

East Hampshire District Council and Havant Borough Council

Role Profile

Job Title: Joint Executive Director

Responsible to: Joint Chief Executive

Job Purpose:

- Work with the Chief Executive, Joint Management Team and Councillors, in driving forwards the strategic and transformational agenda set by both Cabinets ensuring that all residents receive high quality, value for money services.
- 'Horizon plan' and, with the Chief Executive, lead on each council's response to strategic, cross cutting issues to ensure each council is best positioned to meet the challenges of the future.
- Provide the day to day strategic leadership necessary to achieve the corporate strategy aims and the annual business plan objectives across both Councils
- Drive the necessary changes to culture and practice to take forward the shared management and progress shared service arrangements of the Councils, ensuring that appropriate structures are implemented and maintained.
- Build and lead successful joint working arrangements and partnerships with other Councils, internal and external service providers, and agencies to deliver high quality, cost effective services
- Ensure resources are deployed effectively to meet corporate and service performance priorities
- Enhance each Council's reputation by promoting a positive image of each organisation to partners, citizens, and national and regional bodies

Key Dimensions

Joint population - 227,900

Combined geographical area - 569 sq kms

Number of ward councillors – EHDC 44, HBC 38

Number of staff – 789 (EHDC 326, HBC 463)

Combined Revenue budget (net) – £32m (EHDC £14m, HBC £18m)

Organisational Structure: See enclosed

Main Duties and Responsibilities:

- To lead in the development, delivery and monitoring of both Councils' corporate strategies, objectives and priorities
- To ensure day to day operational contact and cover across both 'head offices' of the Councils
- To work closely with the Joint Management Team to create and embed the necessary changes in culture and practice to meet the needs of both Councils
- To take a strategic lead on a portfolio of projects/programmes, providing the Executive Heads with sponsorship of the projects they are delivering and line management support
- To ensure that the employees of each Council are aware of the aims and objectives of both their Council and the partnership arrangement, the standards of behaviour and performance expected of them and the achievements of the separate organisations
- To manage and maintain a coherent framework of performance management which ensures that Executive Heads lead, inspire and develop their staff to perform to the best of their abilities to achieve corporate objectives
- To develop and maintain constructive relationships between each Council and other local authorities, central government, the business and industrial sector and principal community and voluntary organisations
- To ensure both Councils are able to demonstrate compliance with their policies and procedures, particularly health and safety, equal opportunities, customer care, emergency and business continuity planning, security and work standards
- To represent both Councils equally and without bias as an ambassador for the organisations
- To avoid/manage any conflicts which may arise as a result of the strategies, policies and activities of each Council taking into account each having separate political leadership
- To deputise for Chief Executive as required
- To undertake any such duties and responsibilities determined by the Chief Executive that are commensurate with the nature of the post

Notes:

This role is one of two Executive Directors. No one Executive Director will be allocated to a specific Council in order to avoid limiting the effectiveness of operations across the locations of each Council.

The Section 151 Officer role for both Councils will be shared and will be undertaken by one postholder in the new Joint Management Team (JMT). This postholder will assume the role of Chief Financial Officer with responsibility for all Section 151 functions.

This role is subject to the terms and conditions of service as prescribed by the Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities except where locally agreed conditions are in place.

This is a politically restricted post under section 2(1) of the Local Government and Housing Act 1989. The holder of this post is disqualified from being a member of other local authorities, a Member of Parliament or a Member of the European Parliament. In addition the postholder may not hold office in a political party, canvas at elections or attempt to influence support in any other way for a political party.