

THE ROLE

CHIEF EXECUTIVE

JOB PURPOSE

The Chief Executive will provide leadership, vision, professional advice and strategic direction to the council, undertaking the duties of head of the paid service and taking the lead role in all aspects of policy and strategic management, ensuring a corporate and strategic approach to service delivery.

The postholder will lead the development of the council's overall corporate strategy and ensure that it is implemented in line with the priorities agreed by the council and community planning partnership as well as securing best value in the management and delivery of all services.

The Chief Executive, as head of the council's paid service, has authority over all other officers except when a chief officer is exercising a personal statutory responsibility.

The postholder will develop and foster a good working relationship with the leader and elected members of the council which will support an open and professional approach in the development and management of the council's affairs.

The postholder will act as Returning Officer for Elections and Referenda and as Clerk to the Lieutenancy for Lanarkshire.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Leading by example and working corporately at all times, playing a full and active role in the oversight of delivery of council services and the development of the council's overall corporate strategy, ensuring that this is effectively delivered in line with the priorities agreed by the council, community planning and other partnerships.
professional assistance and advice is provided to the council within a changing economic and legislative environment.
2. Maintaining and developing positive working relationships with other officers, elected members (individually and collectively at committee/working groups etc) and community planning partners and taking the lead role in developing and implementing strategic and transformational initiatives, including the Council's Business Plan to 2020 and the Our Ambition programmes of work. This will involve working across all service groups, with the Assistant Chief Executives, to ensure a joined up approach to the delivery of services and corporate transformation goals.
3. Securing best value in the management and delivery of services, ensuring that all relevant legislative requirements are fulfilled and the best available
4. Providing advice and support to elected members on all aspects of policy, strategy and key decisions to ensure that the council's aims and objectives are met.
5. Ensuring effective governance with robust policies, processes and procedures demonstrating transparency, accountability and best value.
6. Leading, developing and directing the corporate management team in order to achieve the corporate priorities of the council.
7. Promoting and encouraging throughout the council a sustainable culture of continuous improvement and performance management. Ensuring effective and efficient implementation of the council's policies in accordance with best value principles.

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PRINCIPAL DUTIES AND RESPONSIBILITIES (continued)

8. Undertaking the statutory responsibilities attached to the Chief Executive's role.

9. Reviewing the council's management arrangements to ensure effective use of resources and delivery of service improvements.

10. Overseeing, in conjunction with the Head of Business for Financial Solutions, the preparation and delivery of an annual revenue budget, a rolling capital programme and effective spending/staffing plans.

11. In pursuit of the council's interests, promoting and fostering good external relations with other local authorities, Scottish Government, other public agencies, community bodies, the media, the private sector and the public in general.

12. Ensuring the council has in place adequate planning arrangements to comply with its statutory duties as a category 1 responder under the Civil Contingencies legislation. Leading and promoting the council's equality and diversity agenda to ensure compliance with the council's Equality duties.

13. Acting as Returning Officer for local government, Scottish Parliament, United Kingdom Parliament and European Parliament elections and any other elections/ referenda determined by legislation.

14. Acting as Clerk to the Lieutenancy providing services for the Queen's representative in Lanarkshire in areas such as, civil ceremonies; garden parties; bids for royal visits; British Empire Medal ceremonies; citizenship ceremonies; Remembrance Sunday.

15. Providing leadership and management support to the Assistant Chief Executives, including the Chief Accountable Officer/ Heads of Service/Strategic Advisers responsible for the delivery and development of all functions within their remit and ensuring that all duties and responsibilities for the Chief Executive's services are fulfilled in terms of the Health and Safety at Work Act 1974.

16. Working collaboratively with external partners including the NHS Lanarkshire, Police Scotland, Scottish Fire and Rescue Service and the third and voluntary sectors.

17. Ensuring that a comprehensive workforce development plan is in place for all employees with responsibility for the Chief Executive's services and this is implemented to support the overall development of the organisation consistent with the principles of the ASPIRE change programme.

18. Being accountable for the preparation and effective management of all revenue and capital budgets for the Chief Executive's services and ensuring that Chief Officers and senior managers formally and regularly account for the service and programmes under their control.

19. Ensuring that adequate risk management arrangements are developed and in place for all the Chief Executive's services.

20. Undertaking any other duties and responsibilities which may be assigned by the Council.

This post is politically restricted in compliance with the Local Government and Housing Act 1989.

The Council's conditions of service for Chief Officer posts are those for the JNC for Chief Officials in Scotland as varied in terms of any local agreement(s) in force from time to time.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

TIMETABLE

Closing date for applications: April 29 2018

Initial interviews: May 31 2018

**Assessment Centre for shortlisted candidates:
week commencing June 4 2018**

**Final interviews with Appointments
Sub-Committee: June 14 2018**