

## DEPUTY CHIEF EXECUTIVE

**JE Code:** JE1874  
**Grade:** DCE

### ROLE PROFILE

#### Overview:

The Deputy Chief Executive supports the Chief Executive in the delivery of the long-term strategic plan for the council, ensuring financial sustainability and managing a complex range of strategic partnerships and major supplier relationships.

The role holder will be required to deputise for the Chief Executive where appropriate and will work effectively with a wide and diverse range of stakeholders to help shape and deliver our ambitions for Milton Keynes and ensure that we are an attractive place in which to live, work, visit and invest.

This post requires a visible and engaging corporate leader able to influence directors and other senior leaders to deliver significant transformation change within the council. Reporting to the CEO and a full member of the corporate leadership team (CLT), the Deputy Chief Executive also has direct oversight of specific areas of business, including:

- Finance and resources
- Law and Governance
- Environment and property
- Growth and development

The Deputy Chief Executive is also the commissioner of the business support services provided by LGSS - MKC's business services partner.

The Deputy Chief Executive directly leads MKC's customer services operation and strategy, the asset management strategy, the property services function and the commissioning and provision of effective legal and democratic services.

As a member of the MKC CLT, this post is accountable to MKC's CEO and Full Council for areas of responsibility falling within the role and, as well as a strategic role in the overall leadership of MKC. The post holder will also be a member of the Milton Keynes Development Partnership (MKDP) board and the organisations strategic management lead for MKDP.

#### Role Specific Responsibilities:

- Shaping MKC's future finance and budget strategies in line with the Council Plan, ensuring the short-term achievability, affordability and cost effectiveness of MKC's overall revenue budget (General Fund including DSG c£600m and the HRA £55m) and

capital programme (c£308m includes tariff and s106) as well as its medium term and longer-term stability and sustainability. Maintaining effective stewardship of MKC's financial resources through good quality strategic planning, accounting, finance, and forecasting in partnership with the Section 151 officer.

- Provide leadership and direction in the alignment and integration of MKC's vision, values, strategies, systems, processes, and structures, ensuring overall compliance across the organisation to MKC's financial regulations and standing orders, also managing the provision of Legal and Democratic Services to enable this.
- Responsible for co-ordinating the delivery of MKC's capital programme, comprising c£308m (includes tariff and s106) of capital infrastructure projects.
- Overall responsibility for the management of MKC's property portfolio and asset management plan, with the aim of ensuring that property assets and resources are exploited and developed for maximum efficiency and value for money.
- Lead commissioner of LGSS services for MKC and accountable to the LGSS Management Board as the MKC Intelligent Client for all services delegated to LGSS. Taking a pro-active role in transforming shared services with the LGSS MD and the relevant LGSS Director to meet the changing needs and expectations of MKC alongside other key LGSS customers, and in particularly contribute to:
  - Redesign of the Revenues and Benefits Service
  - Promote synergies and drive benefits from a strategic approach to commissioning and procurement
  - Assist in developing priorities for future ICT development for existing LGSS supported services and cross-council services
  - Help to shape and determine future workforce strategy for LGSS and MKC
  - Encouraging change to methods of delivery and operating arrangements across LGSS and wider cross council services to drive out benefits and reduce costs.
- Work with the Managing Director of LGSS to aid strategic development of traded services to other councils or new partnerships.
- Oversight of MKC's work in relation to place making, planning, culture, economic development, highways, transport, waste and recycling and regulatory services.
- Leading MKC customer services and strategy to ensure that services are accessible and responsive to customers and a strategy exists to transform and modernise customer engagement.
- Oversight of MKC's health and safety and property and facilities operations.
- Contribute and assist the delivery of key regeneration programmes and projects across the Council.
- Lead key corporate groups which oversee the governance of major programmes and projects e.g. Corporate ICT Group; Corporate Assurance Group; and Customer Services Board.

- Manage the professional relationship between Milton Keynes Development Partnership (MKDP) and MKC, joining the MKDP board to represent MKC.
- Encourage continuous improvement and development to enable MKC to deliver at the highest levels, as well as having the fundamental concern for probity and control. This will require proactivity in managing change and risk, a focus on outcomes, and engagement in the transformation agenda.
- Develop strong and constructive working relations with councillors and senior colleagues, creating mutual respect and effective communication.

## **PERSON SPECIFICATION**

The requirements for this role are as follows. These, along with the values and competencies will be measured as part of the assessment and selection process.

### **Education and Qualifications**

- Educated to degree level or equivalent or comparable attainment by experience.

### **Experience and Knowledge**

- Significant leadership experience in either the public, private or voluntary sector, including a successful track record of successfully managing large and complex portfolios in a challenging financial environment.
- Successful track record of leading transformational change, particularly in response to the demands of an organisation that is undergoing a radical transformation and modernisation.
- Track record of creative and innovation solutions to deliver improved use of resources and achieve value for money across an organisation.
- Extensive experience of strategic financial planning and delivery with a demonstrable and proven record of achievement. To include developing and implementing planning, commissioning and performance frameworks in a multi-disciplinary and partnership environment.
- Experience of developing teams, recognising and developing talent, addressing poor performance and providing advisory services to a high standard.
- Practical evidence of developing and maintaining good working relationships with a wide range of customers, stakeholders and partners, developing a positive personal and organisational profile and building relationships.
- Experience of having worked at a senior level in a political or similarly challenging environment, skills in understanding and responding to different perspectives and taking a cross-organisational perspective.
- Strong interpersonal skills and excellent communication/influencing skills.
- High level negotiating skills, with experience in managing high value and complex supplier relationships.

- Strong problem-solving skills and able to make decisions based on accurate and timely analysis/management information.
- Demonstrable commitment to equality and diversity issues in both service provision and employment practices.

***Desirable Requirements***

- Experience within a commercial or business management environment.
- Evidenced leadership development activity.

**THE SEVEN COMPETENCY LEVELS RELEVANT TO THIS ROLE**

<b>Customer focus</b>	<ul style="list-style-type: none"> <li>✓ Creates an organisation-wide culture of outstanding customer service</li> <li>✓ Reviews current and future customer trends and requirements to inform Council decisions</li> <li>✓ Allocates resources to meet customer needs</li> </ul>
<b>Communicating and engaging</b>	<ul style="list-style-type: none"> <li>✓ Visible and regularly engages and communicates consistently with staff and stakeholders</li> <li>✓ Tailors messages to the audience and listens and acts on feedback</li> <li>✓ Reinforces messages to enhance understanding</li> </ul>
<b>Managing resources and risk</b>	<ul style="list-style-type: none"> <li>✓ Sets direction, identifying key outcomes and determining optimum means to deliver services</li> <li>✓ Leads innovation and strategically commissions services for long term needs</li> <li>✓ Allocates resources to meet key priorities and build future resilience and succession</li> </ul>
<b>Organising and improving performance</b>	<ul style="list-style-type: none"> <li>✓ Engages all stakeholders to create bold long term strategic plans for the citizens of MK</li> <li>✓ Establishes clear success criteria, reviewing progress and evaluating outcomes regularly and rigorously</li> <li>✓ Creates agile organisation resourced and able to respond quickly to change</li> </ul>
<b>Taking responsibility</b>	<ul style="list-style-type: none"> <li>✓ Makes things happen and is accountable for the performance of the Council and personal responsibilities</li> <li>✓ Works corporately and stops actions that are not adding value</li> <li>✓ Establishes appropriate systems of scrutiny, review and monitoring and acts on findings</li> </ul>

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**Team player**

- ✓ Always accessible and works with stakeholders across the region to get the best outcomes for MK
- ✓ Creates an environment for people to collaborate, share knowledge, innovate and work across boundaries
- ✓ Provides leadership to create wider partnerships

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**Excellent leadership**

- ✓ Provides inspiring, confident leadership and support to others and importance of work/life balance
  - ✓ Works with the current and emerging big picture in mind at all times
  - ✓ Articulates the future vision of MKC clearly , confidently and consistently
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**Corporate Leadership Team  
February 2019**

