

CANDIDATE BRIEFING PACK

Chief Executive

Prepared for Middlesbrough Council

September 2024



Penna

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Advertisement

Chief Executive
Up to £165,000

Middlesbrough: Moving forward at pace

A place with enormous potential, where the opportunities to make your mark are endless. We've a young, diverse and growing population and we're home to an exceptional university, modern and vibrant colleges, and a booming digital sector. Our town centre is changing fast as we seek to attract more visitors to support jobs and strengthen our economy. We've made huge progress and we are seeking leaders who can build on our successes and deliver further change.

You'll be dynamic, front-facing and motivated by delivering outcomes at pace. You'll create the tone and conditions for our brilliant workforce to flourish, be committed to service excellence, high performance and be ambitious to work with our partners to create an exciting future for Middlesbrough. This is a fantastic opportunity for a collaborative, dedicated and ambitious leader with a passion for place and a demonstrable track record.

For a confidential discussion about these exciting roles, please contact Julie Towers on 07764 791736, Nick Raper on 07715 690463, or Zara Bruton on 07743 980867.

Closing date: Midnight, Sunday 13th October 2024

Job Description

Post Title: Chief Executive

Grade and Salary Scale: £162,375



Job Purpose:

The Chief Executive is head of the Council's paid service, and the post includes all the statutory responsibilities of that role. As Chief Executive you will promote the Council's vision, plan, values, and priorities actively and effectively to partners, national and local stakeholders, employees and Middlesbrough residents.

Working collaboratively with the Mayor, Councillors, the Leadership Management Team, colleagues and Partners on innovative solutions to deliver the transformation required to continue our improvement journey and ensure financial stability.

You will be accountable for delivering on our promises and to take the lead role in robust decision making through the promotion of good governance and effective option appraisals that balance financial risk with organisational ambitions and promises.

Main duties and responsibilities:

1. Strategic Leadership of the Council providing visible leadership, acting as a role model and living Our Values. Responsibility for the whole organisation requiring a strong internal and external facing leadership focus.
2. Communicate a clear vision and purpose to inspire others and give confidence in the direction of the Council to Members, partners and staff, responding at pace to re-prioritise objectives in line with the organisation's changing needs.
3. Cultivate a culture of continuous improvement by encouraging colleagues to share ideas and provide leadership to recognise and reward innovation.
4. Championing innovation you will engender a spirit of collaboration with empowered colleagues who are not afraid to challenge and take accountability.
5. Build strong working relationships in the Leadership Management Team and between officers and members, ensuring that the Mayor, portfolio holders, and members are effectively enabled to lead future policy development and in developing the agreed direction of travel of the Council.

6. Provide leadership, vision and strategic direction in corporate policy development and delivering organisational change and be a key driving force in the implementation of Public Service Reform in a challenging public finance context.
7. Lead the development and implementation of the Transformation Programme, being clear on accountabilities and responsibility and ensure your team are equipped to act collectively and individually in their leadership role.
8. Understand and promote equality, diversity and inclusion at every level and positively challenge inclusion measures within the workforce and in the delivery of services, creating the conditions to release the full potential of all colleagues ensuring fairness, diversity and inclusion in leadership practices.
9. Fulfil the statutory duties of the Council's Head of Paid as defined by section 4 of the Local Government and Housing Act 1989, responsible for reporting to Council on the Council's functions including the organisation and proper management of all staff. They will ensure that the officers with statutory designations are suitably supported and developed to discharge their duties and obligations on behalf of the Council.

Corporate Responsibilities:

- We will make every reasonable effort to supply the necessary employment aids, equipment or adaptations to enable employees to perform the full duties of the job in accordance with the Equality Act 2010 where a post holder is disabled.
- You will
 - demonstrate a commitment to the principles of equality of opportunity and fairness of treatment in relation to employment issues and service delivery.
 - respect all confidentiality and principles and practices of the Data Protection Act.
 - comply with Health and Safety policies and legislation.
 - be committed to continuous personal development, including Middlesbrough learns.
 - demonstrate a commitment to the safeguarding of children and vulnerable adults, highlighting any areas of concern with the appropriate service and adhering to the policies of the Council relating to these issues.
- The above duties and responsibilities cannot totally encompass or define all tasks which may be required. The outlined duties and responsibilities may, therefore, vary from time to time without materially changing either the character or level of responsibility: these factors are reflected in the post.

Person Specification

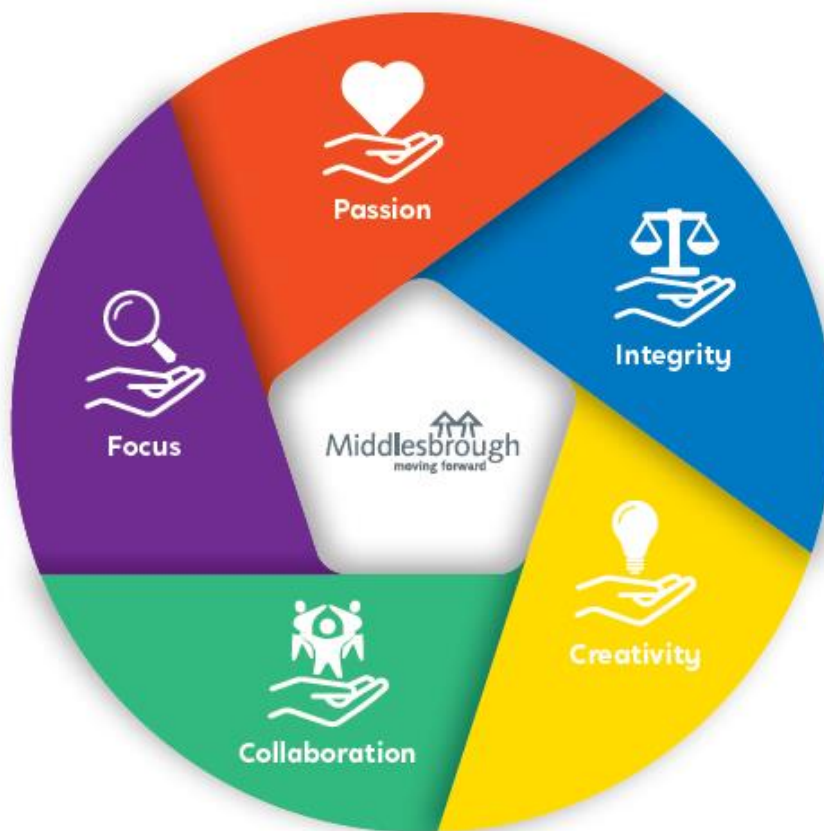
	Essential x	Desirable x
QUALIFICATIONS:		
Educated to degree level or equivalent	X	
KNOWLEDGE & EXPERIENCE		
Experience as a Chief Executive or significantly senior manager in a large and complex public sector organisation with comparable scope, responsibilities, budget and resources.	X	
Demonstrable success in leading and motivating a team of senior professional managerial staff to a high level of achievement and creating a corporate culture and environment.	X	
Strong understanding of the national policy context for local government and challenges facing Middlesbrough in particular.	X	
Demonstrable success in leading major change/transformation programmes in a large diverse organisation.	X	
Achievement of successful partnership working with some or all of a variety of communities, partner organisations, private sector providers, Government, public agencies and statutory authorities.	X	
A successful track record of developing and successfully implementing innovative and progressive policies, vision and strategies.	X	
A successful track record of involvement in the preparation, management and control of complex budgets and capital programmes including budget formulation, rigorous financial monitoring and control.	X	
Experience of operating effectively and openly within the democratic process with the political acumen and skills to develop productive working relationships with Councillors that commands respect, trust and confidence.	X	
Experience of developing positive relationships and promoting equality, diversity and inclusion with relevant stakeholders (unions, colleagues, partners, etc.).	X	

For the purposes of recruitment and selection, you will be assessed against Our Values and the criterion marked as Essential/Desirable in the Qualifications and Knowledge & Experience section.

Our Values

Our Values are a critical element of our strategy to create a brighter future for Middlesbrough. They will be at the heart of everything we do and will be the foundation for how we operate, behave and make decisions. Having these values will help you be the best you can be and help Middlesbrough to grow and thrive.

Our Values



 **Passion**
We believe in Middlesbrough and are proud to work for the town

 **Integrity**
We are open and transparent and treat everyone with respect

 **Creativity**
We have the courage to try new ideas and new ways of working

 **Collaboration**
We work with others to make Middlesbrough better

 **Focus**
We are clear about what we will deliver to meet the needs of the town

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
Closing Date	Midnight, Sunday 13 th October 2024
Shortlist Meeting (Candidates are not required to attend)	Friday 25 th October 2024
Stakeholder Panel Interviews	Monday 11 th November 2024
Final Panel Interviews	Tuesday 12 th November 2024

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

[Chief Executive](#)

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