

Purpose Of The Role:

- Work with the Leader, Cabinet and Council in identifying, setting and achieving Gateshead's strategic policy objectives, as set out in the Council's Corporate Plan, Thrive agenda, Corporate Health and Wellbeing Strategy and Budgetary Framework
- Provide leadership, vision and direction to the Council's Corporate Management Team and workforce in the delivery of innovative, efficient and effective services to service users across the borough
- Work with the Council's strategic partners to further the interests of the borough and achieve the joint objectives as set out in the Health & Wellbeing Strategy
- Represent and promote the Council locally, regionally, nationally and internationally
- Be a strategic advisor to the Combined Authority in delivering the Council's and regional priorities
- Ensure that the legal, financial and other relevant frameworks are effective and efficient to support Gateshead's role as part of a Combined Authority

KEY RESULT AREAS

Leadership

- Undertake role of Head of the Paid Service in accordance with the Local Government & Housing Act 1989
- Work closely with the Section 151 Officer and Monitoring Officer to ensure the maintenance of sound corporate governance
- Lead and direct the Council's corporate management team in the development and implementation of corporate plans, policy and strategy, embedding and maintaining a culture of high performance, management and accountability across the organisation
- Adviser to the Council and the Combined Authority, representing and negotiating on behalf of the Council at local, regional, national and international levels as needed
- Engage fully in the Combined Authority's business planning and financial planning process ensuring that priorities are translated into practice
- Work with the Regional Chief Executives of the Combined Authority

Service Delivery

- Ensure the Council's services operative efficiently and effectively to meet the diverse needs of the community
- Ensure the public are effectively engaged and heard through consultation and communications process regarding Council services
- Ensure that service delivery is evidence-based, customer-focused, and meets the needs of different groups within the community
- Ensure that there are clear and effective mechanisms for scrutinising performance across all service areas
- Ensure that the Council achieves the best balance of cost and quality, considering the resources available, in delivering services, having regard to economy, efficiency and effectiveness

Culture

Develop, encourage, maintain and lead a culture where:

- The customer is at the heart of everything everyone does
- Creativity and innovation underpin all activities to ensure that the Council continuously improves
- Value for money principals are considered in all activities to ensure the services provided are to the maximum benefit of the customer
- The Council is a great place to work and where its workforce thrives
- Every person is an individual and equality, diversity and inclusion is reflected in Council policy, strategy, workforce etc
- The organisation works within shared values
- Transparency and openness are practiced by everyone, taking a one team approach
- Lead and role model an equality of opportunity, diverse and inclusive culture where services are designed and delivered for our diverse community and through a diverse workforce representative of the community

Governance

- Undertake the role of Clerk to the Council, maintaining the Council's democratic processes
- Undertake civic and ceremonial duties
- Work in accordance with the Council's constitution
- Actively and effectively manage the Council's resources ensuring robust financial services and workforce planning
- Ensure the effective management of risk within the Council including Health and Safety and reputational management
- Ensure effective, modern governance of the Council and the legality, probity, integrity and proper public accountability and scrutiny of its decision-making processes
- Ensures there are clear decision-making processes, within clear schemes of delegation, which are transparent and regularly reviewed,
- Role model strong governance, conduct and alignment to policy and procedure, holding others to account when needed

KEY RESULT AREAS

Use of Resources

- In partnership with the Section 151 Officer lead the delivery of effective financial performance and planning to ensure the financial sustainability of the Council
- Ensure compliance with the Prudential Framework when making investment and borrowing decisions
- Ensure effective systems for identifying, reporting, addressing and reviewing financial risk
- Ensure that the investment decisions have a commensurate level of scrutiny, transparency and approval to make sure, that officers and members fully understand the risks
- Ensure the future sustainability of the workforce is considered and planned for
- Ensure the organisational financial position is strong and sustainable for the future
- Ensure that data and intelligence is utilised throughout the organisation to underpin strategic decision making and inform service re-design and innovation
- Attract and promote inward investment in to the borough of Gateshead to underpin our regeneration strategy

Continuous Improvement

- Ensure that the Council operates within a robust performance management framework
- Ensure that the Council has the capacity, skills, systems and structures in place to deliver services effectively and achieve continuous improvement
- Ensure that effective resource planning and management strategies are fit for purpose and regularly reviewed
- Encourage and sustain a culture of continuous improvement and cost efficiency, demonstrating a value for money key principle in all services
- Ensure that the Council has a robust continuous programme of improvement in place to ensure the services are fit for purpose and meet the demands of a changing world, to include digitization, integration, sharing and innovation of services

Partnerships & Community Engagement

- Secure engagement with all partners and stakeholders through involvement, consultation and collaboration
- Work closely with, and develop effective working relationships with, key external bodies and institutions
- Drive local economic growth, promoting social cohesion and pride in place
- Ensure appropriate frameworks and governance is in place to oversee and monitor partnership arrangements
- Ensure the Council has a strong role in community leadership and neighborhood management in conjunction with partners within the Gateshead Strategic Partnership
- Value diversity, promote equality of opportunity, and develop and maintain community cohesion addressing poverty, VCSE with a direct reference to the wider Health System

CRITICAL SUCCESS FACTORS

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| • Council performance | • Corporate effectiveness | • Partnership and community engagement |
| • Delivery of Corporate Plan | • External Political influence | • Thriving culture |
| • Management of resources | • Council reputation | • Service delivery |
| • Good governance | • Respect for the role internally and externally | • Use of resources |
| • Leader, Cabinet and Councillor satisfaction | • Performance management | • Leadership |
| • Strategic focus | • Continuous improvement | • Be a visible leadership role model |

SKILLS, KNOW HOW & EXPERIENCE

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| • Educated to degree level or equivalent | • Ability to work with all political parties | • Demonstrable experience of inspiring, motivating and creating high performing teams |
| • Substantial track record of outstanding leadership at executive level in a large complex organisation | • Understanding of the major strategic challenges facing local government | • Experience of managing large scale budgets |
| • Experience of delivering major transformational change | • Demonstrable experience of working effectively in partnership with other organisations, agencies etc | • Experiencing of delivering within budget |
| • Detailed understanding of and sensitivity to the political judgements for both the overall objectives of the Council and the Combined Authority | • Highly developed leadership and emotional intelligence skills | |

COMPETENCIES

- Self-awareness
- Personal effectiveness
- Communication
- Delivering results
- Joined-up working
- Improving delivery
- Motivating teams and individuals
- Managing team and individual performance
- Serving the community
- Developing partnerships
- Political awareness
- Focusing on the future
- Building a shared vision
- Facilitating change
- Persuasion and influencing

Dimensions: All councillors and employees; Impact throughout the Council and external partnerships

Equality Statement

Gateshead Council are committed to equality, diversity, and inclusion as we believe it is fundamental to ensuring that our people, the community we serve and our future workforce know that we respect and embrace a culture which is supportive, where everyone is treated equally and fairly and where our people are empowered to be the best version of themselves and truly respected. We continue to build an inclusive environment where opportunities are open to all, diversity is valued, and where everybody can reach their full potential without fear of harassment, prejudice, or discrimination. Every person in our organisation has a responsibility for making it a safe and inclusive environment where our people feel welcome and are able and supported to be who they want to be.

We want to help all our employees to not just thrive, but to flourish, prosper and succeed by putting people at the heart of everything we do. We'll recognise great behaviours and challenge poor ones to ensure that we continually build a culture which we're proud of and others want to be like

Gateshead Council are a disability confident employer