

Appointment of

# CHIEF EXECUTIVE

Vacancy Information for Candidates



## Letter from the Leader



Dear Applicant,

Welcome and thank you for your interest in this unique opportunity within Denbighshire County Council.

Denbighshire County Council is one of the highest performing Councils in Wales and we have developed a team of senior professionals who are proud of this status and will work hard to maintain it, even in difficult times. We are now looking for an ambitious, forward thinking individual to join the Senior Leadership Team and lead the organisation into a successful future.

With the pressures that have faced local government over the last few years, we have naturally undergone some significant challenges. We felt our responsibility to maintain a high standard of service to our community was essential, and were able to deliver the required efficiencies whilst maintaining high performance. Our staff survey results during this period show that over 80% of our staff considered they were satisfied with their job, and satisfied with Denbighshire County Council as an employer despite undergoing some difficult times. I am proud that we not only met these challenges head on, but as an organisation we overcame them successfully.

We are very proud of our Member and Officer relationships and both members and staff are fully committed and determined to work hard together to assist and support the appointed candidate through the exciting and demanding times ahead.

Denbighshire is a wonderful county to work in and while we have many challenges, the working and living environment must be amongst the best in Wales. From the coastal resorts of Rhyl and Prestatyn through the historic towns of St. Asaph, Denbigh and Ruthin, the scenic rolling hills of the Clwydian Range to the picturesque Dee Valley and the towns of Llangollen and Corwen, Denbighshire has something to offer everyone.

With the combination of a new Corporate Plan and newly elected Members appointed in the last few months, this is a time of new beginnings. We are therefore looking for a candidate who fully understands the incredible opportunity this presents, the chance to influence and shape the future of the Council, and to lead the delivery of priorities that will have a significant impact for our residents and local businesses.

**Councillor Hugh Evans, OBE**  
Leader of the Council.

## Further Information

This brochure has been designed to introduce prospective applicants to Denbighshire County Council. It also contains important information with regards to the structure of the organisation, the role of Chief Executive, the profile of the person we are seeking to appoint and the terms and conditions.

We hope you find the information contained within this brochure informative and the vacancy an attractive career prospect.

If you would like an informal discussion about the position then please contact:

Our retained consultants Ian Jeffcott on 07882 672653 or 01824 719112 email [ian.jeffcott@ardlinn.com](mailto:ian.jeffcott@ardlinn.com) or Joanne McDonald +353 (0) 877009720 or +353(0)1947 6236 [joanne.mcdonald@ardlinn.com](mailto:joanne.mcdonald@ardlinn.com)

Applications for the post should be submitted by noon on **Friday 12<sup>th</sup> January 2018**

Candidates will be informed of shortlisting on **Wednesday 17<sup>th</sup> January 2018**

Interviews and assessment centres are expected to be held on the following dates:

**Tuesday 23<sup>rd</sup> January 2018**

**Wednesday 24<sup>th</sup> January 2018**

**Thursday 25<sup>th</sup> January 2018**

### How to apply:

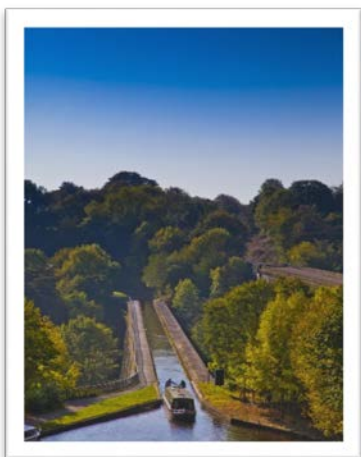
Please see the 'How to Apply' section of this brochure. Applications should be emailed or posted to Ian Jeffcott to the following addresses:

Ian Jeffcott, 4 Crown House, 11 Well Street, Ruthin, Denbighshire LL15 1AE

Ian Jeffcott [ian.jeffcott@ardlinn.com](mailto:ian.jeffcott@ardlinn.com)

## Denbighshire

The county of Denbighshire in North Wales stretches from the coastal resorts of Rhyl and Prestatyn in the north, through the Vale of Clwyd, over the panoramic Horseshoe Pass into the picturesque Dee Valley. The bustling town of Llangollen is home to the annual International Music Eisteddfod and on the edge of the recently designated World Heritage Site of Pontcysyllte Aqueduct and Llangollen canal.



Not only are we fortunate to be located in a truly stunning area of the UK, we also have excellent transport links. Along the A55, Liverpool, and Chester are within an hour's drive, and Manchester just an extra 20 minutes.

Clwydian Range and Dee Valley Area of Outstanding Natural Beauty is the scenic frontier of North Wales, embracing some of the UK's most wonderful countryside. The Clwydian Range is an unmistakable chain of purple heather-clad summits, topped by Britain's most dramatically situated hillforts. Beyond windswept Horseshoe Pass over Llantysilio mountain, lies the glorious Dee Valley with historic Llangollen, a famous transport route rich in cultural and industrial heritage. Offa's Dyke Path National Trail traverses this specially protected area, one of the least discovered yet most welcoming and easiest to explore of Britain's finest landscapes.

Nature, history and people have made Denbighshire distinctive. Three characteristic landscapes created by nature; the coast, the uplands, and the contrasting river valleys await exploration here, along with the changes made to them by countless generations of inhabitants and invaders. Here, nearly 250,000 years ago, lived the first known people of Wales. Now, the peace of the rural landscape and blue flag coastline blends harmoniously with thriving towns and villages, supporting a diverse range of residents and visitors alike and creating a county rich in culture.

The later hillforts and mysterious sacred landscapes of prehistoric Denbighshire are still spectacularly visible. People as well as nature created the distinctiveness of Denbighshire, and maintains it still. Romans and Britons, Welsh and English and Normans, Cavaliers and Roundheads all in turn disputed what became known as the 'Perfeddwlad' - 'the Middle Country' or 'Lands Between' - the borderlands between the Welsh principalities of Gwynedd and Powys, and more crucially between England and the Snowdonian heartlands of North Wales. A wealth of castles - English and Welsh, famous and lesser-known, chart the ebb and flow of these long wars.

The story of historic Denbighshire is likewise chronicled in its heritage of legend-haunted holy wells and characteristic churches, many of them rebuilt in the Tudor period, when Denbighshire became the prosperous and cultured Power-house of Renaissance Wales. Historic towns, picturesque villages and varied historic houses all help to tell Denbighshire's story: and though the Industrial Revolution sits lightly on the modern county, its industrial heritage can still be traced, often amid the now peaceful setting of its country parks and outstanding landscapes.

Legends, curiosities, and links with famous people all add to Denbighshire's character. So too does the fact that both Welsh and English are spoken in its towns and villages, for both nature and history have ensured that Denbighshire remains the most distinctively Welsh of the eastern 'border' counties.

To sum this up in a phrase, Denbighshire is a beautiful County.

## Denbighshire County Council

Denbighshire County Council is a unitary local authority established under the re-organisation of local government in Wales, and came into operation in April 1996.

The Council comprises of 47 elected members, and has adopted the Leader and Cabinet model of governance.

Employing over 4,200 people, the Council delivers a wide range of services and functions. A diagram illustrating our organisation structure is contained within this document.

### **Denbighshire County Council's vision is that:**

**"Denbighshire in 2025 will be the ideal place to live, work, visit, conduct business and pursue a wide range of activities".**

As an employer, we focus on communication, equality and people-friendly policies and we are looking for people who share our vision and values. If you want to make a real difference to the lives of people and are seeking a rewarding employer who values you, this is the place for you.

### **The values of the Council are:**

**Pride:** We aim to create a sense of pride in working for our organisation. We should take pride in the work we do and what we achieve as an organisation.

**Unity:** We all work for the same organisation. We as Councillors and staff should aim to reflect this in the way we behave and serve our communities. As our motto says "Unwn i wneud da" (We unite to do good), we work closely, co-operate willingly and support colleagues from across the organisation, regardless of the service or team in which they work. Our customers and communities expect the organisation to act as a single body making no distinction between services.

**Respect:** We aim to treat all people equally and with fairness, understanding that there are views and beliefs that differ from our own. We aim to involve and listen to our communities, showing consideration to their views and responding appropriately.

**Integrity:** As Councillors and staff we aim to manage ourselves to maximise performance, act with high standard of conduct and present a positive image of Denbighshire. We aim to be realistic with our colleagues and citizens about our achievements and the challenges we face and to be open and honest in the information we provide.



## Profile

### **The key responsibilities of the post are as follows:**

- To provide the leadership and vision to ensure that the Council is structured, managed and resourced effectively to ensure that our priorities and objectives are delivered.
- To deliver quality services which are effective, efficient, economic and responsive to local circumstances.
- To be the Head of Paid Service and Principal Advisor.

### **In addition to the above, the post holder is responsible for the following:**

- Lead and manage the Corporate Executive Team so they effectively support Cabinet Lead members and Scrutiny Chairs.
- Provide advice, assistance and support to the Leader and the Chair of the Council in their respective roles, and in particular their relations with external partners.
- To deliver the new Corporate Plan.
- Act as Returning Officer and Electoral Registration Officer.

## Pay and Benefits

The terms and conditions of employment for this post will be those contained in the collective agreement laid down by the Joint Negotiating Committee for Chief Officers of Local Authorities. The main conditions are as follows:

### Salary

This role is paid in accordance with the SLT 4 Chief Executive Officer within the Senior Leadership Pay Scale - a three point salary range, with current values as follows:

SCP1 = £123,716

SCP2 = £125,600

SCP3 = £127,513

The starting salary of the successful applicant will be one of the points shown, with progression through any remaining points subject to satisfactory service by annual increments up to the maximum of the grade applicable to your job as follows:-

Incremental progression will take place in either April or October, with the first incremental increase being effective after a minimum of 12 months and a maximum of 18 months after commencement in role, dependant on the commencement date. Increments thereafter will be paid annually in either April or October.

Date of commencement	Increment due
2nd April to 1st October	1st October the following year
2nd October to 1st April	1st April the following year

### Annual leave

The basic entitlement is 30 days plus 2 extra statutory days. In addition to annual leave, the post holder is entitled to the public holidays that the Government designate.

### Pension scheme

The employment will be pensionable in accordance with the provisions and regulations of the Local Government Pension Scheme, a defined benefit / final salary pension scheme.

### Other employee benefits

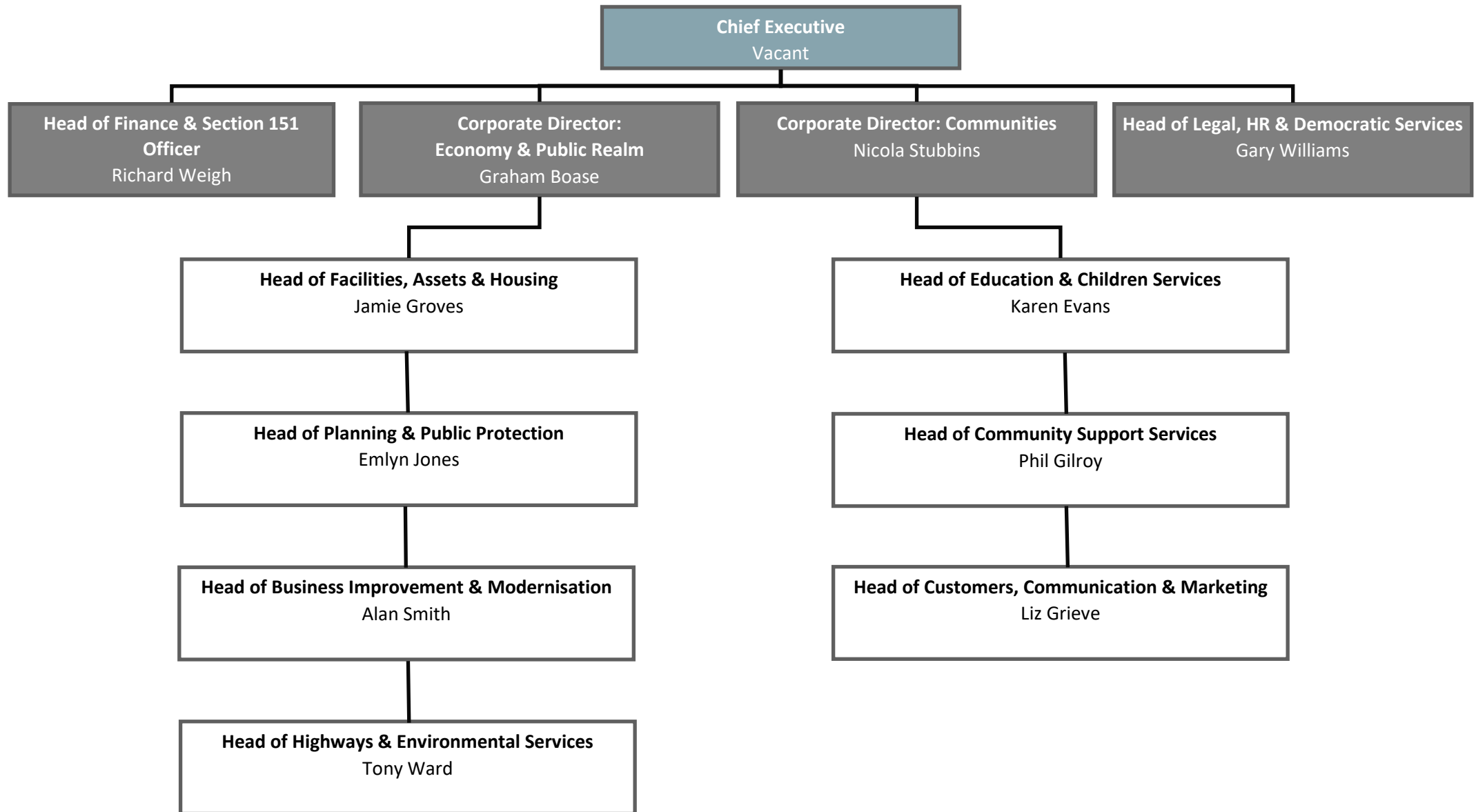
- Reimbursement of one subscription to a professional body or association
- Child care voucher scheme (a tax efficient method of paying for childcare)
- Cycle to Work Scheme
- Car Salary Sacrifice Scheme
- Discounts via Vectis card and Leisure facilities
- Give as you earn scheme
- Work-life balance policies and practices e.g. homeworking, family friendly policies etc.



**Place of work**

The post is based at the Council's headquarters at County Hall, Ruthin. This is an attractive, predominantly open-plan working environment (the post is allocated one of a small number of private offices). As well as extensive office accommodation, the building also houses the Council Chamber, committee rooms and meeting rooms.

## Senior Management Structure



## DENBIGHSHIRE COUNTY COUNCIL

### JOB DESCRIPTION

DENBIGHSHIRE COUNTY COUNCIL - JOB DESCRIPTION
<b>Job Title: Chief Executive Officer</b>
<b>Grade: £123,716 - £127,513</b>
<b>Job ID Number / Date Issued: July 2016</b>
Job Purpose
<p>The Council's Head of Paid Service and Principal Adviser, will work closely with all Elected Members, especially Cabinet, in preparing, developing and delivering strategic direction, implementing, monitoring and reviewing Council policies.</p> <p>To lead decisively and inspire the Corporate Executive Team in delivering the Council's objectives and quality service delivery; services which are effective, efficient, economic and responsive to local circumstances.</p>
Principal Accountabilities and Responsibilities
<ul style="list-style-type: none"> <li>As Principal Policy Adviser to the Council, provide strategic direction and interpretation to Council and Cabinet policies, ensuring these are supported by realistic action plans.</li> <li>As Chief Executive, lead, manage and direct the Corporate Executive Team so they effectively support Cabinet Lead Members and Scrutiny Chairs.</li> <li>As Chief Executive, develop a customer focused culture throughout the organisation that will enable the delivery of high quality services and to maintain the position of one of the highest performing councils in Wales.</li> <li>Ensure that Council performance is measured against statutory indicators and targets that stated objectives are achieved and delivered.</li> <li>Ensure that the council deliver their overall budget within the cash limit through monthly monitoring at Corporate Executive Team and Cabinet.</li> <li>In conjunction with Corporate Directors, develop leadership and management skills to ensure that the Council is and will continue to be capable of achieving its strategic objectives.</li> <li>Communicate and act as advocate internally within the organisation and externally concerning the Council and Cabinet's plan, policies and objectives to ensure clarity, commitment and understanding.</li> <li>Ensure that the Cabinet and the Council's strategy and business planning and performance management process identifies resource needs, including a Human Resource Strategy which must reflect principles of Equal Opportunities and employee and Member development.</li> <li>Communicate and gain commitment of employees to the aims and objectives of the Council and the standards, behaviour and performance expected of them.</li> <li>Provide advice, assistance and support to the Leader and the Chairman of the Council in their respective role, and in particular their relations with external partners.</li> <li>Support and advise all Elected Members on matters of community leadership and governance, improving the community's confidence in the Council.</li> </ul>

<b>Additional Matters</b> Act as Returning Officer for Parliamentary Elections and Referenda Act as Returning Officer for Town and Community Council Elections Act as Electoral Registration Officer
<b>Knowledge, Skills, Training and Experience</b> <ul style="list-style-type: none"> <li>▪ The ability to provide inspirational leadership to support and motivate a diverse group of people at all levels, coupled with a willingness to address issues and make difficult decisions. This will result in the provision of effective customer focused services, promote collective working, innovation, flexibility and engender team spirit in a changing environment.</li> <li>▪ An understanding of the statutory role of local authorities and of national and regional policy issues which relate to local government and experience of developing strategies and solutions to address these effectively.</li> <li>▪ An appreciation of local community needs and the importance of successful community involvement and empowerment.</li> <li>▪ First class oral and written communication skills including the ability to formulate and deliver complex strategic plans and implement long term goals.</li> <li>▪ Capable of seeing beyond the short term and to identify broader opportunities and the potential for operating in innovative ways to achieve end results.</li> <li>▪ Political sensitivity, with the ability to advise all political groups and the Council as a whole in an objective and bias-free way.</li> </ul>
<b>Special Working Conditions</b>
N/A
<b>Employment Checks/ Specific Requirements</b>
Politically Restricted Post
<b>Vision/Context</b>
<p>The post of Chief Executive is the Head of Paid Service and Principal Adviser to the County Council. The post leads on the Corporate Executive Team in advising and assisting Members on the development of strategic direction of the County Council and on the development of policies and service delivery plans. The Chief Executive has the primary task of managing the interface between the political and executive roles, and of ensuring that the Council is able to respond to developing Government and Assembly policies.</p>

## DENBIGHSHIRE COUNTY COUNCIL

### PERSON SPECIFICATION

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

DENBIGHSHIRE COUNTY COUNCIL - PERSON SPECIFICATION			
<b>Post Title: Chief Executive Officer</b>			
<b>Service: N/A</b>			
<b>Grade: £123,716 - £127,513</b>			
<b><u>CRITERIA</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>	<b><u>METHOD OF ASSESSMENT</u></b> Application Form / Interview / Presentation / References etc
<b>EDUCATION &amp; QUALIFICATIONS</b>	<p>Educated to degree level or equivalent</p> <p>Evidence of relevant continuing professional development</p> <p>Relevant professional qualification</p>	Management Qualification e.g. MBA/DMS or equivalent	AF
<b>RELEVANT EXPERIENCE</b>	Experience of working at a Senior management level in a diverse and complex organisation within the public sector.		AF, I
	Experience of working successfully in a political environment		AF, I
	Experience of successfully leading change in a large and complex organisation		AF, I
	Demonstrable experience of successful leadership and management of multi-disciplinary teams, leading to		AF, I

	<p>improved outcomes for service users.</p> <p>Extensive of strategic planning, attracting resources and managing large budgets and other resources within either the public or private sector.</p> <p>Experience of effectively working in partnership with a wide range of internal and external bodies.</p>		<p>AF, I</p> <p>AF, I</p>
<b>JOB RELATED KNOWLEDGE &amp; SKILLS</b>	<p>Able to provide strong and effective leadership</p> <p>Ability to think and plan strategically, analytically and financially about complex issues and to find creative and innovative solutions.</p> <p>Ability to influence others to provide the highest levels of customer service</p> <p>Inspires teams and groups to enable transformation.</p> <p>Excellent communication/presentation skills, both written and oral. High-level interpersonal skills.</p> <p>Knowledge and good understanding of the key issues involved in policy planning and performance management.</p> <p>Knowledge and a good understanding of the major issues facing local government and their potential implications.</p> <p>Good understanding of the political context at national, regional and local level.</p>	<p>Understands the Welsh Assembly's vision for public services within national policy context.</p>	<p>AF, I</p> <p>AF, I</p> <p>I</p> <p>I</p> <p>I</p> <p>AF, I</p> <p>AF</p> <p>AF, I</p>

<b>PERSONAL QUALITIES</b>	Ability to demonstrate high caliber skills in-tact, diplomacy, persuasion, negotiation, advocacy and assertiveness.	Business awareness relating to local and national market conditions and broader business issues.	I
	Excellent relationship management skills, with the ability to work together with members, with a high level of political awareness		AF, I, R
	Demonstrates a strong commitment to public service and equality of opportunity.		AF, I, R
	Demonstrates a strong commitment to customer service.		AF, I, R
	Strong sense of political judgement and sensitivity.		AF, I, R
	Strong sense of accountability of self and others.		AF, I, R
	Accepts responsibility for mistakes and uses them as learning opportunities for their service		AF, I, R
	Has a high degree of integrity and probity and is open and honest		AF, I, R
	Shows toughness and resilience under pressure.		AF, I, R
	Is responsive and flexible to the changing demands and priorities.		AF, I, R
	Adapts personal style to meet demands of complex situations.		AF, I, R
	Shows a high drive for achievement and performance.		AF, I, R



	Enthusiastic, committed, self-motivated and strong sense of purpose.		AF, I, R
<b>OTHER REQUIREMENTS</b>	Strong empathy with Welsh culture and language	Ability to communicate through the medium of Welsh	AF

## Advert

### Chief Executive

**Salary Package: £123,716 - £127,513 + election fees**

The Chief Executive is a key position within the Council. We are therefore looking to appoint a purposeful leader who will share our ambitions for the Council to continue to be one of the best performing Councils in Wales.

Candidates must be able to demonstrate an ability to inspire and empower a diverse workforce and have the skills to develop and coach a dynamic, high performing Senior Leadership Team in order to drive the delivery of an ambitious Corporate Plan.

As a role model for the Council, the successful candidate will be able to demonstrate strong influencing and negotiation skills with the ability to communicate with people ranging from Government Ministers to local communities.

We are looking for candidates who will support and advise elected members and have the ability to operate in a political climate with an understanding of the Welsh political context. An appreciation of the Welsh language and culture is essential.

If you have the commitment and leadership abilities to help steer the modernisation of the Council and drive change and improvements across all of its services and functions then this is the role for you.

To apply for the Chief Executive position at Denbighshire County Council please visit our website via the link below:

XXXXXX James to insert link

The closing date for applications is 12 noon, **Friday 12<sup>th</sup> January 2018.**

For an informal discussion please contact our retained consultants:-

Ian Jeffcott on 07882 672653 or 01824 719112 email [ian.jeffcott@ardlinn.com](mailto:ian.jeffcott@ardlinn.com) or  
Joanne McDonald +353 (0) 877009720 or +353(0)1947 6236 [joanne.mcdonald@ardlinn.com](mailto:joanne.mcdonald@ardlinn.com)

Completed applications should be sent to Ian Jeffcott by email to [ian.jeffcott@ardlinn.com](mailto:ian.jeffcott@ardlinn.com) or by post to 4 Crown House, 11 Well Street, Ruthin, Denbighshire LL15 1AE

## How to Apply

Please apply by completing the attached application form with a copy of your c.v.

Applications for the post should be submitted by noon on **Friday 12<sup>th</sup> January 2018**

Candidates will be informed of shortlisting on **Wednesday 17<sup>th</sup> January 2018**

Interviews and assessment centres are expected to be held on the following dates:

**Tuesday 23<sup>rd</sup> January 2018**

**Wednesday 24<sup>th</sup> January 2018**

**Thursday 25<sup>th</sup> January 2018**

There is an Equal Opportunities monitoring form which we would ask you to complete and return with your application form.

Denbighshire County Council guarantees to interview people with disabilities who meet the essential criteria for the post. Applicants with disabilities do not have to provide any information unless they want to and any information regarding disability will only be used to ensure that applications are given full consideration under the Disability Confident Scheme. If you wish to be considered as part of this scheme, please indicate this on your application form.

Denbighshire County Council is committed to Welsh Language Standards. We welcome applications made in the Welsh Language. Any applications made in the Welsh Language will not be treated less favourably than any submitted in English.

Please return your application by the closing date, either by e-mailing your documentation to [ian.jeffcott@ardlinn.com](mailto:ian.jeffcott@ardlinn.com) or by posting it to:-

Ian Jeffcott, 4 Crown House, 11 Well Street, Ruthin, Denbighshire LL15 1AE

***NB – Any offer of employment is subject to two satisfactory references.***

## Terms and Conditions

### Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities

During employment with the County Council, terms and conditions will be in accordance with collective agreements negotiated from time to time by the Joint Negotiating Committee for Chief Officers of Local Authorities, as amended by the County Council or supplemented by local collective agreements reached with trade unions recognised by the County Council, and by the rules of the County Council.

#### 1. Salary

In accordance with the Authority's Pay Structure and Job Evaluation Scheme, the salary package for Chief Executive is:

SCP1 = £123,716

SCP2 = £125,600

SCP3 = £127,513

The starting salary of the successful applicant will be one of the points shown, with progression through any remaining points subject to satisfactory service by annual increments up to the maximum of the grade applicable to your job as follows:-

Incremental progression will take place in either April or October, with the first incremental increase being effective after a minimum of 12 months and a maximum of 18 months after commencement in role, dependent on the commencement date. Increments thereafter will be paid annually in either April or October.

#### **Date of commencement   Increment due**

2nd April to 1st October   1st October the following year

2nd October to 1st April   1st April the following year

#### 2. Place of work

County Hall, Ruthin.

#### 3. Hours of Work

The basic contractual working week is one of 37 hours.

However, for a post of this seniority level you will be required to work such reasonable working hours as are dictated by the needs of the service, and the salary for the post reflects this requirement.

The Council's Flexi-time scheme does not apply to this post.

#### 4. Performance Management

Your performance will be subject to regular appraisal and monitoring by Council. Your performance will be measured against agreed criteria every six months which will include meeting the performance

targets of members in relation to the principal accountabilities of the post, County Council policies and changing demands.

#### **5. Annual Leave**

In accordance with Denbighshire Annual Leave entitlement in a normal leave year from 1st April to 31st March annually your current holiday entitlement is 30 days plus 2 extra statutory days.

In addition to annual leave, the postholder is entitled to the public holidays that the Government designate.

#### **6. Expenses**

Traveling subsistence expenses, together with such payments that can be properly made, as determined by the Council, will be made in accordance with the Council's policy.

#### **7. Period of Notice to Terminate Employment**

The postholder is required to give the Council a period of 3 months' notice.

#### **8. Sickness**

Your entitlements during any absence due to sickness or injury are as set out in the JNC agreements on Pay and Conditions of Service.

#### **9. Professional Fees**

The Council will approve reimbursement of the annual subscription of one professional body.

#### **10. Political Restriction**

The Chief Executive post is a Politically Restricted post. The County Council is obliged to prepare and maintain a list of posts which it deems to be politically restricted.

#### **11. References**

The appointment is subject to satisfactory reference(s) being received to cover your previous 3 years employment and from your last 2 employers.

#### **12. Qualifications**

Evidence of the qualifications stated on your application must be made available to Denbighshire County Council.