

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Chief Executive (Head of Paid Service)

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

The Chief Executive plays a pivotal role in turning vision into reality. Working closely with the Leader and Elected Members, you will ensure we provide high-quality, value-for-money services that meet local needs and advance our priorities for **Thriving Places** and **Thriving People** across West Northamptonshire.

You will bring inspirational, inclusive and decisive leadership, setting direction and tone for the whole organisation. You will champion sound financial stewardship, nurture a positive and resilient culture, and ensure our services remain responsive, high-performing and future-ready. This is central to delivering our third corporate priority: **an Efficient and Enabling Council**.

As leader of the Executive Leadership Team (ELT), you will cultivate strong, collaborative relationships across ELT, the wider Senior Leadership Team, Cabinet and Chief Officers. You will ensure alignment, clarity and momentum in delivering our strategic vision and priorities.

In your statutory capacity as Head of Paid Service, you will ensure that our people, systems, and governance arrangements are strong and effective. Working within the “golden triangle” alongside the Section 151 Officer and Monitoring Officer, you will maintain robust oversight, high standards, and proactive risk management.

You will also serve as Returning Officer, ensuring the lawful and effective conduct of elections.

But your leadership extends beyond the organisation. You will play a central role in shaping the wider system, building strong partnerships with health, education, businesses, the voluntary sector and our communities. You will drive collective action to improve outcomes, reduce inequalities and create a flourishing, cohesive West Northamptonshire.

Equally, you will be a visible ambassador for our place. You will work with strategic partners, neighbouring councils and investors to champion West Northants as an outstanding location to start, grow and innovate. You will help attract talent, unlock investment, support businesses and promote our unique strengths—from thriving towns and industry to our cultural assets and visitor destinations.

Accountable to:

The role holder will fulfil the designated statutory role of Head of Paid Service and is responsible to the Leader of the Council.

Role Specific Responsibilities:

Strategic Leadership & Management

- Ensure the delivery of high-quality services to the residents of West Northamptonshire, supporting the Leader, Cabinet and Elected Members to formulate and implement policies and strategies that take full advantage of opportunities and resources available to deliver the council vision and objectives, and help our communities to thrive.
- Provide strong, visible leadership and direction to secure a cohesive and co-ordinated approach to delivery of services, resource allocation and prioritisation, ensuring compelling communication of the vision and values of the council internally and externally, and clear direction and purpose.

- Work closely with the Executive Leadership Team (ELT) and S151 Officer to ensure that a balanced budget is delivered annually and that a medium-term financial strategy is agreed by the Council which ensures future financial stability and sustainability.
- Work with elected members to ensure effective governance of the Council and its' legality, probity, integrity, proper public accountability and scrutiny of decision-making processes.
- Act as a role model for our 'THRIVE' values, driving a high-performance and supportive culture of accountability, constructively and appropriately challenging peers, partners, members and senior leaders to deliver agreed results.
- Ensure that the council's capacity and structure is efficient and enabling to effectively deliver the council's priorities.
- Ensure that all corporate risk is managed effectively through strong governance processes.
- Ensure that all capital expenditure and investment plans of the council are affordable and proportionate.
- Develop and drive transformational change, fostering and leading a culture of continuous improvement that reflects the values of the Council and encourages creativity, innovation and commercial acumen within a public service ethos.
- Jointly manage the Northamptonshire Children's Trust (NCT) ensuring the delivery of high-quality services across the county.
- Act as the Council's principal policy adviser on matters of strategic and general policy.
- Ensure that the Council meets its statutory obligations, including those relating to health and safety, data protection and equalities – promoting a culture of diversity, fairness, inclusivity and respect.

Political Interface and Member Relations

- To work effectively with elected Members, formally and informally, fostering a positive and productive interface between Members and officers across the council as part of a fair democratic process.
- Work with, advise and support elected Members in formulating appropriate strategies and plans to deliver political objectives and modern, effective services.
- Promote a culture of political awareness amongst officers to help translate political will into appropriate future strategies and delivery of objectives.

Leading Partnerships, Collaboration & Managing Reputation

- Build strong, strategic partnership relationships and bring partners together to join up solutions to complex issues, to help direct and realise better outcomes for residents.
- Take a strategic approach to influencing, drawing on a range of approaches to effectively manage the politics, partnerships and position the Council and create the conditions for shared success.
- Representing the Council and its interests and always acting as an ambassador for the Council, balancing the wider benefits of collaboration and shared aims where this benefits our residents and area.
- Understands the local and national, formal and informal, political and socio-economic context and stay tapped into the needs and agendas of different stakeholders. Use this understanding to influence a range of policy makers, public bodies, partners and suppliers, regionally and nationally, to ensure the Council is well positioned to meet existing objectives and new challenges.
- Simplify complexity, create clarity and direction in ambiguous, multifaceted situations.
- Lead and protect the reputation of the Council, overseeing a communications strategy that promotes understanding and a positive image of the Council to internal and external stakeholders and partners.
- Provide personal leadership to ensure the Council connects with the local community; championing their needs and ensuring their voice is at the heart of what council priorities, challenging themselves and others to think from the customer perspective.

Other Responsibilities

- Carry out the role of Electoral Registration Officer and Returning Officer for local and national elections.
- Fulfil statutory responsibilities relating to emergency planning.
- Undertake any other duties commensurate with the role.

Standard Responsibilities:

1. Culture & wellbeing

Responsible for the establishment and maintenance of a positive organisational culture, where safety is integral to all activities and wellbeing principles are prioritised, to support a healthy, motivated and resilient workforce.

2. Compliance

Promoting and ensuring compliance with the Council's Constitution and all corporate policies and practice in respect of Equalities, Human Resources, Finance and Contract Procurement across the Directorate.

3. Resources/Financial Management

Accountable for the management of budgets and delivery of the Mid Term Financial Plan within the Directorate, including the effective use of WNC resources and exercising of strong budgetary control, taking a proactive approach to risk management and business continuity planning on areas of accountability.

4. Governance

Responsible for ensuring sound governance and performance management is in place supporting and contributing to organisational effectiveness, value for money and customer excellence.

5. Health & Safety

Ensuring adherence to corporate health, safety and wellbeing strategy, policies and procedures so that the Council complies with, and fulfils its legal and regulatory obligations.

6. Partnerships

Act as the Councils voice in local and national agendas and the interface with central government, forming strong relationships and partnerships locally and regionally, that drive forward joined up thinking, better uses of resources and more joined up thinking.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(A) Application Form, (T) Test, (I) Interview, (P) Presentation, (D) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Authentic and inspiring leadership style, capable of motivating staff, uniting partners, and engaging confidently with residents and stakeholders.	Essential	I, P
Ability to set a compelling vision, articulate clear strategic direction, and galvanise others around shared goals for place-based growth and improvement.	Essential	I, P
A strong, visible presence with the personal credibility to represent the Council on the regional and national stage.	Essential	I,P,D
High levels of emotional intelligence, political acumen and interpersonal skills, able to influence, listen, negotiate and build trust.	Essential	A, I, P
Passionate about providing services to the residents of West Northamptonshire	Essential	A, I, P
A proactive, improvement-focused mindset with the courage to challenge convention and pursue innovative approaches.	Essential	A, T, I
Able to understand the political dimension through recognition of and sensitivity to the political agenda and protocols.	Essential	A, I, P
Highly developed analytical and problem-solving skills, with the ability to work strategically and conceptually and apply sound judgement when evaluating options.	Essential	A, I, P, T
Vision and creativity to build on West Northamptonshire Council's success through innovation, which crosses existing organisational boundaries and delivers the Administration's objectives	Essential	A, I, T, P
Drive, energy, enthusiasm, resilience and commitment to sustain an extensive agenda.	Essential	A, I, T
Personality and credibility that engages and commands the confidence of all stakeholders; building rapport and relationships with ease and quickly gaining trust.	Essential	I, T
Commitment to equality of opportunity, diversity and inclusivity in relation to service delivery and employment.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Detailed knowledge of the statutory, policy and strategic framework in which local government operates.	Essential	A, I, P

Thorough understanding of the current issues and future challenges facing the sector and their impact across a range of local government services.	Essential	A, I, P
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Relevant experience:	Essential / Desirable	Measured by
Extensive senior executive leadership experience in a large, complex public-service environment (local government (county/unitary), health, wider public sector or similarly complex organisation).	Essential	A, I, D
Substantial experience of leading major service areas central to local government, e.g. adult social care, children's services, housing, and place-based services.	Essential	A, I, D
Wide experience of formulating visionary policy at a senior and strategic level, inspiring confidence, influencing others, bringing people together and changing mindsets.	Essential	A, I,
Direct experience of building strategic partnerships across health, education, business, the voluntary sector and communities to achieve better outcomes.	Essential	A, I
Proven track record of management and leadership of multi-disciplined senior staff and dealing assertively with division or unacceptable performance.	Essential	A, I
A proven track record of managing significant budgets at scale, with evidence of strong financial stewardship, strategic resource management and delivery within constrained financial environments.	Essential	A, I
A proven track record of continuous values-led development of organisations, teams and individuals.	Essential	A, I
Demonstrable experience and success in delivering organisational transformation, driving improvement and sustaining high performance through periods of challenge and change.	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Management qualification or degree and /or significant experience in organisational leadership.	Essential	A, D
Evidence of continuing professional development	Essential	A, I, D

Political Restriction and Other Requirements - This position is politically restricted

Day-to-day in the role:

Hours:	37	Primary work base:	Northampton
Job family band:	Strategic Management Band 16	Worker type:	Part-flexible
Salary range:	£188,576-£201,902 (pay award pending)	Budget responsibility:	Net revenue council wide budget of £460m
People management responsibility:	Yes		

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

