



Job Description

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St. Helens Council

Post:	Chief Executive, St Helens Council
Salary:	£166,435 - £179,067
Accountable to:	The Council The Council Leader
Line Management:	All Executive Directors
Key Relationships:	Leader of the Council Cabinet Mayor Committee Chairs Opposition Leaders All Elected Members MPs Statutory Council Officers Senior Leadership Team Liverpool City Region Combined Authority Northwest Regional Leaders Board Merseyside Police Cheshire & Merseyside ICB Merseyside Fire & Rescue Community, Faith & Voluntary Sector Organisations Merseyside Waste Disposal Authority Trade Unions Schools Local Government Association Government Departments Regulators

Purpose of the Post:

The Chief Executive is the Head of Paid Service. The role is to provide overall day to day leadership and management of the Council, its services and its staff and ensure effective service delivery.

The role holder will:

- Support the Leader in developing the strategic policy direction of the Council.
- Support the Leader in the Councils role within the Combined Authority.

- Ensure the delivery of the wide range of cost effective and efficient council services that meet legislative requirements and respond to resident's needs.
- Ensure effective corporate governance, financial management and legislative compliance.
- Ensure the development and maintenance of high expectations within a supportive organisational culture, which supports and develops the workforce.
- Develop and build effective working relationships with all key partners and stakeholders.
- Drive the delivery of the Borough Strategy and the Councils priorities and ambitions.

Specific Accountabilities:

Political Interface/Governance

- To be the principal Policy Advisor to the Council.
- To build and maintain productive relationships with all Councillors.
- To act as Policy Advisor to the Combined Authority for assigned portfolio responsibilities.
- To contribute to the development and delivery of the Combined Authority policies and strategies.

Leadership and Management of the Council

- Lead, manage and develop the Executive Leadership Team.
- Ensure a positive organisational culture and the active engagement of managers and staff.
- Provide effective leadership, governance and management of the Council in all its operational and day to day activities.
- Ensure the effective corporate governance and financial strategies of the Council.
- Ensure effective health and safety and risk management arrangements.
- Ensure that the Council's assets are adequately safeguarded and maintained.
- Meet the requirements of the external audit annually.
- To build, maintain and develop the collaborative working relationships with key partners and stakeholders.

Place shaping and system leadership

- Deliver the Borough's Strategy and the wider council priorities.
- Develop effective collaborative relationships and work in partnership with businesses, local and national Government, public, private and voluntary sector organisations to the benefit of residents.

This post is subject to Disclosure.

This post is Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Date Prepared: October 2014

Date Reviewed: October 2019

Date Reviewed: October 2024