



VACANCY INFORMATION PACK

# CHIEF EXECUTIVE



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# WELCOME 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 69% of our staff are proud to work for Denbighshire County Council and 72% would recommend the Council as an employer.

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 an ambitious Corporate Plan for 2022 – 2027, we are looking for a candidate to lead the delivery of priorities that will have a significant impact for our residents and local businesses. If you think you have what it takes to lead transformation and positive change in a high performing Council, then we look forward to receiving your application.

**Councillor Jason McLellan**  
Leader of the Council.



# THE DENBIGHSHIRE WAY

As a County Council we are an ambitious, flexible and agile organisation who place employees and communities at the forefront of our decision making. We want Denbighshire to be the best it can be for our communities and for future generations.

## **Our Values 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.

**Our 5 principles are fundamental to everything we do at Denbighshire County Council.**

1. Our Culture
2. Our Communities
3. Our Performance
4. Our Member / Officer Relations
5. Our Staff





## THE COUNTY

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 Holyhead 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 the 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.





# JOB ADVERT

<b>Position:</b>	Chief Executive
<b>Salary Package:</b>	£144,452 - £148,822
<b>Contractual Hours:</b>	37 hours per week
<b>Location:</b>	County Hall, Ruthin / Agile and Flexible Options Available
<b>Relocation:</b>	Allowance of up to £8,000
<b>Benefits:</b>	Local Government Pension Scheme, Agile Working

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At Denbighshire County Council we are truly committed to building on our success to date and continuing on our journey to make Denbighshire a great place to live and work. As a Chief Executive you will be a decisive and inspirational leader who can help shape the future for Denbighshire County Council and our residents and 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.

Candidates must be suitably qualified with the 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.

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. The Council offers flexible and agile location working as part of its employment model and is well positioned to invest and expand our services to deliver our Corporate Priorities for our local communities. If you would like to shape the future of Denbighshire and be part of this exciting new chapter then we would like to hear from you.

For an informal discussion about the role please contact the Leader of the Council, Councillor Jason McLellan on 01824 706140 or by email to [leader@denbighshire.gov.uk](mailto:leader@denbighshire.gov.uk). For a discussion about the interview process, please contact Catrin Roberts (Head of Corporate Support Services People) – [catrin.roberts@denbighshire.gov.uk](mailto:catrin.roberts@denbighshire.gov.uk) on 01824 712521.

Closing date for applications is **noon, Monday 1<sup>st</sup> September 2025.**



# JOB DESCRIPTION

<b>Job Title:</b>	Chief Executive
<b>Grade:</b>	SLT 4
<b>Date Issued:</b>	2021

## Job Purpose

- 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.
- To lead decisively and inspire the Senior Leadership Team in delivering the Council's objectives and quality service delivery; services which are effective, efficient, economic and responsive to local circumstances.

## Principal Accountabilities and Responsibilities

- 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.
- As Chief Executive, lead, manage and direct the Senior Leadership Team so they effectively support Cabinet Lead Members and Scrutiny Chairs.
- 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.
- Ensure that Council performance is measured against statutory indicators and targets that stated objectives are achieved and delivered.
- Ensure that the council deliver their overall budget within the cash limit through monthly monitoring at Senior Leadership Team and Cabinet.
- 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.
- 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.
- 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.
- Communicate and gain commitment of employees to the aims and objectives of the Council and the standards, behaviour and performance expected of them.
- 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.
- Support and advise all Elected Members on matters of community leadership and governance, improving the community's confidence in the Council.



<b>Resources/Equipment/Material</b>
Laptop and mobile phone
<b>Supervision/Management of People</b>
Direct Reports 4
<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>Additional Duties</b>
<ul style="list-style-type: none"> <li>• Act as Returning Officer for Parliamentary Elections and Referenda</li> <li>• Act as Returning Officer for Town and Community Council Elections</li> <li>• Act as Electoral Registration Officer</li> </ul>
<b>Employment Checks/ Specific Requirements</b>
<ul style="list-style-type: none"> <li>• This is a Politically Restricted Post.</li> <li>• Safer recruitment checks; 3 satisfactory references, including most recent employer, evidence of essential qualifications, evidence of Right to Work in the UK.</li> <li>• Denbighshire County Council recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.</li> <li>• Safeguarding is everyone's business and all Denbighshire employees are required to work in accordance with the Council's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the Council can take prompt action when exploitation is identified.</li> </ul>
<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 Senior Leadership 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>



# PERSON SPECIFICATION

Requirements	How Identified	Essential	Desirable
<b>1. Education &amp; Qualifications</b>			
Relevant professional qualification (i.e. degree or level 6 and above) or able to demonstrate broad and deep experience in the relevant areas	AF/V	E	
Evidence of relevant continuing professional / management development	AF/V	E	
Advanced Management Qualification e.g. MBA/DMS or equivalent	AF/V	E	
Member of Chartered Institute	AF/V		D
<b>2. Relevant Experience</b>			
Experience of working at a Senior management level in adverse and complex organisation.	AF/I	E	
Experience of working successfully in a political environment	AF/I	E	
Experience of successfully leading change in a large and complex organisation	AF/I	E	
Demonstrable experience of successful leadership and management of multi- disciplinary teams, leading to improved outcomes for service users.	AF/I	E	
Extensive of strategic planning, attracting resources and managing large budgets and other resources within either the public or private sector.	AF/I	E	
Experience of effectively working in partnership with a wide range of internal and external bodies.	AF/I	E	
<b>3. Job related knowledge and skills</b>			
Able to provide strong and effective leadership	AF/I	E	
Ability to think and plan strategically, analytically and financially about complex issues and to find creative and innovative solutions.	I	E	
Ability to influence others to provide the highest levels of customer service	I	E	
Inspires teams and groups to enable transformation.	I	E	
Excellent communication / presentation skills, both written and oral. High-level interpersonal skills.	I	E	
Knowledge and good understanding of the key issues involved in policy planning and performance management.	AF/I	E	
Knowledge and a good understanding of the major issues facing local government and their potential implications.	AF/I	E	
Good understanding of the political context at national, regional and local level.	AF/I	E	
Understands the Welsh Assembly's vision for public services within national policy context.	AF/I		D



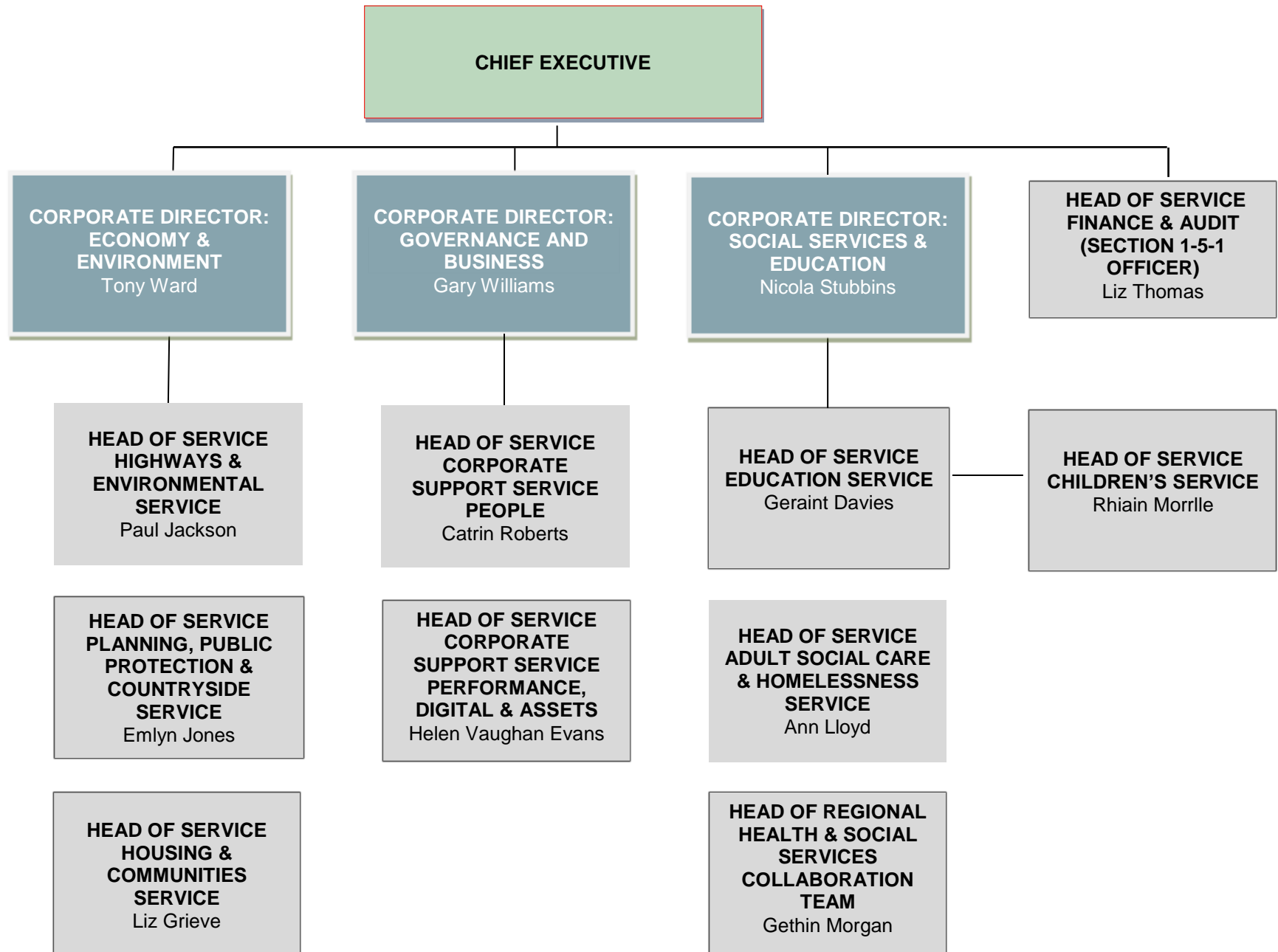
# PERSON SPECIFICATION

4. Personal qualities			
Ability to demonstrate high caliber skills in-tact, diplomacy, persuasion, negotiation, advocacy and assertiveness.	AF/I/R	E	
Excellent relationship management skills, with the ability to work together with members, with a high level of political awareness	AF/I/R	E	
Demonstrates a strong commitment to public service and equality of opportunity.	AF/I/R	E	
Demonstrates a strong commitment to customer service.	AF/I/R	E	
Strong sense of political judgement and sensitivity.	AF/I/R	E	
Strong sense of accountability of self and others.	AF/I/R	E	
Accepts responsibility for mistakes and uses them as learning opportunities for their service	AF/I/R	E	
Has a high degree of integrity and probity and is open and honest	AF/I/R	E	
Shows toughness and resilience under pressure.	AF/I/R	E	
Is responsive and flexible to the changing demands and priorities.	AF/I/R	E	
Adapts personal style to meet demands of complex situations.	AF/I/R	E	
Shows a high drive for achievement and performance.	AF/I/R	E	
Enthusiastic, committed, self- motivated and strong sense of purpose.	AF/I/R	E	
Business awareness relating to local and national market conditions and broader business issues.	I		D
5. Other requirements			
Empathy with the Welsh Language and Culture	I	E	
Ability to travel across and beyond county borders	AF	E	
Knowledge of Equal Opportunities and appreciation of how this impacts the councils priorities, procedures and practices	I	E	
Ability to communicate in the medium of Welsh or a commitment to learn the language	I		D

Please note that in order to be shortlisted for this post you will need to demonstrate that you meet all of the Essential criteria marked as E – Essential.

- Identification of the requirements will be through the following:
- Application Form (AF)
- Interview (I)
- Verification (V)
- Reference (R)

# SLT STRUCTURE CHART







# PAY AND BENEFITS

Conditions of Service	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.
Salary	<p>This role is paid in accordance with the SLT 4 within the Senior Leadership Pay Scale - a three-point salary range, with progression through the scale points as follows: SCP 1, £144,452 SCP 2 £146,620 and SCP 3 £148,822</p> <p>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.</p>
Place of work	County Hall, Ruthin. Agile working will be applicable in this role.
Hours of work	<p>The 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 dictated by the needs of the service and the salary for this post reflects this requirement.</p> <p>The Council's Flexi- time scheme does not apply to the Chief Executive.</p>
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. The annual leave year will commence at birth month.
Performance Management	Your performance will be subject to regular appraisal with the Leader of the Council and annual monitoring by political group leaders. 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.
Period of Notice to Terminate Employment	The post holder is required to give the Council a period of 3 months' notice.
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.
Professional Fees	The Council will approve reimbursement of the annual subscription of one professional body.
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.
References	The appointment is subject to 3 satisfactory reference(s) being received with one being your current or last employer.
Qualifications	Evidence of the qualifications stated on your application must be made available to Denbighshire County Council.
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.
Flexible Working Opportunities	We have a variety of flexible working opportunities and access to Flexible Working Schemes allowing you to vary your working day. We also offer agile working.

# PAY AND BENEFITS

Employee Assistance Programme (EAP)	In house Occupational Health Service and access to EAP which includes 24/7 access to direct and immediate telephone counselling, face to face counselling where needed, 24/7 telephone and online access to specialist information and advice services.
Physiotherapy	Access to physio therapy service
Discounts and Offers	Discounts via Vivup website and app
Salary Sacrifice Schemes	Cycle to work and Car salary sacrifice schemes
Eye Care Vouchers	Access to a voucher for free eye tests and towards glasses
Pay and Benefits Website	<a href="https://www.denbighshire.gov.uk/en/jobs-and-employees/my-employment/pay-and-benefits/pay-and-benefits.aspx">https://www.denbighshire.gov.uk/en/jobs-and-employees/my-employment/pay-and-benefits/pay-and-benefits.aspx</a>



# HOW TO APPLY

You can download an application form from our website at:

[www.denbighshire.gov.uk/working-together](http://www.denbighshire.gov.uk/working-together)

Please submit your application to Andrea Malam, Organisational Development Manager via email to the following address: [workforus@denbighshire.gov.uk](mailto:workforus@denbighshire.gov.uk)

Denbighshire County Council is a Disability Confident Employer and is committed to Equal Opportunities and 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. For alternative methods of applying, please call HR on 01824 706200.

If you have not received an invite to an assessment centre within 3 weeks of the closing date, then you must assume that you have not been shortlisted for interview.

The following timetable sets out the key dates in the recruitment process:

Activity	Date
Closing Date	Noon, Monday, 1st September 2025.
Shortlisting Date	Thursday 11 <sup>th</sup> September 2025
Assessment Centre and Interview Process	Wednesday 24 <sup>th</sup> and Thursday 25 <sup>th</sup> September 2025
Full Council Interview	Friday 26 <sup>th</sup> September 2025



# THANK YOU FOR YOUR INTEREST



Denbighshire County Council Website: [www.denbighshire.gov.uk](http://www.denbighshire.gov.uk)

Instagram: @CyngorSDd\_DenbighshireCC

Facebook: Denbighshire County Council

Twitter/X: @DenbighshireCC

Head Office: County Hall, Wynnstay Road, Ruthin, LL15 1YN