

# Job Description



Leicester  
City Council

<b>Post Title: Chief Operating Officer</b>		<b>Post Number: xxxx</b>
		<b>Date: May 2018</b>
<b>Department: Corporate Services</b>	<b>Responsible to: City Mayor</b>	

## Overall Purpose of this Post:

To support the City Mayor, and work with the Corporate Management Team, Council and Executive to deliver the Council's vision and strategic aims and objectives.

As Head of the Council's Paid Service to be responsible for:

- Securing the staff and other resources needed to deliver high quality, cost effective services to the people of Leicester.
- Working closely with the City Mayor and Mayoral Team to ensure those resources support the realisation of the Council's vision, policies and goals.
- Working with partners and others to realise Leicester's full potential as a City.

To lead the Corporate Services Department providing strategic direction, support, inspiration and management.

To have overall accountability and responsibility for areas of activity which by their nature require a council wide focus in planning and delivery, specifically but not exclusively covering Public Health and Smart Cities, and to be responsible for the functions and resources which support these areas.

## Key responsibilities

To ensure the Council's vision, policies and goals are made a reality by providing a clear sense of direction, purpose and delivery throughout the organisation.

To develop and lead a strong, integrated Senior Management Team that operates corporately, strategically and effectively.

To promote the effective management and development of all Council staff and ensure that all staff are appropriately inspired, empowered, trained and developed.

To recognise and celebrate success.

To support the City Mayor, Mayoral Team and Senior Management Team to develop and deliver the strategic vision, preferred direction of travel for the City and the Council, and to provide clear and visible leadership to the services within the portfolio of the post holder so resources are brought together in a coherent way.

To lead the management, development, performance and continuous improvement of all services within the portfolio of the post holder.

To oversee the provision and commissioning of a wide range of front line and quality services for the residents and visitors of Leicester.

To sustain accurate benefit measures and monitor benefits realisation across all departments and work of our partners to ensure that programmes of work designed to support the achievement of the

strategic vision and priorities are being successfully implemented.

To provide and ensure accurate, timely and relevant advice to the City Mayor, Mayoral Team, other members and Senior Management Team as appropriate on aspects of policy and practice across all Council departments, including legislative changes and best practice/innovative approaches to improved service delivery.

To effectively engage all relevant partners and stakeholders to ensure that identified priorities and cross cutting strategic objectives are successfully achieved.

To hold overall strategic, operational, financial, managerial and professional responsibility and accountability for the portfolio of services within the corporate services department and other services falling within the remit of the post holder.

### **Key corporate responsibilities**

To have overall accountability for the effective planning, organising, delivery and continuous improvement and efficiency of the Council, its resources and allocated budgets. Including the development and effective delivery of the Council's Budget Strategy and programme of Spending Reviews. Services must be driven by quality and customer focus and be determined by the needs of the people and different communities of the City.

To support the City Mayor, Mayoral Team and Senior Management Team as required to develop and implement strategic programmes of activity, ensuring where necessary the operational alignment of services, to increase outcomes in the priority areas for the Council.

To develop and promote strong partnerships with local residents, other public agencies, local businesses and voluntary and community sectors for the benefit of the City, to improve the quality of life of local people and to support the regeneration of the City, the Council and the effective delivery of services.

To support the City Mayor, Mayoral Team and Senior Management Team to ensure effective partnership working across all Council services and external partnerships in order to meet customers' needs, deliver corporate strategies and achieve local objectives.

To be responsible for the implementation of performance management processes across the Council, and as Line Manager to be responsible for performance management and developing the capability of Strategic Directors, Divisional Directors and other senior managers.

To ensure positive internal and external communications on services, performance and initiatives, seeking and giving feedback to customers, partners and other stakeholders where necessary.

To ensure, with the City Barrister & Head of Standards, that the Council fulfils its legal and audit related obligations in the delivery of services and is statutorily compliant. This responsibility extends to cross divisional working.

Actively lead, advise and contribute to the effective identification and management of risk, corporately and within the Department.

Harness the benefits and respond to the challenges of Leicester's diverse population and workforce, developing and implementing strategies aimed at removing barriers to access and participation facing all the City's communities.

To promote equality and inclusion across all service provision and employment through policy initiatives, personal example, open commitment, clear action and direction.

Support and develop effective partnership working with relevant City, sub-regional, regional and national bodies.

To contribute as appropriate to the Council's Emergency Planning and Business Continuity arrangements.

To comply with responsibilities placed on directors by contract procedure rules, financial procedure rules, and the Council constitution.

**Restrictions**

Is this a politically restricted post?

Yes

Is this post subject to exemption from The Rehabilitation of Offenders Act 1974? Yes