

**Manchester City Council
Role Profile**

**Deputy Chief Executive
Corporate Services
Reports to: Chief Executive**

**Grade: DCX fixed point
Member of Strategic Management Team**

Role portfolio

Overall purpose of the role

This key leadership role will drive forward Manchester City Council's ambitions alongside the Chief Executive.

As well as responsibility for crucial corporate core functions, you will be accountable and the strategic lead for a range of significant programmes which are key to delivering the Our Manchester Strategy vision for the City. In particular, you will be lead officer to deliver Net Zero and Carbon Reduction ambitions for Manchester. You will also lead and drive Digital Strategy & transformation of services.

Your remit will cover shaping the Manchester Council of the future. You will be Senior Responsible Officer (SRO) for a range of projects and programmes which are corporate in nature, delivered in partnership with key stakeholders.

You will take a range of positions on Boards external to the Council linked to our Cultural Strategy and commercial assets, with responsibility for our corporate estate and capital programme.

You will drive social value and transformation to deliver best value outcomes for Manchester and our residents. You will lead on equalities which alongside the Senior Management Team and Chief Executive, you would be expected to champion and innovate to energise our workforce and develop talent.

Role context

The role holder will direct and lead cross boundary working to provide the most effective services and best outcomes possible for Manchester's residents and partners and ensure that the city plays a full part in regional, national, and international activities.

The Deputy Chief Executive is a critical role providing visionary, strategic and innovative leadership across the wider organisation and specifically for functions within the Corporate Services and Chief Executives Directorate (Corporate Core) which currently includes;

- Capital Programmes and corporate estates

- ICT
- Revenues, Benefits
- Shared Services,
- Human Resources, Organisational Development & Transformation
- Legal Services

Key responsibilities

Deputising for the Chief Executive as required.

Leadership and management across Corporate Services and Chief Executives directorates.

Leadership across the Corporate Core, SMT and across the organisation to translate the political priorities of Executive Members into strategy and creating effective processes to implement strategy. Active role in listening to the views of staff and the people of Manchester.

Working at Greater Manchester and national level to bring further powers and resources to Manchester enabling Executive Members to deliver their priorities for Manchester.

Overall accountability for a wide thematic area or areas within the authority, with responsibility for service delivery performance, and contribution towards the organisation's vision and objectives. This is one of the few roles with responsibility for the operation of the whole organisation requiring a strong internal and external facing leadership focus.

Be a catalyst for organisational reform, driving forward transformation and ensuring that all changes are delivered.

Lead on corporate business requirements ensuring these are achieved, working with City Treasurer and Assistant Chief Executive who collectively hold responsibility for budget and business planning, performance management and budget monitoring and the development of a strategic commissioning function.

Act as Senior Responsible Officer for strategically significant projects or programmes of work as directed by the Chief Executive, including net zero, capital programmes and major projects (e.g., Town Hall refurbishment), and elections delivery.

Oversee the Council's commercial ventures and procurement to ensure fulfilment of the intelligent corporate client, oversight of performance and delivery including social value ambitions.

Key Role Descriptors:

This role is part of Manchester City Council's Strategic Management Team, which provides overall leadership to the organisation. This post will have responsibility and

accountability for a directorate comprising a group of services which work to deliver Council and citywide priorities.

The role holder will direct and lead cross-boundary working to deliver the most effective and efficient world-class services and the best outcomes possible for Manchester's communities and partners and ensure that the City plays a full part in national, regional and sub regional activities.

The role holder will drive coordinated working and strategic thinking with partner organisations and on a national level to ensure that Manchester delivers our key political, organisational and strategic priorities.

The role holder will provide leadership, vision and strategic direction in corporate policy development and delivering organisational change and will be a key driving force in the implementation of Public Service Reform.

Shows passion for Manchester throughout their work and in their behaviour, championing Manchester in everything they do.

Foster commitment, talent and fresh thinking, challenging yourself and others and take responsibility for their own development and promoting continuous learning to enhance the professional development of employees.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Where the roleholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Behaviours, skills, and technical requirements

Our Manchester Behaviours

- We work together and trust each other
- We're proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and aren't afraid to try new things.
- We show that we value our differences and treat people fairly

Generic Skills

- **Partnership and collaborative working:** Strong, visible and positive leadership with a proven ability to build and maintain strong networks of support both internally and externally and to forge effective partnerships with external agencies, voluntary and statutory, and key stakeholders for the continuous improvement of services. The ability to harness the full commitment and responsibility of all key stakeholders in delivering the vision of excellence for the city is critical to success.
- **Communication and Influence:** Excellent communication, both oral and written. A skilled communicator in terms of the political/officer interface. Shows integrity, creates rapport, trust and confidence. The role demands ability to sell ideas and concepts, articulate shared visions across a range of stakeholders and to negotiate effectively to achieve successful outcomes.
- **Strategic Thinking:** Demonstrates a high level of political awareness and links strategies for continuous improvement with the drive to achieve national, corporate and departmental standards and goals. A dynamic and forward thinking individual in terms of leadership.
- **Strategic Planning:** Strong evidence of successfully leading and managing the implementation and delivery of strategies and programmes which cross agency and service boundaries. Clear evidence of effective, outcome-focused strategic planning.
- **Financial Management:** Strategic awareness of the financial structure of the Council and the implications of decisions on the delivery of value for money for tax payers.

Technical requirements (Role Specific)

Requirement for a strong understanding of the national policy context for local government.