

# CANDIDATE BRIEFING PACK

**Executive Director Place**

**Prepared for Cheshire East Council**

**June 2024**



Penna

FIND | EXCITE | SECURE

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## Welcome from Rob Polkinghorne, Chief Executive

Thank you for your interest in the post of Executive Director Place at Cheshire East Council. I look forward to receiving your application for further consideration by our Appointments Committee.

We are looking for an exceptional individual for the post – an outstanding leader with an extensive knowledge and experience of working in the place environment who also has a proven and successful track record of being a strong corporate player, working collaboratively with senior leaders and teams across the diverse disciplines within a local authority. You will seek out synergies, common aims and goals to strive to deliver place and cross organisational strategies for the benefit of the residents of Cheshire East and ensuring the future sustainability of the council.

Cheshire East is a great place that is full of potential. We have strong employment opportunities, attractive places to live and high standards of education. The area has excellent national and international communications by rail including the Crewe Junction and the West-Coast mainline, by road on the M6 and M56 and by air from Manchester Airport on its northern edge.

Cheshire East Council is the third largest unitary authority in the Northwest and the seventeenth largest in the country. We are responsible for providing approximately 500 local public services across an area of over 1,100km<sup>2</sup> for more than 398,800 residents, across a mix of rural and urban environments. The Council implemented a committee system for decision making in May 2021, with seven service committees replacing the previous cabinet model.

Securing financial stability and sustainability are key priorities for the council at this time. The successful candidate will be joining us at an exciting time for the council on its journey to address the current financial challenges and to provide the required organisational capacity and resources in 2024/25 for a council wide transformational change programme to create sustainability in the medium-term.

Cheshire East is becoming a more diverse borough. The Council recognises that promoting equality, diversity and inclusion will improve public services for everyone. We want Cheshire East to be an area of equal opportunity where everyone has a fair chance and people from all backgrounds take part in community life. People want to live, work, visit and invest here. They have high expectations in terms of quality of life and life opportunities. There are many strengths we can build upon - we have great employment and education, exciting and high value science and technology industries, an important agricultural economy, we are well positioned and well connected and there are great cultural, heritage and leisure facilities.

However, health inequalities across the borough are stark, with a 12-year gap in life expectancy between different areas. As a local council we have significant influence over the many economic and environmental factors that impact on people's physical and mental health. To promote fairness, we need to work across the whole organisation to tackle these wider determinants of health.

In May 2019 the Council set out its vision to be a carbon neutral organisation by 2025, the most ambitious target in the country. It is a measure of the financial challenges facing us that it has been agreed to relax that target to 2027 – still one of the most ambitious targets in the country.

We would be delighted to hear more about you and how you can help inspire the future of around 400,000 residents, thriving businesses and our treasured culture heritage and landscapes. And how we can help shape your future too.

If you feel you are the person we are looking for, please contact me for an informal discussion at [rob.polkinghorne@cheshireeast.gov.uk](mailto:rob.polkinghorne@cheshireeast.gov.uk)

### Useful Links

- [Appendix 1 The Cheshire East Council Plan 2024-25 - CPC 13-06-24 2.pdf](#) (Subject to approval at Corporate Policy Committee tomorrow 13-06-24 and Full Council 17-07-24)
- [Sustainable and Inclusive Growth Commission - Cheshire and Warrington](#)
- [Local Plan Strategy \(cheshireeast.gov.uk\)](#)
- [Carbon Neutral Council \(cheshireeast.gov.uk\)](#)
- [Rural Cheshire East](#)
- [Crewe Town Centre Regeneration Programme \(cheshireeast.gov.uk\)](#)
- [Local Transport Plan \(cheshireeast.gov.uk\)](#)
- [Joint Health and Wellbeing Strategy \(cheshireeast.gov.uk\)](#) (Included as the linkages between health/wellbeing and place-based services are very strong)
- [Municipal Waste Management Strategy Review 2020 \(cheshireeast.gov.uk\)](#)



## Advertisement

### **Cheshire East Council**

#### **Executive Director, Place**

#### **Salary up to £145,193 p.a.**

We have a new Chief Executive, an amazing heritage, high levels of ambition and a forward-looking approach to make our borough and communities thrive in a place where people love to live and work. We've embraced our new committee-based governance arrangements becoming more transparent and collaborative, able to spotlight our areas of both challenge and growth.

We have a clear vision for sustained economic growth, hosting some of the largest UK finance and advanced manufacturing businesses in the country. We are ready to revolutionise the design and delivery of a new spatial framework, embed our distributed leadership model and drive an ambitious borough growth agenda.

As our new Executive Director of Place, you will lead our partnership approach and sustainable growth to deliver a transformative approach to our Place strategies.

For an informal discussion about this role, please contact our consultants at Penna: Pete John on 07701 305617 or Julie Towers on 07764 791736.

**Closing Date:** 19th July 2024



# Job Description and Specification

<b>Job Title:</b>	<b>Executive Director – Place</b>
<b>Reference:</b>	<b>CE107B</b>
<b>Service:</b>	<b>Place</b>
<b>Grade:</b>	<b>CX</b>
<b>Reports to:</b>	<b>Chief Executive</b>
<b>Location:</b>	<b>Delamere House, Crewe</b>

## Your job

As a member of the Corporate Leadership Team, to provide collective leadership for the council, working collaboratively with Members, services across the council, partners and stakeholders to deliver the council's objectives and priorities.

Lead by example in modelling and embedding the council's core values and behaviours to help build a sustainable, highly effective organisation and develop our reputation as a successful council. Providing real and lasting value to residents, businesses and communities. Act as a champion for the needs of local people, create an environment to foster organisational agility, creativity and teamwork, where boundaries are pushed on how the Council and associated services operate.

Provide outstanding leadership and direction to a portfolio of services, driving service transformation and ensuring excellent joint working with Members and other stakeholders.

## In this job you will

1. Lead the development and implementation of a new spatial framework that covers planning, regeneration, investment, infrastructure, housing and transport, to maximise opportunities to achieve sustainable growth and supporting infrastructure for successful new and existing communities.
2. Drive the delivery of the council's economic development and growth strategies to secure greater revenue returns to support the council's core activities.
3. Lead engagement with developers and partners, including business sectors, to facilitate achievement of strategic objectives.
4. Ensure robust arrangements are in place so that the council meets its statutory duties in respect of housing, homelessness and planning, that the Arms Length Management Organisation is held to account for delivering high quality housing to residents and planning decisions maintain a proper balance between protecting the living heritage, maintaining a safe, clean and green environment and supporting the amenity services necessary to improve the quality of life of our residents
5. Strategy development



As a member of the Corporate Leadership Team and reporting to the Chief Executive, shape the direction of the council to drive forward the public service reform agenda and ensure delivery of its priorities and value to residents. Provide a strategic vision for the future development of services to enable the council to meet its future challenges, fostering a culture of continuous improvement.

6. Corporate leadership

As a senior leader working as part of the distributed leadership network of the council, work together to drive forward and accept collective responsibility for a range of departmental and cross-cutting initiatives which are required to ensure changes are embedded in a sustainable way throughout the organisation. Role model positive leadership behaviours, empowering, engaging and encouraging your teams to live the council values, to facilitate achievement of the corporate vision.

7. Directorate leadership and management

Lead the integrated delivery, improvement, management and performance of a portfolio of council services, commissioning and directing activity within the council and externally as required, and ensuring overall objectives are translated into effective plans and that public services are effective, efficient, and locally responsive. Provide inspirational and professional leadership to staff, strengthening skills and competence and fostering a strong culture of standards, performance and accountability.

8. Resources / Financial management

Ensure tight budgetary control and prioritise use of resources and assets to support the delivery of the council's vision and outcomes, and help ensure that the council receives value for money from its expenditure. Drive and/or support the development of outcome based commissioning models to better ensure strong price competition and transfer of risks through contracts with third parties. Champion and drive the development of commercial opportunities.

9. Partners and stakeholders

Provide a clear professional lead to and work collaboratively with all partners, securing the agreement, commitment and participation of all relevant agencies, partners and other stakeholders. Foster the bringing together of local services and decisions across agencies to reduce demand and help communities more independently support themselves.

10. Business change

Drive business change to build a highly effective organisation, promoting accountability in line with future business needs. Assist the Chief Executive in developing a single council-wide corporate culture to engender a strong and shared approach to delivering services and to provide better support for staff to deliver savings.

11. Compliance

Ensure that all activities within the directorate comply with the council's constitution, Standing Orders, financial regulations, health and safety and safeguarding responsibilities and that effective systems operate within the directorate to manage performance and risk.

12. Equality and diversity

Uphold and promote the aims of the council's equality and diversity policies to ensure non-discriminatory practices in all aspects of work, and that diversity is embedded in everything, from workforce planning and policy development to planning service delivery.

Notwithstanding the detail in this job description, in accordance with the council's flexibility policy the job holder will undertake such work as may be determined by the Chief Executive from time to time, up to

OFFICIAL  
OFFICIAL

or at a level consistent with the principal responsibilities of the job and in any location within the area of Cheshire East Council.

## **In this job you will need**

You must be able to demonstrate the following essential requirements:

- Relevant professional qualification (Post graduate or relevant equivalent knowledge and experience)
- Evidence of continued professional, managerial and personal development
- Substantial experience, evidenced by a track record of success, leading and developing significant organisational functions or services in a large multi-disciplined organisation with comparable scope, budgets and resources.
- Demonstrable experience of establishing and building partnerships and productive working relationships within a complex policy and service environment with senior managers and councillors, and a wide range of other bodies, such as partner organisations, communities, public agencies and statutory bodies, (including Government).
- Evidence of successful resources management in a multi-disciplinary environment, as well as a successful track record in managing large budgets, business planning, quality and performance management.
- Extensive knowledge of the issues facing local government and those relevant to service/functional responsibilities, together with the legal, financial and political context of public sector management and the statutory responsibilities of this post.
- Able to provide leadership and delivery of change with the passion and drive to take services to the next level.
- Ability to balance strategic leadership and direction with effective operational management.
- Excellent inter-personal skills with highly developed networking, partnership, advocacy negotiating and presentation skills that are persuasive and influential with others.
- Ability to provide visible and supportive leadership, empowering, enabling, motivating and developing the workforce and fostering a positive organisational culture.
- Advanced commercial skills with extensive experience of identifying new commercial opportunities and driving growth as well as delivering savings and value for money.
- A commitment to equality and diversity, both as a leader and a service deliverer, with an ability to demonstrate personal leadership on the importance of diversity.



## Our culture

For us, it is not just about our achievements as an organisation, but about how we do it. At Cheshire East Council we are working for a brighter future together –

- **We have a shared purpose**
- **We are supported and well led**
- **We are treated fairly and highly valued**
- **We succeed together**

This is all underpinned in our employee deal and everyone is expected to uphold their commitments by living by our values and demonstrating our behaviours.

## Our values

**Flexibility:** adaptable, open to learning and resilient

**Innovation:** creative, challenges convention and always looks to improve

**Responsibility:** delivers on promises, efficient and has integrity

**Service:** listens, delivers quality, is reliable and enables others

**Teamwork:** respectful, inclusive and contributes at all levels

## Employee deal

### Our COMMITMENT

#### Shared purpose

- Provide a safe and positive working environment
- Setting clear performance objectives with realistic timescales for delivery
- Having fair and efficient policies and procedures in place and applying them consistently
- Listen, respond and act appropriately when you tell us about something that is inappropriate or wrong

#### Well led

- Provide honest, respectful and responsible leadership
- Be fair, consistent and timely in our decision making
- Work with you, enabling you to do your best work every day with the right resources, tools and technology

#### Valued people

- Have regular, useful team meetings, keep you informed and provide an opportunity for everyone to share their views
- Treat you as individuals, be respectful, flexible and supportive
- Care for your health and well-being
- Provide you with regular, meaningful and constructive feedback on your performance through one-to-ones and performance review meetings

#### Succeeding together

- Offer you opportunities for learning and developing
- Recognise and value your hard work and contribution
- Work together as one team and one council to deliver the best service for our customers and communities

### Your COMMITMENT

#### Shared purpose

- Bring a positive and can do attitude into work
- Be proactive and always responsive to our customers and communities
- Work responsibly and ask for help if you need it
- Tell us if you see or experience anything that is inappropriate or wrong

#### Well led

- Be honest and reliable
- Get involved, keep informed, make suggestions and share your ideas
- Embrace technology and new ways of working

#### Valued people

- Participate fully and make helpful contributions to team meetings
- Be respectful of others and work flexibly and collaboratively with colleagues and partners
- Care for your health and well-being enabling you to maximise your attendance at work
- Value helpful constructive feedback and act upon it

#### Succeeding together

- Take the opportunity to learn and develop
- Be supportive and appreciate others
- Work together as one team and one council to deliver the best service for our customers and communities

**Working for a  
brighter future  
together**

# VALUES & BEHAVIOURS

## FOR PEOPLE MANAGERS

### I WILL

### I WON'T

#### FLEXIBILITY

- Give people the space and time to grow, develop and seek promotion
- Keep my people informed and updated, especially in times of change
- Seek and learn from feedback about my management style

- Exclude staff from meetings or decisions that impact on them
- let the skills and knowledge of myself and my team slip
- neglect the wellbeing and work life balance of myself or of my team

#### INNOVATION

- Take time to clarify an issue or opportunity and then drive creative changes and solutions
- Seek and listen to bottom up ideas
- Check that ideas are realistic and achievable
- Encourage people to experiment and try new ways of doing things

- Treat any idea as a silly idea
- Accept my team "staying the same" because they've always done it that way
- Hide mistakes under the carpet

#### RESPONSIBILITY

- Make timely decisions and be accountable for them
- Lead by example and role model positive behaviours
- Make sure that decisions are made by people closest to the customer or problem
- Always be timely in giving constructive feedback and coaching

- Shirk my responsibilities as a leader, manager or supervisor
- Allow my staff to side step responsibility
- Ask people to do things I know they are not capable of

#### SERVICE

- Encourage my staff to share their concerns
- Seek feedback from my people, and customers and act upon it
- Be clear in my directions, communicate the priorities and explain the reasons why
- Identify, coach and build on people's strengths

- Ignore the voices of those who are quieter or more challenging
- Ignore a request for my help
- Allow unrealistic expectations or priorities to go unchallenged or unmanaged.

#### TEAMWORK

- Make time for my team and individuals
- Ensure that all my team are heard and respected
- Treat my team and individuals fairly
- Be my team's champion
- Act in the best interests of the whole council - adopting a "one team" approach

- Allow bullying or negative behaviour in my team
- Micro manage people
- Just work independently as the manager of the team rather than as part of the team

# VALUES & BEHAVIOURS

FOR EVERYONE

## I WILL

## I WON'T

### FLEXIBILITY

- Actively participate in and contribute to change
- Seek to understand and speak positively about changes
- Continue to learn and improve for the benefit of myself, my team and my customer
- Be flexible at work and willing to try new things
- Listen to others' opinions without judging

- Say 'that won't work, we've tried that before' and then do what I've always done
- Say 'it's not my job' or just moan
- Give up when things don't go as I planned

### INNOVATION

- Regularly and positively challenge myself and others about the way we do things
- Ask curious questions
- Work collaboratively to solve problems
- Constantly look for new ways of working
- Take a risk and make a suggestion

- Ignore something or say nothing when something seems wrong
- Dismiss or be negative or overly critical of new ideas
- Just deliver something because that is what we have always done

### RESPONSIBILITY

- Be honest and realistic about what is achievable and seek to exceed wherever I can
- Keep my word and do what I say I am going to do
- Be responsible for my own behaviours and actions
- Always strive to be the best I can, asking for help if I need it
- Own up when things go wrong

- Make promises I can't keep or just not deliver on them
- Fob people off
- Blame others - pass the buck

### SERVICE

- Deliver the very best service I can to my customers, my colleagues and our partners, constantly, responsibly and reliably
- Actively listen to people and take their opinions into account before I respond appropriately
- Seek and value feedback and act on it
- Constantly look for ways to help and support others
- Put myself in other people's shoes

- Assume I know what people want and act on my assumptions
- Ignore the concerns and needs of others
- Keep information, advice and ideas to myself

### TEAMWORK

- Take time for people, be mindful of them and my impact on others
- Value individuals' strengths and differences and treat others as equals
- Actively encourage and support people to get involved and collaborate, both in my team and across others
- Be open, honest, friendly and respect others
- Thank and praise people for a good job done

- Ignore or put down any member of my team or others, especially if they are struggling
- Turn a blind eye to poor behaviours or unacceptable language
- Take credit for other people's work

# VALUES & BEHAVIOURS

FOR MEMBERS

## EXPECTED BEHAVIOUR

# I WILL

### FLEXIBILITY: adaptable, open to learning and resilient

- actively participate in and contribute to change
- listen and engage with others' opinions
- be open to new opportunities and personal development

### INNOVATION: creative, challenges convention and always looks to improve

- regularly and positively challenge myself and others about the way we do things
- ask searching questions in a polite and respectful manner
- work collaboratively to solve problems
- encourage new conversations about what might be possible

### RESPONSIBILITY: delivers on promises, efficient and has integrity

- be responsible for my own behaviours and actions
- keep my word and do what I say I am going to do
- always strive to be the best I can, asking for help if I need it

### SERVICE: listens, quality and reliability enables others

- treat others as I would expect to be treated
- actively listen to people and respond appropriately
- seek and value feedback and act on it positively
- deliver the very best service I can to my constituents, my colleagues and our officers
- be publicly positive about services that are delivering high quality service

### TEAMWORK: respect and inclusivity, contributes to team, leadership at all levels

- take time for people, be mindful of my impact on others
- value individuals' strengths and differences and treat others as equals
- actively encourage and support people to get involved and collaborate, both in my party and across all boundaries
- be open, honest, courteous and respect others
- thank and praise people for a job well done

## PROBLEM BEHAVIOUR

# I WON'T

- have a closed mind
- ignore my own emotions and well-being
- give up when things don't go as planned

- ignore wrongdoing
- dismiss or be negative of new ideas

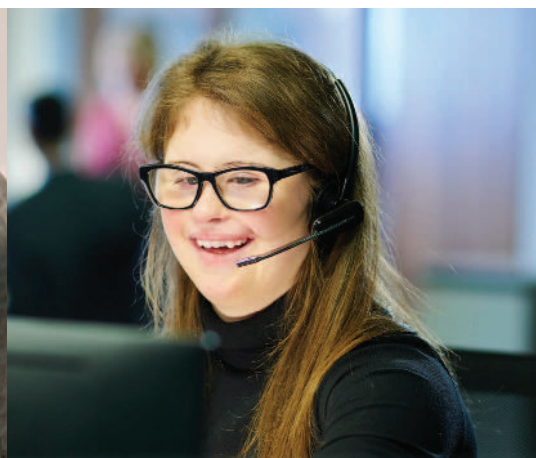
- make promises I can't keep
- blame others or pass the buck
- expect officers to reply to emails outside of working hours

- assume I know what people want and act on my assumptions
- ignore the concerns and needs of others
- keep information and ideas to myself
- be critical of officers in the press or social media
- forget that officers have no right of reply

- ignore or be personal about others when putting forward an opinion
- turn a blind eye to poor behaviours or unacceptable language
- micro manage officers
- try to ambush officers with unexpected questions in meetings



# Our Employee Offer - Employee Benefits Brochure



Open

Fair

Green

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# Working for a *brighter future* together

## Introduction

### Brighter Future Together - Our Vision

At Cheshire East Council, our workforce is at the heart of all we do. We recognise the immense value of our staff in serving our communities and work hard to do all we can to retain and recruit the workforce we need to drive forward our priorities.

We have a clear vision for workplace culture and a strategy for our workforce. We have a set of core values, behaviours and employee deal that brings this all to life for our employees.

For Cheshire East Council, it is not just about our achievements as an organisation, but about how we do it too.



## Our Values

Providing a great public service in a radically changing world is something that we are passionate about at Cheshire East Council. Our promise of 'working for a brighter future - together' is at the centre of this and can only be delivered upon by us all consistently living our five core values which we believe underpin our success.



We have set out over the next few pages, the employee benefits on offer at Cheshire East Council. These benefits represent the total reward package on offer at Cheshire East Council and many of them are there to support a healthy work life balance for all.

Please take the time to browse the benefits available over the next few pages.

## Working for Cheshire East Council

# Our Reward Offer at a Glance



# Our Health and Wellbeing Offer





**To enable you to further develop your knowledge and skill we offer:**

- Regular my performance conversations to support your development and performance
- A web-based e-learning system available to all staff
- Opportunities for all to develop and progress through the apprenticeship levy
- CPD programme for further training and development



**Employee  
Wellness**

## Our Pension Scheme

Cheshire East Council employees are automatically enrolled on to the Local Government Pension Scheme (LGPS). If you contribute to the LGPS, it is a valuable part of your pay and reward package.

Benefits include:

- a secure future retirement income through a guaranteed pension
- tax relief on your contributions, with the option to take a tax-free lump sum when you retire
- choice to increase your pension
- freedom to choose when to retire; you can retire between 55 and 75. If you choose to take your pension before your normal pension age it will normally be reduced, as it's being paid earlier
- immediate benefits at any age if you must retire due to ill health
- death in service tax free lump sum equal to three times your actual salary
- survivor's pension payable for spouse, civil partner, eligible cohabiting partner and eligible children

## Committed to your Development

As a large employer, Cheshire East Council is able to offer a wide variety of career pathways for employees. With many vacancies across schools and services advertised at any one time, there are a wealth of opportunities for career development along many different pathways in the organisation.

We also provide a range of high-quality learning and development interventions which challenge and stimulate learners. We offer training online, face to face, via webinars, coaching and mentoring. We also have a Continuing Professional Development programme available for all staff.

Employees have open access in their own time to a suite of resources; videos, learning guides, etc. Cheshire East Council employees can purchase a licensed copy of Microsoft Office products and save 30% on Office 365 subscriptions and 10% on Microsoft Surface devices.







# **CONTINUOUS PROFESSIONAL DEVELOPMENT**

## Committed to your Wellbeing

### Employee Assistance Programme (EAP)

The EAP is a completely free to use and confidential assistance service for all employees of Cheshire East Council to help staff manage, reduce and overcome the impact of life issues which they may experience from time to time within work and their personal life.



### Holidays

Enjoy holiday entitlement starting at 26 days rising to 31 days per year with continued service (plus public holidays). Up to 10 days extra leave can be purchased.

**26** days holiday

**31** days holiday  
(with continued service)

Up to **10** days extra  
can be purchased



### Health and Wellbeing Services

Staff can benefit from a whole range of health and wellbeing resources, including mental health first aiders, a free individual online health assessment, along with nutrition, exercise and fitness advice and resources. Free and confidential counselling services are available to support you through a wide range of issues.



## Everybody health and fitness membership for staff

Cheshire East Council employees are entitled to reduced price Everybody Health and Fitness memberships which provide access to a wide range of facilities throughout the area.

Peak and off-peak access to:

1	Gym, Swim and Group Fitness at all 15 facilities	
2	Sauna/Steam/Spa	
3	Athletics Tracks	
4	Member Journey	
5	Newsletter	
6	8 days advance online booking	
7	Team Everybody events and discounts	

The scheme gives you access to every leisure facility, no matter where you join. So for example if you live in Crewe but work in Macclesfield, you could use Crewe Lifestyle Centre at the weekend and Macclesfield Leisure Centre before or after work.



 **everybody**





### Hybrid Working at Cheshire East Council

We are developing our approach to hybrid working to give flexibility to work in ways which suits customers, teams and individuals. This supports our employees to feel empowered and trusted, maintain a better work-life balance, improve health and wellbeing and reduce time commuting.

The standard working hours are 37 per week, worked over a range of days and/or shift patterns depending on each particular post. However, we recognise the importance of our staff achieving a good work-life balance and, depending on the nature of the job, can offer a range of flexible working patterns.

A flexible working hours scheme is also in operation for some posts which means that individuals, including senior managers, can vary their starting, lunch and leaving times to suit their personal needs, providing this is compatible with the smooth running of their service. The scheme also allows staff to take flexi-leave of up to two days within a four-week period.



### Family-friendly policies

Employees are entitled to take up to 52 weeks leave, made up of 26 weeks Ordinary Maternity Leave (OML), adoption and paternity leave and 26 weeks Additional Maternity Leave (AML). This is regardless of the number of hours worked or length of service. Shared Parental Leave is available and enables parents to share leave to care for their child or children during the first year after birth or placement for adoption.



### Menopause policy

The Council has a policy to raise awareness and understanding of the menopause, and to encourage open conversations between managers and employees to seek to provide the right support to manage menopausal symptoms at work.



## Other Benefits

Cheshire East Council offers modern technology to enable you to do your job well whether from home or the office. Employees keep in touch using Microsoft (MS) Teams. Communication is key at Cheshire East Council - the Chief Executive keeps employees up to date on what's happening via a regular video message and welcomes feedback from employees.



**Home working**



**Hybrid working**



**Office working**



## Brighter Future Together Community

Our Brighter Future community play a key role in keeping colleagues across the Council informed. They also feedback ideas, concerns and information from staff to the leadership team.

*Working for a*  
***brighter future***  
***together***

# Our Employee Deal

## Our commitment

### Shared purpose

- Provide a safe and positive working environment
- Setting clear performance objectives with realistic timescales for delivery
- Having fair and efficient policies and procedures in place and applying them consistently
- Listen, respond and act appropriately when you tell us about something that is inappropriate or wrong

### Well led

- Provide honest, respectful and responsible leadership
- Be fair, consistent and timely in our decision making
- Work with you, enabling you to do your best work every day with the right resources, tools and technology

### Valued people

- Have regular, useful team meetings, keep you informed and provide an opportunity for everyone to share their views
- Treat you as individuals, be respectful, flexible and supportive
- Care for your health and well-being
- Provide you with regular, meaningful and constructive feedback on your performance through one-to-ones and performance review meetings

### Succeeding together

- Offer you opportunities for learning and developing
- Recognise and value your hard work and contribution
- Work together as one team and one council to deliver the best service for our customers and communities

## Your commitment

### Shared purpose

- Bring a positive and can do attitude into work
- Be proactive and always responsive to our customers and communities
- Work responsibly and ask for help if you need it
- Tell us if you see or experience anything that is inappropriate or wrong

### Well led

- Be honest and reliable
- Get involved, keep informed, make suggestions and share your ideas
- Embrace technology and new ways of working

### Valued people

- Participate fully and make helpful contributions to team meetings
- Be respectful of others and work flexibly and collaboratively with colleagues and partners
- Care for your health and well-being enabling you to maximise your attendance at work
- Value helpful constructive feedback and act upon it

### Succeeding together

- Take the opportunity to learn and develop
- Be supportive and appreciate others
- Work together as one team and one council to deliver the best service for our customers and communities







### **Contact us**

Cheshire East Council, c/o Municipal Buildings, Earle Street, Crewe CW1 2BJ

Cheshire East Information Line - **0300 123 5500**.

Our phones are typically open Monday to Friday 8.30am to 5.00pm. Individual services publish their opening hours on their web pages.

## How to Apply

This guidance contains important information to help with your application:

- Please apply by submitting a CV and Covering Letter (no more than four sides of A4 in length per document aligned to the person specification). Please also include your contact details.
- Please ensure your full employment history is outlined in your CV; and that where there are essential criteria, competencies and/or qualifications you make clear how you meet these. We may wish to verify this information during the recruitment process.
- Please provide the details of two referees. Note that we will only approach referees for candidates proceeding to final selection and only with your permission. Please clearly indicate whether we can approach each referee before the selection date.
- Please share with us in your supporting statement, the values and behaviours that you bring to your leadership, and how you will transfer your skills and experience into this role.
- Please complete the Equal Opportunities Monitoring Form when you upload your details.
- Please return your application by the closing date – no applications will be accepted once the long listing process has begun.
- Following long listing, you will be contacted directly by a Penna consultant to update you on the status of your application.
- At any point throughout the process our retained consultants at Penna will be happy to help you with information, insight and guidance about the process and our clients.

The following timetable sets out the key dates in the recruitment process:

Date	Activity
<b>Closing Date</b>	19 <sup>th</sup> July 2024
<b>Longlist Meeting</b>	25 <sup>th</sup> July 2024
<b>Preliminary Interviews</b>	W/C 29 <sup>th</sup> July 2024
<b>Shortlist Meeting</b>	2 <sup>nd</sup> August 2024
<b>Final Panel Interviews</b>	8 <sup>th</sup> August 2024

To apply for this role, please click the link below:

<https://execroles.penna.com/>

For further information or confidential discussion, please contact:

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