

Draft Job Description

Job Title:	Joint Chief Executive - South Northamptonshire Council and Cherwell District Council
Salary:	To be confirmed
Location:	To be split between Towcester and Bodicote
Contract:	Permanent
Reports To:	South Northamptonshire and Cherwell District Council Leaders
Responsible For:	All employees in South Northants and Cherwell District Councils

Key Relationships

Two Leaders and other Elected Members, senior officers from both Councils, other local authorities, businesses, community, voluntary and other organisations, in particular Police, Health and Local Economic Partnerships.

Job Purpose

- To work in partnership with the two Leaders and other Elected Members to provide leadership, vision and strategic direction for both Councils.
- To ensure that the strategic aims, objectives and priorities of each Council are met and that residents and businesses across both districts receive excellent services in accordance with the policy, budgetary, statutory, quality and value for money requirements of each Council.
- To deliver the outputs of the Developing the Approach to Joint Working and the Delivery of Local Authority Services report, approved by both councils in 2015.
- To examine, with Elected Members of both Councils, the potential for the development of a broader confederation of public sector organisations, including in particular health, police and other local authorities, which helps both Councils and any future confederation partners realise further savings and benefits and to implement if agreed.
- To plan, with Elected Members of both Councils, for the reform of local government and public services and the advent of community-based budgeting.
- To build and maintain successful internal and external partnerships and relationships, and to oversee each Council's communications strategy to promote a positive image of each Council to partners, citizens, and national and regional bodies.

Main Duties and Responsibilities

- To continue securing financial savings and joint working arrangements between Elected Members and staff at both Councils that support the delivery of improved services and outcomes in both districts
- To exercise the statutory duties and responsibilities of Head of Paid Service for both Councils as defined within the Local Government and Housing Act 1989.
- To be the principal advisor to each Council on matters of general policy, development, implementation and maintenance of corporate and strategic policies and to ensure effective and pro-active forward planning.
- To work with leading Elected Members and senior officers at both Councils to ensure that the strategic aims and values of each Council are clearly understood by their Elected Members, staff and partners and are reflected in all that each Council does.

- To maintain and continuously improve a coherent framework of performance management which ensures that the objectives, desired outcomes and improvement aspirations of both Councils are met and staff in both organisations understand clearly what is expected of them.
- To ensure that constructive relationships are developed and maintained between each Council and with central government, together with the other local authorities, businesses, community, voluntary and other organisations, (including in particular health, police and Local Economic Partnerships), which are important to meeting the objectives of both Councils.
- To provide clear direction for the management of human, financial and other resources; to ensure that under the shared management team both Councils maintain and improve their reputations for being fair, responsible employers and providing value for money services.
- To ensure that the Elected Members and staff of both Councils are provided with appropriate support and opportunities for personal development to ensure that both Councils are in the best possible position to deliver the broadest possible benefits of joint working.
- To seek other potential partners in a confederation of public sector bodies who would work together for mutual benefit, building directly on the formal joint working arrangements between the two Councils and to implement if agreed.
- To be a director on a council owned company or a company in which the council has an interest, if required.
- To lead and chair the shared Executive and Corporate Management Teams in a way that provides the strategic direction and leadership necessary to achieve the business and service objectives of both Councils.
- To serve and represent both Councils equally and without bias.
- To exercise the statutory duties and responsibilities of the Electoral Registration Officer and Returning Officer on behalf of both Councils.