



## **JOB DESCRIPTION**

<b>Post:</b>	Chief Executive
<b>Department:</b>	Chief Executive's
<b>Reports to:</b>	Council

### **Current Salary Scale:**

The Chief Executive is the Head of the Council's paid staff and its principal adviser on policy matters. The Chief Executive has the responsibility for ensuring the efficient, effective and equitable discharge of responsibilities of the Council as laid down in legislation and in particular the Local Government Act (NI) 1972.

The Chief Executive is the Chief Financial Officer of the Council and has final responsibility on legal matters. He/she will be responsible for providing effective leadership, networking with elected members and setting the tone and climate of the Authority as an efficient, effective, innovative and adaptive public agency responsive to local needs with a bias for action.

### **PRINCIPAL ACCOUNTABILITIES**

- To develop with the Council a vision and corporate strategy that provides a strategic focus to the key issues of the Authority within achievable objectives.
- To establish the Council as an innovative body anticipating issues, addressing threats, maximising opportunities and providing an integrated area development strategy with the Council as lead partner.
- To create and maintain an effective organisation which focuses on the mission statement of the Council, its strategies and policies.
- To achieve high quality services of best value by development and effective use of all Council resources and securing performance through target setting, monitoring and reviewing systems.
- To operate in a locality sensitive manner, networking with interface areas of policies between Councillors, Council officers and the Community to secure public accountability in a constructive, co-ordinated and influential environment.
- To enable and facilitate, either directly or in the context of social, economic and environmental terms, partnerships to make the borough a better place to live, work, visit and invest.
- To maintain and develop relationships with Government, public agencies, European Union and overseas connections to the benefit of the Council and the Borough.



- To provide important linkages between the Council and the Community - directly facilitating, enabling or in a representative capacity, to improve the quality of life of the citizens in social, economic and environmental terms.
- To act as the Emergency Planning Co-ordinator for the Borough of Antrim.
- To act as Deputy Returning Officer for Local Government Elections.

**PRINCIPAL DUTIES AND TASKS PERFORMED:**

1. To advise the Council on the discharge of its responsibilities and the achievement of its policy aims through Committee or other designated structures.
2. To manage the paid staff of the Council through the Senior Management Team.
3. To ensure through the Senior Management Team, the operation of corporate approaches to the affairs of the Council.
4. To ensure the efficient and effective implementation of programmes, policies and decisions of the Council.
5. To advise the Mayor, Deputy Mayor and Committee Chairpersons in relation to their respective offices and to ensure the efficient and effective delivery of the Members' support service.
6. To oversee the delivery of statutory and other services to the public through the efficient, effective and economic management of resources under the requirements of Best Value and other performance management initiatives.
7. To ensure that the Council complies with all relevant statutory and regulatory provisions.
8. To be responsible for the effective operation of the District Policing Partnership.
9. To support and oversee appropriate strategies, policies and programmes to promote the economic, social, cultural and environmental development of the Council area.
10. To represent the interests of the Council at local, regional, national and international levels.
11. To report to any Committee of the Council when required to do so and to exercise the right to make exceptional reports to the Council, as a whole, on important matters.
12. To ensure through personal example, open commitment and clear action, equality of opportunity, both within the Council and externally.
13. To have overall responsibility for the creation, implementation and regular update of the Corporate Plan and the production of an annual Performance Improvement Plan.



14. To undertake the statutory responsibility as the Deputy Returning Officer for Local Government Elections.
15. To assist the Council in the development and management of its financial strategy and budgets.
16. To have final responsibility for civic, ceremonial and social events.
17. To fulfil the obligations of the Council and maintain the highest standards of professional probity.
18. To develop and maintain the District Emergency Plan for Antrim.
19. To be responsible for any other matters which may arise from time to time commensurate with the status of the post.



## **DISTRICT COUNCILS' (CLERKS QUALIFICATIONS) DETERMINATION 1997**

### **LIST OF QUALIFICATIONS**

#### **A Person Shall Not Be Appointed Unless He/She:**

1. Holds a primary or post graduate degree of a university which is authorised by or under Royal Charter or statute (or an equivalent university or body outside the United Kingdom) to grant degrees;

**or**

2. Holds the Diploma in Public Administration or the Diploma in Municipal Administration of such a university or body (or an equivalent university or body outside the United Kingdom);

**or**

3. Is qualified by examination as a member of one or more of the following bodies, (or an equivalent body outside the United Kingdom):-

- The Institute of Chartered Accountants in Ireland;
- The Institute of Chartered Accountants in England and Wales;
- The Institute of Chartered Accountants in Scotland;
- The Institute of Cost and Management Accountants;
- The Chartered Association of Certified Accountants;
- The Chartered Institute of Public Finance and Accountancy;
- The Chartered Institute of Secretaries and Administrators;

**or**

4. Has adequate and suitable experience of public administration.

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#### **Note:**

For the purposes of item 4 above, Antrim Borough Council will determine the experience as identified in paragraph 2 of the Personnel Specification.



## **PERSONNEL SPECIFICATION**

### **1. Qualifications:**

Candidates must be qualified in accordance with the District Councils' (Clerks Qualifications) Determination 1997.

### **2. Experience:**

Candidates must have at least 3 years relevant senior management experience, working at a strategic level, during the last 10 years, which would include:-

- a) An understanding and evidence of working in partnership, inside and outside the organisation, to achieve objectives.
- b) Strategic planning and policy development.
- c) Financial planning, performance management and Best Value concepts.
- d) Management of change, problem-solving and innovative approach.
- e) People management.
- f) Management and development of products/services which are responsive to stakeholder needs and preferences.
- g) Working with key decision-makers in public, private and voluntary sectors.
- h) Experience and evidence of working effectively in a complex multi-disciplinary environment and coping with changing priorities and pressures.

Candidates should demonstrate that their achievements have contributed significantly to their organisations.

### **3. General:**

The following attributes are viewed as being important to the role of Chief Executive:-

- a) The ability to positively lead and manage a complex organisation in a changing political and administrative environment.
- b) Highly developed planning, problem-solving and negotiating skills, to secure the effective management of corporate and strategic issues.
- c) A good understanding of the roles and responsibilities of the Council and the challenges facing local government in Northern Ireland and the public sector generally.
- d) An understanding of the obligations and constraints placed on a local authority as a statutory provider of public services and as an employer.
- e) Excellent oral, written and presentational skills, with the ability to represent and promote the interests of the Council at local, regional, national and international level.
- f) The ability to develop and maintain effective partnership arrangements both internally and externally.
- g) The ability to work effectively within a political environment, to manage the Member/Officer interface and retain a high degree of probity and integrity.
- h) A commitment to the concept and value of local democracy, public service and community governance.



- i) The ability of maintaining the confidence and respect of Councillors and leaders in the public, private and voluntary sectors.
- j) A commitment to promoting and progressing equality of opportunity.
- k) The ability to undertake the role of Chief Financial Officer and a good appreciation of public/local government financial management.

**4. Circumstances:**

- a) Use of a car and current driving licence is essential.
- b) Candidates must be fully committed and flexible with regard to the hours necessary in evenings, weekends and Bank Holidays and to the travelling involved in attending meetings and conferences as required by Council.