

This generic profile applies to all officers on Chief Officer's terms and conditions.

A separate role profile for each post defines the specific key accountabilities for each role and the designated pay tier.

Job Title:	Chief Officer
Directorate:	Senior Management Team
Responsible to:	Head of Paid Service
Place of Work:	Flexible
Hours of Work:	37 (flexi policy applies). However additional hours may be expected as and when the Council requires.
Job Purpose	
<p>This role will provide strategic leadership to the service areas of responsibility to deliver positive outcomes for residents and businesses, act as an inspirational, transformational leader who embraces continual service improvement and strives for great value for money and delivers stretching targets.</p> <p>The post-holder will work collaboratively with the partners, senior leadership team, executive and elected Members to make the best strategic leadership decisions.</p>	
Leadership team generic accountabilities	
<ol style="list-style-type: none"> 1) Provide transformational leadership in allocated service groups, with full accountability for ensuring teams deliver their responsibilities in regards to the Council Strategy and Target Operating Model based on the Council's agreed core values and behaviours. 2) To contribute to key programmes and projects, constantly looking for new opportunities to Improve Lives. 3) Create an engaging, supportive and empowering culture where employees are encouraged to thrive and innovate. 4) Create a learning environment that is solutions focussed and builds the reputation of the Council through excellence in service delivery. 5) Ensure the leadership in the following areas: <ul style="list-style-type: none"> • Staff Appraisals are completed to support conversations that ensure employees understand what great looks like, ensuring the right training and development plan is established • FOI requests are delivered on time and with the relevant accuracy • Key Performance is measured, improved where necessary and is a key driver for business change • Service planning is based on customer insight, business intelligence and metrics • Complaints are answered within agreed timescales and where these complaints require change within the business, this is acted on promptly 	

- Audit Recommendations and Financial forecasting is delivered accurately and on time
 - Contracts Register is maintained to ensure the Council can plan key investments
 - Risk management is managed within the service area and ensuring key corporate risks have appropriate mitigating actions
 - Business Continuity is review and emergency planning delivered.
- 6) To ensure all staff in the service groups are aware of and comply with, the Council's Code of Conduct and Policies and Procedures.
- 7) All other duties as designated by the Head of Paid service.

Behaviours

The post holder will be expected to lead by example and to behave in accordance with the Allerdale Borough Council behaviours framework and ensure active engagement in these behaviours across the service area.

Strengths

- Honesty and integrity
- Innovative
- Confident
- Inspirational
- Committed
- Good communicator
- Decisive
- Accountable
- Ability to delegate and empower others

Knowledge, Skills & Experience

- Demonstrate thorough working knowledge of the working practices and methodologies, legislation and developments in their respective specialism and/or service area
- Demonstrate understanding of how collaboration delivers better outcomes
- Demonstrate the understanding and navigating complexity and uncertainty, developing and delivering solutions to complex issues