

Chief Executive

Role profile

WEST OF ENGLAND
Combined Authority

Role purpose

To provide outstanding organisational leadership to the Combined Authority its Mayor and the West of England Local Enterprise Partnership (LEP) ensuring the delivery of the policy objectives and priorities of the West of England devolution programme and the LEP.

Key elements of the role –

o organisational leadership o external representation o governance

- Take lead responsibility for the overall corporate and operational management of the Authority and LEP, monitoring performance against plans to ensure effective and efficient delivery of services to the highest standards, including financial, performance, risk, people and change management. This includes performing the statutory role of Head of Paid Service for the Combined Authority.
- To champion the delivery of the strategic objectives and priorities of the Combined Authority/LEP and put in place the professional advice and resources and necessary to achieve this.
- To further develop new opportunities for the Combined Authority and the Mayor in conjunction with all partners for further devolution of funding and powers.
- To manage the budgets and funding allocations available to the Combined Authority and LEP funding streams as appropriate, in partnership with the S151 officer.
- To manage the political interface between the organisation, the Combined Authority, Mayor and LEP
- To ensure effective and transparent governance and act as the custodian of the constitution of the Combined Authority and audit arrangements, in partnership with the other statutory officers; to ensure support to the West of England Joint Committee.
- To act as a collaborative regional leader and ambassador for the Combined Authority at local, regional and national level in partnership with the Mayor ensuring close engagement with North Somerset as part of the wider West of England.

Key Outcomes

- An organisation which is led and managed with clarity of direction and purpose.
- An organisation which focuses on delivery and making a difference.
- An organisation which acts in accordance with adopted values and codes of behavior.
- A constructive and complementary relationship with Members of the Combined Authority, elected Mayor, the senior management team and the wide range of partners and stakeholders...
- Robust performance management, resource management and governance regimes.
- Effective networking at local, regional and national levels to deliver and develop the objectives, priorities and ambitions of the West of England Devolution.

PERSONAL SPECIFICATION

Experience/Knowledge	<ul style="list-style-type: none"> ▪ Track record of outstanding leadership at a senior level, with evidence of developing and leading successful sustainable partnership and working through multi-sector and multi-disciplinary boards. ▪ Evidence of significant and measurable achievement and success in a senior management and leadership role including delivery of key projects. ▪ Proven track record of leading and shaping an organisation through transitions, securing resources and applying performance monitoring procedures within an accountable framework. ▪ Political awareness and experience; confidence in operating at the political/management interface. ▪ Clear understanding of strong governance, financial and performance management. ▪ Experience of successful collaboration working with external organisations across the public, private and community sectors. ▪ Proven ability to understand/empathise with private sector growth ambitions.
Competence	<ul style="list-style-type: none"> ▪ Excellent verbal and written communication skills; comfortable in dealing with press and media. ▪ Clarity of thought and ability to process complex information. ▪ Political awareness and demonstrable ability to build effective and appropriate relationships with elected Members. ▪ Partnership and consensus building abilities focused on delivery. ▪ Persuading and negotiating skills. ▪ Ability to inspire and lead others to contribute towards achieving organisational success. ▪ Ability to adapt a managed approach to risk and reward with a clear focus on business like and commercial practices.
Qualifications	<ul style="list-style-type: none"> ▪ Education to degree level or hold relevant professional or managerial qualification.
Personal Qualities and Attributes	<ul style="list-style-type: none"> ▪ Commitment to 'excellent' performance for self and organisation. ▪ 'Can do' approach
Personal Qualities and Attributes (/contd)	<ul style="list-style-type: none"> ▪ Ability to 'think outside of the box' ▪ Self-awareness. ▪ Openness and honesty. ▪ Personal resilience. ▪ Ability to work under pressure. ▪ Probity and integrity. ▪ Fairness and consistency. ▪ Charisma and confidence
Personal circumstances	<p>The job will involve some evening and weekend working.</p>