

**Manchester City Council  
Role Profile**

**Chief Executive  
Manchester City Council**

**Grade: CEX fixed point  
Leads Strategic Management Team**

**Role portfolio**

**Overall purpose of the role**

The Chief Executive is responsible for the corporate and overall strategic management of the Council. Working with elected members they will drive and lead the delivery of the Our Manchester Strategy and the Council's wider long term strategic ambitions which will deliver the vision for our City.

The Chief Executive reports to and provides information for the Executive, full council, scrutiny committees and other committees and are responsible for establishing a framework for management direction, standards and for monitoring the performance of the Council. They will actively and effectively promote the Council's behaviours.

**Leadership and Management**

The Chief Executive will:

Be responsible for the line management of the strategic management team (SMT), including the development of individuals and team performance that drives the desired culture, performance and delivery of Our Manchester and statutory obligations across the organisation.

Work with the Leader of the Council, the Executive and Chief Officers in stating Manchester's case across the regional, national and international arenas for growth and prosperity; benefiting the residents of the city.

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.

Provide strategic leadership across our partnerships within the city and the Greater Manchester area across public services, championing our participation within the devolution, health and social care reforms, and wider cross-authority partnerships. And develop long-term relationships across sectors of the city.

Deliver the economic strategy and sustain the economic growth of Manchester, ensuring residents benefit from the opportunities created.

Drive social value and transformation to deliver best value outcomes for Manchester and our residents.

Understand and promote equality, diversity and inclusion at every level, positively challenge inclusion measures within the workforce and in the delivery of services and a commitment to an inclusive workforce that represents our residents and city.

Be Senior Responsible Officer (SRO) for a significant projects and programmes which are likely to be corporate in nature and delivered in partnership with key stakeholders.

Be appointed to outside bodies as an executive, non-executive or representative of the Council, commensurate to the roles and responsibilities of this post.

### **Key responsibilities**

Work with and take lead portfolio responsibilities within Greater Manchester Combined Authority (GMCA), to position it most effectively in supporting MCC's strategic ambitions for the City and beyond.

Working at Local regional and sub-regional and national level to bring further powers and resources to Manchester enabling the Executive to deliver their priorities for Manchester.

Responsibility for service delivery performance, and contribution towards the organisation's vision and objectives. This role has 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 and required outputs are delivered. Leading public sector reform in Manchester.

Working with SMT who collective hold responsibility for budget and business planning, performance management and budget monitoring and the development of a strategic commissioning function.

Will support the strategic planning, delivery and co-ordination of cultural and creative industry contributions to the realisation of MCC strategies and plans for the benefit of residents and businesses.

### **Statutory and Proper Officer**

The Chief Executive is:

The Council's Head of Paid as defined by section 4 of the Local Government and Housing Act 1989, responsible for reporting to Council on the Council's functions including the organisation and proper management of all staff. They will ensure that

the officers with statutory designations are suitably supported and developed to discharge their duties and obligations on behalf of the Council.

The Council's "Proper Officer" for the purposes of any enactment (except where the Council has designated another officer as such for the purposes of a specific enactment).

Responsible for the discharge or range of functions under the Council's Scheme of Delegation.

The Electoral Registration Officer and Returning Officer for Manchester and will be the Acting Returning Officer for the parliamentary constituencies wholly or partly within Manchester.

The Place Based lead of the Integrated Care arrangements with the NHS.

The lead policy adviser to councillors by providing them with outstanding support in the discharge of their duties.

### **Key Role Descriptors:**

You will know how to build a strong team around you, ensuring distributed leadership throughout the senior management team to get things done. You'll be clear on accountabilities and responsibility and ensure your team are equipped to act collectively and individually in their leadership role.

You 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)**

- Experience as a Chief Executive or significantly senior manager in a large and complex public sector organisation with comparable scope, responsibilities, budget and resources.
- Requirement for a strong understanding of the national policy context for local government.
- A successful track record of developing and successfully implementing innovative and progressive policies, vision and strategies.
- Experience of operating effectively and openly within the democratic process with the political acumen and skills to develop productive working relationships with Councillors that commands respect, trust and confidence.