

Role Profile

Job Title	Chief Officer – East Kent Leadership Group
Behavioural Framework Level	4
Grade	Chief Officer
Reports To	Chief Executive – F&HDC
Politically Restricted Post	Yes – Specified
DBS Requirement	TBC

Purpose of the Job

- Provide support to the six Local Authorities covering East Kent, providing officer leadership and supporting Members in the East Kent Leadership Group (EKLK) on a range of strategically important matters.
- Work across the local authorities with officers on a range of matters as set by EKLK and directed by the East Kent Chief Executives (EKCXs).
- Guide and oversee the input to, and strategic delivery of, a small number of shared priorities ensuring necessary actions are taken to pursue collective objectives.

Given the nature of this new role the responsibilities outlined are indicative and will continuously develop and change to meet the best interests of the councils in East Kent.

Main Areas of Responsibility

- To work closely with elected members and EKXs to lead, shape and deliver strategic growth-related strategies and actions in accordance with the overall growth framework for East Kent.
- To lead, motivate and manage input from officers employed across the councils to deliver an impactful work programme and associated messages.
- To involve, engage and communicate proactively with key stakeholders relevant to the workplan and priority themes.
- To promote the opportunities in East Kent, aligned with the priorities in the workplan.
- To role model and visibly lead positive organisational culture, values and behaviours across the Councils including with employees, residents, partners and official bodies.
- To take a 'One Team' approach to deliver effective outcomes and avoid a siloed or single council area approach.
- To manage and regularly monitor work programmes, relevant budgets, performance indicators to ensure that the activities in the work plan meets agreed objectives, key performance indicators and income targets.
- To take collective and strategic responsibility for ensuring that the EKLK decisions are implemented.
- To ensure that activities undertaken are efficient, effective and delivered within budget.

Role Specific Responsibilities

- To ensure effective delivery across East Kent Councils of a range of activities forming the agreed work plan, including:
 - Infrastructure for Growth – to include Housing Growth and Nutrient Neutrality issues related to Stodmarsh
 - Economic Development / Regeneration Opportunities across East Kent
 - Skills across East Kent
 - Brand East Kent
 - Opportunities from work focused on the Thames Estuary
 - Learning and sharing good practice from each other
- To develop and deliver a workplan, from the above, as agreed by EKLK, leading and working through other officers drawn from across the local authorities.
- To be aware of broader related opportunities and challenges as they apply to East Kent on matters such as Health & Wellbeing, Community Safety, Tourism, Inward Investment, and Business Support.

- To ensure effective networking and collaborative working with a range of external partners, government departments and relevant private, voluntary and community sector organisations.

Corporate Expectations

- To ensure the role effectively works across all local authorities active in East Kent.
- Adhere to the council's safeguarding policies and procedures and undertake relevant training to help protect children and vulnerable adults within the district.
- To comply with legislation, council policies and procedures including GDPR, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
- To actively demonstrate the values and behaviours of the council.
- To ensure our customers are valued by taking into account their views and needs in all that we do.
- To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
- To communicate openly and honestly with colleagues, members and customers.
- To undergo any training necessary to be able to fulfil the requirements of the job.
- To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

Folkestone & Hythe District Council Person Specification

Post Title: Chief Officer – East Kent Leadership Group (EKLG)

Important Information for Applicants:

The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.

Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential <ul style="list-style-type: none"> ▪ Educated to degree level (ideally in related discipline, with a relevant professional qualification and professional membership) or equivalent level of experience at a senior level relevant to the field ▪ Evidence of continuing professional and/or management development 	✓		
	Desirable <ul style="list-style-type: none"> ▪ Management qualification 	✓	✓	
Experience and Knowledge	Essential <ul style="list-style-type: none"> ▪ Demonstrable understanding and appreciation of the local and national political context and environment including current challenges and opportunities ▪ Appreciation of major reforms and best practice relating to the relevant work programme ▪ Comprehensive knowledge of issues / challenges for East Kent nationally, regionally and locally ▪ Demonstrable track record of successfully delivering complex programmes / projects and cross-cutting programmes to deliver corporate objectives and priorities ▪ Demonstrable knowledge of current issues and statutory & regulatory requirements as they apply to East Kent and the themes of work. ▪ Demonstrable experience of providing strategic leadership to a range of functions, maximising efficiency, different delivery models and improving performance. ▪ Demonstrable experience of leading, managing and delivering at senior level. ▪ Demonstrable experience of managing complex relationships at senior level. ▪ Strong understanding of, and commitment to, robust governance as it applies to the work of EKLG and to the participant councils. ▪ A good command of the development agenda, planning process, regeneration and place-shaping 	✓	✓	
		✓	✓	
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		✓	✓	
		✓	✓	
		✓	✓	
	Essential			

