

## ROLE PROFILE

<b>Job Title:</b>	Chief Executive (Head of Paid Service)	<b>Job Code:</b>	TBA
<b>Directorate:</b>	Chief Executive	<b>Version:</b>	0.3
<b>Reports to:</b>	East Midlands Combined County Authority Mayor	<b>Date Created:</b>	4 March 2024
<b>No. of direct reports:</b>	3 and Chief Executives Office	<b>Grade:</b>	Chief Officer
<b>No. of employees:</b>	Estimated to be c.100 in Year 1	<b>Budget:</b>	TBC

## JOB PURPOSE

At the East Midlands Combined County Authority (EMCCA) we're unlocking billions of pounds of investment for our region through our devolution deal with government.

Our newly elected Mayor will be a powerful voice on the national stage for the people of Derbyshire and Nottinghamshire, overseeing devolved powers around transport, housing, skills and adult education, economic development and net zero.

The East Midlands has a rich history and a diverse present on which to build a renaissance. Ambition and culture put us at the heart of the first industrial revolution - and it will put us at the centre of the next. We will make our region more prosperous, sustainable and fairer, helping our people and businesses to create and seize opportunities.

The Chief Executive is the Head of Paid Service and the most senior employee of the Combined County Authority. Their main function is to provide overall leadership and vision in developing the strategic direction of the organisation. They are primarily responsible for the successful delivery of the Mayor's priorities and leading the Senior Leadership Team to deliver the strategic direction as outlined by the EMCCA Board. The mission will be to lead this strategic body with a thirty-year funding stream and to ensure long-term systemic impact.

The priority for the Chief Executive is to deliver on the inclusive growth agenda and operate as a system leader in the region. They will execute the specific requirements of 'the deal', which includes building a platform of future ambition and prioritising energy, sustainable places and regional innovation for intervention. Integrating the aims of the five delivery themes in the EMCCA Strategic Framework for maximum impact and setting out a high-level ambition for future devolution.

In dealing with the delivery of the EMCCA priorities, the Chief Executive will work closely with Partner Authorities, central government, commercial partners, statutory agencies, residents, local businesses and other relevant stakeholders and partners.

A key responsibility is ensuring that everyone involved in the EMCCA has a shared purpose and common goals by designing, recruiting and leading the organisation in accordance with the EMCCA Values.

## OUR VALUES

We have proactively become a values-based organisation from the outset. In conjunction with our operational ethos emphasizing the importance of people, processes, and outcomes, we embrace continual improvement, and are guided by four core values supported by a behaviour framework:

**We Lift Our Region | We Work Together | We Make an Impact | We Are Human**

These values shape our culture, influence expected conduct, how we work and interact with each other and our stakeholders, fostering positivity, and supporting the achievement of our goals and progress together.

## ORGANISATIONAL LANDSCAPE

### **Our Mission**

We will be driven by our mission to ensure long-term systemic impact. Created by and for the benefit of our people, businesses, and places in the East Midlands area.

### **Our Vision**

We will make our region more prosperous, sustainable, and fairer, helping our people and businesses to create and seize opportunities.

We are built on a foundation of systems leadership and partnership working.

## MAIN DUTIES AND RESPONSIBILITIES

### Political interface

- Acts as the principal policy adviser to the EMCCA Board on all matters of general policy and all other matters upon which their advice is necessary, with the right of attendance at all Board meetings and other meetings as appropriate.
- Advises the elected Mayor and Members of the EMCCA on the delivery of strategic priorities and along with senior elected members sets the vision and strategy of the Authority in the context of the political environment.
- Keeps the EMCCA Board fully informed on all aspects of operational and financial affairs and all matters of significant relevance.
- Develops an effective and productive relationship with the Mayor and Members of EMCCA providing critical leadership, advice and challenge to help shape and support the delivery of priority outcomes.

### Setting strategy and vision

- Represents EMCCA at local, regional and national level in partnership with the Mayor. Promoting EMCCA and acting as an ambassador for both the region and the organisation both internally and externally.
- Provides business and commercial acumen to support strategic delivery of services to clients and partners.
- Secures continuous improvement in the performance of EMCCA whilst ensuring that robust performance management procedures are in place.
- Ensures the effective and efficient implementation of EMCCA's policies, procedures and programmes.
- As Head of Paid Service discharges the full responsibilities in accordance with the provision of Section 2 of the Local Government and Housing Act 1989.
- Develops and maintains a sound, effective organisation structure that is 'fit for purpose'.
- Operates at national and international level to promote the region and secure financial investment to improve the region's economy.
- Ensures that EMCCA has an effective framework for adequately safeguarding and maintaining EMCCA's assets.
- Is ultimately responsible for ensuring that Health and Safety risks are managed effectively.
- Has overall responsibility for the implementation of the Corporate Health and Safety policy and the delegation of primary duties to Executive Directors of each Service Area.

### Leadership

- Provides inspirational leadership to the management and employees of EMCCA and establishes an effective means of control and coordination for all operations and activities.
- Leads the EMCCA through its early development years and as it rapidly grows and evolves.
- Leads the Senior Leadership Team to ensure commitment to corporate goals and an integrated approach to service delivery.

- Sets the tone, standards and values of the EMCCA by personal example, being a highly visible role model both within the organisation and externally at a local and national level.
- Creates powerful and influential relationships with partners – East Midlands MPs, national and regional bodies, and local partners (public, private, third sector and communities) that lead to a shared sense of purpose and responsibility for delivering better outcomes across the region.
- Acts on advice given by the Monitoring Officer and Section 73 Officer on any situations that could put the EMCCA in jeopardy of unlawfulness or maladministration.
- Ensure the services delivered internally and externally are inclusive and accessible.

## **Building culture**

- Champions a positive workplace culture and acts as overall executive sponsor of change management processes.
- Ensures that the core values and behaviours of the EMCCA are maintained and promoted in all activities, at all times.
- Fosters a corporate culture that promotes high quality performance, integrity, customer care and continuous improvement in a positive work climate, enabling the EMCCA to attract and retain a diverse and high-quality workforce.
- Leads employee engagement and motivates employees to reach their potential.
- Sets the ‘tone from the top’ and creates an environment in which all employees are able to be the best they can be.
- Actively encourages direct reports and wider leadership to similarly model the sought values and culture.

## THE PERSON

<p><b>Experience &amp; Skills:</b></p>	<p><b>Setting strategy and vision</b></p> <ul style="list-style-type: none"> <li>▪ Evidence of developing and driving strategy and policy – long, medium and short-term - to deliver sustainable and successful systemic and organisation outcomes.</li> <li>▪ Evidence of business and commercial acumen to support strategic delivery of service to clients and partners.</li> <li>▪ Evidence of the ability to articulate a transformational vision and to engage and influence a partnership landscape to get on board with that agenda, for example making and re-making the consensus around devolution and the institution within the local and sub-national / regional landscape.</li> <li>▪ Evidence of setting the direction for the service managed: based on the principles of enablement, localisation, citizen choice and best value.</li> <li>▪ Ability to create and drive a sustainable organisational strategy delivering client centred outcomes which enable citizen choice.</li> <li>▪ Evidence of sound financial management skills and commercial awareness with the ability to interpret and understand complex financial and budgetary information.</li> </ul> <p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Experience and a passion for understanding and reforming systems across a complex private and public sector landscape.</li> <li>• Evidence of significant experience of leading and managing a service (covering areas specified in the job description) within an organisation of comparable scope and complexity within the public or private sector.</li> <li>• Strong at building a team of senior managers who can drive the strategic, policy and operational agenda applicable to the EMCCA – creating the space and authorising environment.</li> <li>• Evidence of being an inspirational leader with integrity at the core able to create a clear sense of purpose. An inclusive and visible role model providing inspiration to empower others.</li> <li>• Evidence of effectively developing and nurturing talent in the organisation.</li> <li>• Evidence of the ability to provide clear strong and motivational leadership to create and sustain a high-performance culture.</li> <li>• Detailed knowledge of major legislative and other issues facing local government and public services with a particular focus on achieving effective delivery of services at a time of significant and financial challenges.</li> <li>• Evidence of leading employee and stakeholder engagement.</li> <li>• Experience or ability to lead a new, scaling and evolving organisation of this type.</li> <li>• Ability to operate and adapt their style to new contexts.</li> </ul> <p><b>Change and transformation</b></p> <ul style="list-style-type: none"> <li>• Experience of successfully leading radical transformation of services through inception to delivery.</li> <li>• Must demonstrate strong evidence of the ability to conceptualise the need for change and transformation and to lead the organisation effectively from current to future state in a growth environment.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Ability to manage change effectively within a political and sensitive environment.</li> <li>• Ability to communicate internally and externally with impact.</li> </ul>
<b>Qualifications, Training, CPD:</b>	<ul style="list-style-type: none"> <li>▪ Relevant degree or equivalent relevant experience.</li> <li>▪ Member of a relevant professional body or demonstration of up-to-date knowledge and continual professional development.</li> <li>▪ Evidence of career progression taking on roles of increasing complexity and importance within an organisation of comparable scope and complexity</li> </ul>
<b>Building Culture &amp; Motivation</b>	<ul style="list-style-type: none"> <li>• Experience of developing strong links between professional groupings to bring together services linked by locality and liveability issues.</li> <li>• Evidence of successful partnership working and networking with Trades Unions and key stakeholders e.g., citizens, voluntary sector, business communities, government, and public agencies.</li> <li>• Experience of working in a political environment.</li> <li>• Experience of promoting the health and safety and wellbeing of a workforce.</li> <li>• Evidence of championing a positive workplace culture, setting the ‘tone’ and expectations of others and modelling related values</li> <li>• Must possess personal and professional credibility that promotes and enhances the organisation’s reputation locally, nationally, and international.</li> <li>• Must have a high standard of personal and professional integrity as well as ethics, values, and personal qualities consistent with the vision, culture, and values of the EMCCA.</li> </ul>
<b>Political Restriction</b>	<p>This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside of work.</p>