

## East Hampshire District Council and Havant Borough Council

### Role Profile

**Job Title:** Joint Executive Head

**Responsible to:** Executive Director

**Job Purpose:**

- Work with the Chief Executive, Joint Management Team and Councillors, to ensure that the strategic objectives of each Council are met and that all residents receive services which provide service improvement and value for money through the delivery of direct and commissioned services
- Lead the development and delivery of a group of service areas to ensure that each council delivers value for money and effective service provision as directed by the Chief Executive and Executive Director
- Ensure the necessary changes to culture and practice are addressed to facilitate the delivery of agreed joint working arrangements and that appropriate organisational structures are put in place to support this
- Ensure resources are deployed effectively to meet service performance priorities
- Act as the principal advisor (if appropriate) and/or ensure that officers and councillors are appraised of issues and receive relevant, best practice professional advice to facilitate informed decision making
- 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
- Enhance each Council's reputation by promoting a positive image of each organisation, 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**

- With the Joint Management Team, contribute to the development, delivery and monitoring of both Councils' corporate strategies, objectives and priorities
- To ensure day to day operational contact and cover across their remit of service areas in both Councils
- With the Joint Management Team, implement and embed the necessary organisational changes in culture and practice to meet the needs of both Councils
- Within their remit, effectively deliver agreed projects, policies and initiatives, optimising the efficient use and deployment of all resources
- Ensure sound and robust management through:
  - The development, delivery and monitoring of annual business plans which support delivery of both Councils' corporate strategies, objectives and priorities
  - Effective recruitment, development and line management of service managers
  - Leading, motivating and developing teams, ensuring that the employees of each Council are aware of the aims and objectives of both their Council and partnership arrangements, the standards of behaviour and performance expected of them and the achievements of the separate organisations
  - Leading and innovating in the development of new approaches to service delivery to ensure continuous improvement in performance, value for money, and quality of services for customers
  - Ensuring good performance management is embedded and employee performance and development reviews are completed in a timely manner
  - Planning, monitoring and managing allocated budgets to achieve financial and performance targets and ensure budgets are aligned to both Councils' corporate strategies, objectives and priorities
  - Ensuring that services 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 maintain an awareness and understanding of relevant legislation and best practice so that both Councils comply with their statutory obligations as well as securing performance improvement and increased customer satisfaction
- To represent both Councils equally and without bias

- 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 undertake any such duties and responsibilities determined by the Executive Director that are commensurate with the nature of the post

**Notes:**

This role is one of five Executive Heads. No one Executive Head 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.