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| **Service:** | Management Board |
| **Post title:** | Chief Executive |
| **Grade:** | DIR1 |
| **Responsible to:** | Members |
| **Staff managed:** | Manages a group of managers |
| **Date of issue:** | April 2024 |
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| Job context |
| * As a Chief Officer and Head of Paid Service, the post holder will lead the Combined Authority and is responsible for the successful delivery of the Mayor’s priorities and the Combined Authorities corporate and business objectives.
* In dealing with the delivery of the Combined Authorities priorities, the post holder will work closely with Partner Authorities, central government, neighbouring Combined Authorities, commercial partners, statutory agencies, residents, local businesses and other relevant stakeholders and partners.
* A key responsibility is ensuring that everyone involved in the Combined Authority has a shared purpose, vision and common goals.
* The post holder will be required to design, recruit and lead a team to deliver the objectives of the Combined Authority.

Responsibilities of the role extend to the delivery across a range of strategic areas, including,* Strategic investment, business growth, local industry strategy which has inclusive growth as a driver
* Driving York and North Yorkshire through green economic growth towards becoming a carbon negative region
* Lead the strategic approach to an improved integrated transport network that meets the needs of the region, including the delivery of a strategic transport plan and strategic infrastructure assessment management plan
* Lead on the development of strategic housing partnerships
* Integration of the Office Police, Fire and Crime (OPF&C) Service
* Integration of the Fire Service
* Management of the devolved Adult Education services
* This role may be subject to an enhanced Disclosure and Barring check and/or a Security Vetting Check
* This job is a politically restricted post as defined by the Local Government and Housing Act 1989.
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| Structure |

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| Job Description |
| Job purpose | The Chief Executive is responsible for the leadership and effective and efficient running of the Combined Authority. |
| Strategic management | * To act as the Head of Paid Service and discharge the full responsibilities of the Head of Paid Service for York and North Yorkshire Combined Authority in accordance with the provision of Section 2 of the Local Government and Housing Act 1989.
* Lead the Executive Team to effectively deliver the regions agreed devolution deal and agenda in collaboration with the Mayor and in conjunction with City of York Council and North Yorkshire County Council.
* To champion the delivery of the strategic priorities of the Combined Authority and to put in place the operational plans, procedures and resources necessary to deliver and achieve this.
* To work closely with the Mayor, Council Leaders with specific portfolios, as well as the Chief Executives from the two Authorities, deploying excellent leadership and management skills to develop a team ethos, enable clear, efficient decision making and ensure practice is supported by sound evidence-based governance.
* To ensure that the Mayor and Members are aware and take account of the financial implications, constraints and any pressures that the Combined Authority collectively need to consider and act on.
* To ensure that there is effective integration of programmes across the Combined Authorities strategic objectives and delivery to ensure that contributions and opportunities from key stakeholders, partners are harnessed, realised and ensure that risks are managed effectively across all outcomes of the agreed deal.
* To provide inspirational and visible leadership to all management and employees in the Combined Authority and develop an authority that will embrace and deliver quality change at pace.
* To ensure that the Combined Authority fulfils its legal, statutory and regulatory responsibilities.
* To be directly responsible for all functions as defined by the constitution of York and North Yorkshire Combined Authority.
* To be accountable and responsible for the overall management of the Combined Authority including the provision of quality advice to the Mayor and act as the principal advisor to the elected Mayor.
* To undertake any other reasonable duties commensurate with the role profile and grade designation.

The role has also has overall personal responsibility for the effective leadership for health and safety in the combined authority and carries out the following:* Ensure that the health and safety policy and management systems are an integral part of the combine authorities’ culture, of its values and performance targets;
* Provide effective leadership to senior managers by agreeing and reviewing targets for maintaining standards and, where appropriate, for achieving improvements in health and safety performance;
* Ensure that adequate resources are made available to achieve high standards of health and safety;
* Monitor and review health and safety performance by receiving both specific (e.g. incident-led) and routine reports.
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| Communications | To share, communicate, represent and champion the Combined Authorities priorities at a local, regional and national level and manage the service in a manner that promotes equality of opportunity for all in the services that are delivered and ensure that the needs of underrepresented groups are also recognised as part of any decision making and implementation of strategic and operational objectives. |
| Partnerships | * To develop and maintain supportive partnerships with the Mayor, the Combined Authority Joint Board, the City of York Council and North Yorkshire County Council Leaders and Chief Executives, partner authorities, stakeholders and agencies to ensure the strategic priorities of the Combined Authority are met and implemented.
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| Resource management | * To be accountable for ensuring the resources of the Combined Authority are utilised effectively to maximise efficiencies, the post holder will also be accountable for taking a strategic overview of the Combined Authorities finances and ensure that these are well managed, controlled and offer value for money.
* To establish an effective performance management framework and monitor performance against the agreed strategic objectives that will ensure sustainable and consistently high-quality service standards are met.
* To ensure that all employees of the Combined Authority, are managed well, developed, are set appropriate target levels of service, are empowered to deliver improved outcomes for the community, are treated with respect and dignity and are afforded equal opportunities and non-discriminatory practices in all aspects of work undertaken.
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| Person Specification |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge* Highly developed technical, professional and legislative knowledge and understanding of national and local policies, funding, commissioning frameworks, statutory financial and employment requirements, relevant governance frameworks and accountabilities that will impact on the Combined Authority.
* Understanding of the context of public/private investment partnerships and its potential to transform how Combined Authority’s work
* Understanding of local government frameworks and politically accountable organisations
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| Experience* Evidence of continuous professional development and demonstrable and significant leadership and senior management experience in a large complex public, private or voluntary sector organisation.
* Proven track record of leading the delivery of innovation and change across substantive programmes.
* Experience of building organisational effectiveness and creativity
* Substantial track record of giving advice to and building relationships at senior levels with Elected Members and/or Board Members.
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| Occupational Skills* Strong commercial skills, business acumen and experience of operating in a business development role with financial and risk management skills
* Influencing, persuasion and negotiation skills with the ability to relate to and communicate with people at all levels within the Combined Authority and externally, including the media, partners, government and other outside agencies.
* Able to influence and shape policy, key decisions and in other key areas across the region and nationally with key stakeholders, central and local government.
* Determine and maintain the pace of change and deliver improved services within a pressurised and challenging financial context.
* Have the ability to work effectively with others with a focus on delivery and promoting collaborative working to harness support for the work of the Combined Authority.
* Able to think strategically and to analyse financial and complex policy issues within a political environment utilising an evidence-based approach to understand the issues and work cooperatively to meet the needs of the organisation
* Strategic vision and focus on delivery with the ability to set and achieve challenging objectives and targets.
* Have visible leadership skills with the ability to inspire and motivate others that enables them to achieve their potential and make a difference. In a partnership context demonstrate leadership to ensure the delivery of effective cross-organisational outcomes.
* Collaborative and enabling management style, strong partnership skills and an understand of and belief in the devolution agenda as it affects local government
* Display and promote commercial/business awareness and the ability to gain and sustain community/customer confidence.
* Demonstrate political awareness, work effectively within a political environment and provide sensitive, clear professional advice to Members.
* Demonstrate drive and be capable of taking a leading role in initiating action and ensuring effective delivery.
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| Other Requirements* Ability to work the hours that are reasonable and necessary to fulfil the requirements of the role.
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| Behaviours * Demonstrate probity, integrity and ethics.
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NB – Assessment criteria for recruitment will be notified separately.
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.