



### Job Purpose

The Chief Executive is appointed in line with S56 of the Local Government and Elections (Wales) Act 2021 and leads the council's workforce through the Corporate Leadership Team. The Chief Executive's principal responsibility is to ensure the good governance of the council and to ensure that the council is capable of delivering its objectives and statutory functions, in a way which is lawful and fiscally appropriate.

### Principal Accountabilities and Responsibilities:

#### Strategic

- To support the Leader, Cabinet and Elected Members by working with them to develop and implement strategies that will achieve the council's vision and ambitions, providing them with clear, impartial and unambiguous advice.
- To deliver the council's strategic aims and objectives as set out by the Leader, Cabinet and Elected Members, ensuring that the people of Neath Port Talbot are at the centre of service delivery and future development, and that the diverse needs of our community are considered.
- To provide clear and visionary leadership and direction to the workforce and wider partners to secure the implementation of the strategic aims of the council.
- To act as an ambassador, representing and promoting the interests of Neath Port Talbot Council, its residents and businesses, at an international, national, regional and local level, with key stakeholders including the Welsh Government, the UK Government and other statutory, public and private sector bodies.

#### Leadership

- To provide clear and visible leadership and direction to the council's Corporate Leadership Team, driving service improvements and co-ordinating strategies to deliver results and the council's priorities.

- Build strong and positive relationships with Elected Members and ensure effective corporate governance, probity and integrity in decision making and compliance with legal requirements.
- Lead by example in advocating and furthering fairness, equality, inclusion and diversity within the council's workplaces and in the delivery of services.
- Personally role-model and embed a culture that encourages organisational transformation whilst reflecting the council's values and the Nolan Principles.
- To actively participate in the civic and social life of the County Borough, including providing support to the council's mayoralty, the West Glamorgan Lord Lieutenancy and Shrievalty.

### Resource Management

- To ensure cost effective, higher quality services by effective challenge and on-going support.
- To ensure the development, implementation and delivery of robust financial planning, income generation and resource management to deliver council priorities.
- To manage the annual budget setting process and delivery of the financial strategy.
- To take a leading role in supporting the regeneration and economic prosperity of Neath Port Talbot, in particular supporting the strategic regeneration programme that seeks to secure significant new employment in the local economy whilst enabling local people and businesses to maximise the benefit of those opportunities. This involves working at many different levels including local economic and community regeneration activities, regional and pan-regional programmes and engaging on nationally significant agendas such as the Floating Offshore Wind and Freeport policy agendas.

### Partnership Working

- To promote the community leadership role of elected members and the Council, working with external partners to implement strategies that will improve the quality of life of communities, citizens and services.
- To provide support to the democratic decision making process and promote the active participation of local people and communities in the council's

design and delivery of services including co-design and co-production where relevant.

- Ensure the council engages with and listens to the views of the local community with the aim of securing the economic, social and environmental wellbeing of all of our residents and businesses.
- To continue to develop the effectiveness of the Public Services Board and regional working, to improve the quality of life of citizens and communities.
- To sustain by personal example the ethos of partnership working that characterises the Council's relationships with stakeholders including businesses, the voluntary sector, Welsh Government, the UK Government and other statutory, public and private sector bodies.
- To advance the social, economic, environmental and cultural wellbeing of the people of Neath Port Talbot by working effectively with the Local Health Board, the police and fire service, the voluntary sector and other partners.
- To sustain an effective social partnership with recognised local, regional and national trade unions.

### **Communications**

- To promote effective communication of the council's vision and values at all levels within and outside the council.
- To promote effective consultation, participation and engagement with communities, local stakeholders and partners on service planning and delivery issues.
- To actively promote and safeguard the Council's reputation and recognise and celebrate its successes.
- Build, lead and maintain strong and productive working relationships with key external stakeholders, including residents, Welsh and UK Government, other councils, public bodies, regulators and the private sector.

### **Democratic Responsibilities**

- To manage the interface between elected members and officers and to support the democratic process.
- To ensure effective scrutiny arrangements are in place in accordance with statutory requirements.
- To act as Registration Officer, with responsibility for electoral registration and the proper conduct of elections.

- To act as the Returning Officer in all elections and encourage resident participation in the democratic process.
- Role Model exceptional governance, ensuring that the highest standards of governance and ethics are maintained throughout the council.

### **Governance and Risk Management**

- To ensure the effective governance of the Council and the legality, probity, integrity, proper public accountability and scrutiny of its decision making processes.
- Contribute to the overall management of risk within the Council, ensuring that lines of accountability are clear and well understood and systems are in place for monitoring, evaluating and managing risk to secure the reputation and physical, virtual and intellectual resources of the Council.
- To ensure that all of the Council's services have robust business continuity plans and that the Council's obligations are met under the Civic Contingencies Act.
- To support the Council's response to a major incident, acting as Gold Commander in both Council and multi-agency settings.
- To work collaboratively with the council's statutory officers, including the S 151 Officer and the Monitoring Officer, to ensure the Council is effectively governed.



## Chief Executive – Person Specification

### Qualifications

- Graduate level of education or equivalent. (E)
- An appropriate professional qualification. (e.g. MBA) (E)
- Evidence of a commitment to continuing professional development. (E)

### Experience

- A successful background of substantial experience and achievement at chief officer / senior management level within a local authority or a similar complex and politically sensitive organisation. (E)
- Evidence of significant achievement in leading and managing successful organisational and cultural change. (E)
- Visible and inspirational leadership that motivates people within and outside the organisation. (E)
- A track record of successfully managing conflicting corporate and service priorities, and effectively building consensus. (E)
- Experience of developing and enabling effective partnerships and external relationships, for both strategic development and service delivery. (E)
- Experience of developing and delivering successful regeneration projects to improve social and economic impacts. (E)

### Knowledge, Skills and Abilities

- The ability to operate effectively and openly within a democratic environment, creating effective connections and enabling appropriate working across the boundary of politics and management. (E)
- The political acumen, emotional intelligence and skills to build strategy and develop productive and effective working relationships with elected members, and Government. (E)
- The ability to maintain consistency with the underlying values of the council whilst working with uncertainty, ambiguity and the inevitability of change (E).
- The ability to establish a strong performance culture, innovation and customer service including effective individual and corporate performance and to evaluate individual and service quality, so as to deliver best value and service improvements linked to the Council's priorities. (E)

- Sensitivity to the needs of the media and sustaining the reputation of the Council. (E)
- Exceptional listening, communication and negotiation skills, including the ability to relate to people in an open and persuasive manner, both inside and outside the Council and to build trusting relationships. (E)
- To be able to communicate a sense of collective purpose and priority. (E)
- The ability to work collaboratively and support others to achieve success. (E)
- The ability to work corporately in a complex changing environment and prioritise and manage current and future resources effectively, in accordance with elected members priorities and in the context of the Council's forward financial plan. (E)
- The ability to think strategically and creatively to develop and recommend strategic initiatives and policies to benefit services, people and communities in a practical way. (E)
- The ability to form and maintain a complex and effective network of relationships both internally and externally. (E)
- The capacity for maintaining focus on strategic and long term issues, scanning the horizon to generate an awareness of potential scenarios, developing, holding and promoting a strategic view for the council and county borough. (E)
- The ability to take a personal role in leading and sustaining effective partnerships, working with a wide range of people and organisations. (E)
- The capacity to be a champion of the local authority, local government and democracy. (E)
- The ability to speak Welsh. (D)

### **Personal Attributes and Behaviours**

- A commitment to local democracy and good governance. (E)
- A high degree of political awareness and sensitivity. (E)
- An ability to command respect, trust and confidence with elected members, employees, partner organisations, other bodies and communities. (E)
- A commitment to equality of opportunity for the citizen and employee, championing diversity and creating a culture of inclusivity. (E)
- Resilient and resourceful with the ability to cope with setbacks and continue to deliver against priorities in challenging circumstances. (E)

- A high degree of personal probity, honesty, integrity and commitment to the values of public services. (E)