

Job Description: Chief Executive

Reports to: LGA Chair and Group Leaders

Grade: Spot salary

Job Purpose

Lead the LGA in fulfilling its role of developing, supporting and promoting excellence in local government and ensure that the LGA adds national value in the services it provides.

Core Accountabilities

Support to Local Government

- Give strategic direction to the development of the LGA as a powerful, respected and influential body at the highest levels of policy making and National delivery in the United Kingdom and beyond.
- Promote a positive image of local government in the media and with leading opinion formers, the government and major national organisations.
- Ensure that the LGA is skilled and effective in the public presentation of its case. The Chief Executive will be required when appropriate to speak publicly for the LGA in the media and elsewhere.
- Develop clear and influential policies which are in the best interests of local government generally and reflect the interests of the membership of the LGA as expressed through its General Assembly, Executive, Board and other member bodies.
- Ensure that the LGA has the highest quality analysis, intelligence and information and delivery capacity necessary to support its policy and improvement positions.
- Support and advise the LGA Chair, Vice and Deputy Chairs and other leading Members, ensuring they are briefed as necessary to ensure decision-making and strategic approach is based on accurate and up-to-date information and analysis.
- Ensure that the LGA provides an effective and high quality service to its member authorities and that it retains their confidence and respect.
- Seek to secure optimum financial settlements and other measures so that local authorities can deliver agreed services within the resources available.
- Work with councils, their politicians and officials to ensure that the LGA is visible to all member councils.

- Work with senior civil servants / government officials to deliver the LGA's objectives to support, promote and improve local government

Internal Management

- Manage and lead effectively the Strategic Management Team, staff, finances and other resources to deliver the LGA's objectives and strategies.
- Ensure the LGA's assets are managed effectively by the development of budgets, sound financial managerial controls, information systems and the provision of properly audited accounts
- Ensure that the LGA and its staff adhere to appropriate ethical standards in line with accepted standards for local government officials so as to uphold the reputation of the LGA and local government
- Continually review the priorities, role and services of the LGA to ensure that its objectives are constantly achieved.
- Ensure delivery of improvement services funded through grants or contracts from government and others

Person Specification: Chief Executive

Qualifications	<ul style="list-style-type: none"> • Degree or equivalent
Key requirements of role:	<ul style="list-style-type: none"> • Effective working with central government to influence the national agenda for local government • Promoting and supporting local government • Developing local government strategy to anticipate and meet changing expectations • Managing people, parties and organisations
Personal qualities	<ul style="list-style-type: none"> • Self-confident, assertive • Self-reliant/resilient • Diplomatic • Energetic • Innovative • Facilitative interpersonal style
Personal credibility	<ul style="list-style-type: none"> • Has an established reputation within the public sector • Able to command the respect of the whole local government community and key stakeholders, particularly central government • Able to build relationships of trust and maintain confidentiality • Highly-developed influencing skills
Political know-how	<ul style="list-style-type: none"> • Astute political operator; able to persuade and influence others in order to reach a consensus view within a cross-party context • Well-informed about current national agenda for local government • Evidence of working at a national level to achieve a tangible outcome • Has an established personal network at a national level • Diplomatic and sensitive to cross-cultural issues • Experience of handling media/publicity issues on politically-sensitive issues • No obvious personal political agenda
Vision and values	<ul style="list-style-type: none"> • Strategic thinker, able to develop the vision for the future of local government • Well-developed presentational skills; ability to 'sell' the vision to others • Belief in local government as key provider/partner in serving local communities • Track record of building effective partnerships • Creativity and energy to develop proactive strategies to promote and support local government at all levels • Able to inspire and motivate

Management skills	<ul style="list-style-type: none">• Track record of managing people and resources to deliver the aims of the business• Prepared to make difficult decisions and see them through to conclusion• Able to adapt to fast-changing requirements; able to promote a flexible attitude to change• Effective management of stakeholder expectations
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