of local government, including its legal, financial, social and political processes. | √ |  |
| Knowledge and understanding of the Council's Political and Executive decision making processes and working with Councillors and MPs. | √ |  |
| Experience of working closely with business stakeholders, including designing, establishing, reviewing and improving professional administrative business processes to ensure efficiency and effectiveness. | √ |  |
| Experience of successfully initiating, managing and delivering a number of projects to time and to budget. | √ |  |
| Proven experience of working effectively and impartially with elected members and in supporting the democratic decision making process. | √ |  |
| Experience of developing and implementing quality assurance systems. |  | √ |
| Experience of accounting for budgets, monitoring spend and providing financial and statistical information to others | √ |  |
| Substantial experience of using Microsoft Office packages, such as Word, Excel and PowerPoint, Outlook and Internet Explorer to complete work tasks | √ |  |
| Success in developing working relationships and partnerships, working collaboratively to deliver excellent services | √ |  |
| Organisational skills in order to work under pressure to complete tasks, projects and work plans to potentially conflicting deadlines, without direct line management, re-prioritising own work and that of teams, as appropriate | √ |  |
| Experience of successful matrix management |  | √ |
| Ability to contribute to and develop strategies and translate them into effective operational plans | √ |  |
| Analytical skills to investigate and interpret complex information and situations, draw conclusions and make recommendations for action | √ |  |
| Initiative to work independently, working imaginatively and creatively to solve a range of problems to work through risks and make decisions and/or recommendations as appropriate where a solution may not be immediately be obvious | √ |  |
| Strong interpersonal skills to initiate and develop positive and effective working relationships, both internal and external, influencing and negotiating with others | √ |  |
| Able to work effectively with senior leaders, responding to different styles, inspiring confidence and providing practical assistance to them when faced with sensitive or difficult issues | √ |  |

**CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS**

**The short-listing criteria listed plus the following:**

|  |  |
| --- | --- |
| **ASSESSMENT**  **METHOD** | **CRITERIA** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |