

## JOB ROLE PROFILE

**Post Title: Chief Executive      Grade: CEX**

**Reports to: Leader of the Council**

### Purpose of the Role:

1. Working with the Leader of the Council, Cabinet and Management Board to ensure that the Council's vision, strategic direction, and objectives are clearly identified and delivered in line with the Administration's priorities.
2. Provide leadership throughout the organisation in order to create culture, which is customer focused, performance driven and committed to continuous improvements.
3. Bring about a positive transformation in the quality of the Council's services.
4. Ensure that the Council is effectively managed and builds a reputation for delivering results.

### Accountabilities:

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| 1. | To be the Council's Head of Paid Service and have overall management responsibility for all staff.   |
| 2. | To develop an effective working relationship with each of the political group leaders and elected members, providing advice, and challenge to support the delivery of priority outcomes.   |
| 3. | Act as the principal policy adviser to the Council and to support and advise members on the development of the Council's strategic aims and objectives, to ensure that the Council's policies and priorities are understood and implemented across the organisation. |
| 3. | Promote values and behaviour that demonstrate awareness and responsibility at a corporate level ensuring all services and officers act collaboratively and cohesively as One Council.  |
| 4. | Lead the corporate delivery of the Council's aims and objectives, providing a clear sense of ambition, direction and purpose.  |
| 5. | Develop, lead and co-ordinate strategies and innovative approaches that translate the Council's objectives into actions that deliver results.  |
| 6. | Lead the Corporate Management Board, ensuring that it operates strategically, corporately and effectively.   |
| 7. | Inspire and motivate the Council's workforce so that staff morale is high and they   |

have a real sense of ownership of the Council's aims and objectives.
8. Bring about a far-reaching change in the culture of the Council, making it an organisation that is totally committed to customers, improving services and delivering results.
9. Bring about any necessary changes needed to enable Enfield to continue to be high a performing council.
10. Ensure that the Council is selectively and efficiently managed and that the Council's financial and other resources are effectively planned, managed and controlled in the context of significantly reduced budgets to maximise the resources available to the Council by leveraging the funds required to enable Enfield to achieve its objectives.
11. Build the Council's reputation as a customer focused, high quality service delivery organisation
12. Develop and promote strong partnerships and relationships with residents, other public sector organisations and agencies, government departments, local businesses and the voluntary and community sectors that jointly tackle local issues and reflect the Council's commitment to improving the quality of life of its residents.
13. Value the diversity of the borough's individuals and communities, ensuring equality of access and treatment in employment and service delivery.
14. Ensure the effective governance of the Council and the legality, probity, integrity, proper public accountability and scrutiny of its decision-making processes.
15. This is a statutory appointment under the provisions of section 4 of the Local Government and Housing Act 1989 Returning Officer Electoral Registration Officer. The Chief Executive will fulfil the statutory role of Head of Paid Service but will not hold the statutory positions of Monitoring Officer and Chief Finance Officer.
16. The portfolio may be varied sometimes by discussion with the Leader of the Council and Cabinet in accordance with the authority's needs. The postholder will be required to undertake all duties in accordance with the Council's policies and statutory obligations and any other duties required.

### **Equality and Diversity:**

The Council has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

### **Health and Safety:**

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the

provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

### **Corporate Health and Safety Responsibilities**

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;
2. Following safety rules and procedures;
3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and
4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to:

- take part in safety training and risk assessments and suggest ways of reducing risks; and
- take part in emergency evacuation exercises.

Employees shall report all accidents, 'near miss' incidents and work-related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, Assistant Director or Director of the Council.

### **Information Security:**

In order to protect the confidentiality, integrity and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council's Information Security Policy.

### **Statement of Commitment to Safeguarding of Children and Vulnerable Adult through safer employment practice:**

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the Council will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.

All staff working with Children & Vulnerable Adults should be aware of and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.