

## Job Description

**JOB TITLE:      Group Managing Director**  
**REPORTS TO:    The County Council**

### **Purpose:**

To be the County Council's principal policy advisor and change agent to direct the management process and officers of the Council to deliver the objectives of the Administration.

To deliver, within a politically led environment:

- A dynamic and collaborative relationship within the Chief Officer Group and between Cabinet and Chief Officers as the leadership team, taking key strategic decisions together.
- Continuous improvements that keep KCC at the cutting edge of local government and which are implemented in the shortest possible timeframe.
- Innovation in and challenge to all parts of KCC.
- KCC taking a prominent role in community **leadership** working through complex partnerships with other public agencies and making things happen for Kent by giving coherence to the collective voice.
- Strong leadership for COG – making things happen in a positive and constructive way and executing the Administration's vision.
- An ability to use 360 degree vision to take early action if performance against corporate objectives is less than excellent.

In addition the post holder will be required to act as the County Council's Returning Officer.

## **Principal Accountabilities:**

- Sustain and develop a management culture and process conducive to meeting the aims, objectives and goals of the County Council in the most effective way.
- Working with Cabinet to lead and develop relationships with key stakeholders in government, business and the communities in Kent, creating partnership to influence views and decisions for Kent's benefit.
- Linking to political priorities, formulate the Council's strategy and medium term planning process to optimise opportunities for resource allocation linked to priority setting and to facilitate the review of the County Council's policies in operation.
- Develop standards for service delivery and performance management and monitoring process to ensure delivery of good quality services for the people of Kent.
- Develop the corporate framework to ensure the maintenance of probity, good governance and the enforcement and review of policies within the democratic process.
- Take leadership responsibility for the Group Managing Director's Department (see page 9) ensuring value for money and excellent service quality for internal and external customers.
- Provide and facilitate an advisory service to all elected Members ensuring that significant issues of legislative, regulatory and County importance receive full and proper consideration within the democratic process.
- Ensure that the Council's objectives are properly communicated in the community and to Members and staff, to gain understanding of the contribution to the quality of life made by all concerned.
- Ensure the organisational culture and structure of the Authority meets changes in service requirements, statutory obligations and funding regimes.
- Provide the means for the proper recruitment, retention and performance appraisal of highly skilled staff able to contribute significantly and deliver good quality and cost effective services for the people of Kent.

## **Person Specification**

### **Education/Qualifications:**

- Qualified to degree level or equivalent experience.
- A management qualification.

### **Knowledge & Experience:**

- Understanding and appreciation of the service requirements in a political environment and the ability to manage within a political infrastructure.
- Substantial experience of interaction with determined and demanding elected Members and politicians.
- Experience at board level in a large complex organisation.
- Experience of successful financial management and a proven track record, showing commercial acumen.
- Proven track record of determined management and leadership in action with multi-disciplined senior staff. Ability to deal assertively with division or unacceptable performance.
- Understanding of the wider social and economic environment within the County of Kent.
- Proven track record of working effectively in co-operation and partnership with a wide range of organisations from the public, private and voluntary sectors.

### **Skills & Abilities:**

- The key requirement will be to ensure the post holder has the vision and creativity to build on KCC's success through innovation, which crosses existing organisational boundaries and delivers the Administration's objectives.
- Excellent interpersonal and diplomacy skills.
- Drive, energy, enthusiasm and commitment to sustain an extensive agenda.
- First class communication skills with the ability to build strong networks and influence nationally, regionally and within KCC.