

ARGYLL AND BUTE COUNCIL
JOB DESCRIPTION AND PERSON SPECIFICATION

Post of: EXECUTIVE DIRECTOR

Salary: £90,366

Location: LOCHGILPHEAD

Responsible to: CHIEF EXECUTIVE

Main Purpose of Post

The Executive Director will provide leadership, vision and strategic direction across all Council services with a focus on demonstrating best value in the delivery of the Council's priorities and objectives while ensuring continuous improvement across their areas of responsibility.

In addition, the Executive Director will positively contribute to a corporate and integrated approach to the development and implementation of the Council's policies and strategic initiatives thus ensuring a consistent approach across the whole Council.

The Role of Executive Director is:

1. As a member of the Strategic Management Team, to take collective responsibility and act as the main interface with Elected Members to ensure the most effective delivery of services, consistent with political priorities and vision for the Council.
2. To work to ensure delivery of agreed national and other policy commitments, including those in the Concordat and Single Outcome Agreement.
3. To lead in the formulation and implementation of corporate strategic initiatives and identify clear management aims and objectives for the Council.
4. To lead the strategic management of resources, ensuring effective systems are in place which comply with council budget and procurement procedures.
5. To prepare in consultation with the appropriate Heads of Service and Finance staff, capital and revenue budgets and thereafter to ensure that effective budgetary control is maintained and that expenditure occurs within the Council's policies and financial regulations.
6. To provide high level leadership and direction to the ongoing performance management of, and where appropriate to the development and redesign of Council services. To ensure that there is appropriate capacity and capability in place to enable service redesign to be effective.

7. To ensure that staff are supported, developed and managed in line with their Personal Development Review / Continuous Professional Development Plan to enable them to maximise their contribution to the work of the Council and their potential, including leadership and performance management capability.
8. To exhibit and exemplify leadership behaviours with all staff, and other stakeholders and ensure effective partnership working with staff and external organisations.
9. To meet the key work objectives, targets and outcomes set as part of an individual Development Plan and Departmental Scorecard and ensure that services are focused on continuous improvement.
10. To develop, maintain and encourage an organisational culture which promotes quality through continuous improvement.
11. To lead, drive and direct effective performance management to ensure that the Council's resources are most effectively utilised.
12. To demonstrate personal commitment to customer care by ensuring regular communication, visibility and feedback to service users and employees.
13. To develop and promote equality of opportunity both in terms of service delivery and in employment in all aspects of the Council's activities.
14. To promote and foster a culture which will ensure the most effective relationship with Elected Members.
15. To provide advice and guidance to Elected Members on policy and strategy.
16. To lead the continuous development of partnerships with community planning partners, other organisations and individuals as necessary. To identify, develop and implement new partnership opportunities to ensure delivery of national and local priorities.
17. To act up as the Chief Executive in his/her absence on a rotational basis within the Strategic Management Team as and when required.
18. To work strategically with other Executive Directors and Managers to actively facilitate the integration of support services and the consistent application of Council policies.
19. To be responsible for the delivery of specific functions which will be changed as need requires.
20. To uphold and promote the highest personal and professional standards in the conduct of the Council's affairs.
21. To undertake other duties as the Council / Chief Executive may direct.

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Executive Director Person Specification

	ESSENTIAL	DESIRABLE
Professional / Education Qualifications	<ul style="list-style-type: none"> • Appropriate professional qualification • Educated to degree standard or equivalent 	
Relevant experience	<ul style="list-style-type: none"> • Proven record of achievement in a multi-functional organisation • Experience in interpreting and managing complex financial and budgetary information • Experience of formulating policy on complex issues • Proven track record of leading change management • Comprehensive experience of managing at a senior level 	<ul style="list-style-type: none"> • Thorough understanding of the workings of Local Government • Success in more than one service area
Special Knowledge and Skills	<ul style="list-style-type: none"> • Highly developed literacy and numeracy skills • Highly developed negotiating skills over a wide range of issues • Highly developed conflict management skills • Excellent presentational skills • Focus on analysis and results not process 	<ul style="list-style-type: none"> • Specific knowledge of legislation affecting Local Government
Personal Features/Qualities	<ul style="list-style-type: none"> • Articulate and perceptive • A high degree of political sensitivity with the ability to relate appropriately to Elected Members • Acts with calmness and resilience under pressure and responds positively to challenge • Self disciplined and able to work to strict deadline • A high standard of professional integrity • Strategic and innovative thinker 	<ul style="list-style-type: none"> • Evidence of CPD

	ESSENTIAL	DESIRABLE
Core Competencies	<ul style="list-style-type: none"> • Promotes Change & Innovation • Team Leadership • Customer Focus • Resilience & Integrity • Continuous Improvement • Being Accountable • Achieving Results 	
Additional Requirements	<ul style="list-style-type: none"> • Demonstrates a commitment and dedication to the needs of the job • Effective use of Information and Communication Technology • Full valid driving licence • Willingness to work out of hours as required 	