

Inverclyde WORKS



Recruitment Pack

Chief Executive

Inverclyde Council

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Inverclyde
council

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Message from the leader of the council

Thank you for your interest in becoming Chief Executive of Inverclyde Council.

The council's significant investment in recent years in its school estate and sports facility development puts Inverclyde into an envied position in Scotland.

We have a reputation for quiet excellence and in recent years many of our services have been identified as among the best in the country following external evaluation.

With excellent rail, road, ferry and air connections, Inverclyde is already well connected.

Inverclyde has well established marine based leisure facilities and with the enormous increase in recent years of the cruise ship market, proposals to expand the quayside at Greenock Ocean Terminal, and the areas natural beauty on the firth of Clyde, Inverclyde is perfectly positioned to be a major visitor hub for Scotland.

As an area that boasts a strong maritime history our communities such as Greenock, Gourock and Port Glasgow have links right across the world.

The challenge of difficult budget decisions will be a major factor in the coming years as will the pressure of continuing the push for repopulation and further economic growth.

Like many areas of the country the challenge of social inequality, poverty and vulnerable citizens will be major issues to be addressed.

Recovery from covid and ensuring that our area learns from the experience and is more resilient in the future will be a clear priority for our new Chief Executive, building on the strengths we have and tackling any areas where we need to focus on.

Tackling these and delivering solutions will be a central to the role of the incoming Chief Executive as will making sure that Inverclyde has a strong voice within Scottish local government and in Scottish public life to make sure opportunities are seized to support our communities.

If you feel you have the experience, energy and enthusiasm to be Inverclyde's new Chief Executive then we would welcome an application from you.



Councillor Stephen McCabe
Leader of the Council
Inverclyde Council

Position:

Chief Executive Inverclyde Council

We're looking for an inspirational leader, with a proven track record and a commitment to excellence to lead the council to the next part of our journey.

As Chief Executive, you will lead the organisation with a focus on collegiate working, ensure our strategic and service partnerships are effective and you will embed excellence into everything the council does.

As the country and our community move from emergency response to recovery, this is a critical role to drive change and make sure that Inverclyde's communities thrive and grow.

You will have a proven track record leading a multi-disciplined, complex organisation, you will be able to clearly evidence your ability to inspire and motivate staff at all levels and maintain positive relationships with a range of partners including trade unions and elected members.

You will have a sound understanding of the Scottish political scene and the particular challenges faced by public services and how Inverclyde can play its part as a strong voice in Scottish public life.

You will have experience of leading an organisation through challenging times while keeping a clear focus on outcomes which matter to the communities we serve.

Please see the attached supporting documents:

- Job Description and Person Specification
- Summary of Terms and Conditions
- Corporate Plan 2018 - 2022
- Inverclyde Alliance Outcomes Improvement Plan 2017 - 2022

Further information at:

Inverclyde Council Best Value Assurance Report -

www.inverclyde.gov.uk/council-and-government/performance/inverclyde-council-best-value-assurance-report

Local Government Benchmarking Framework -

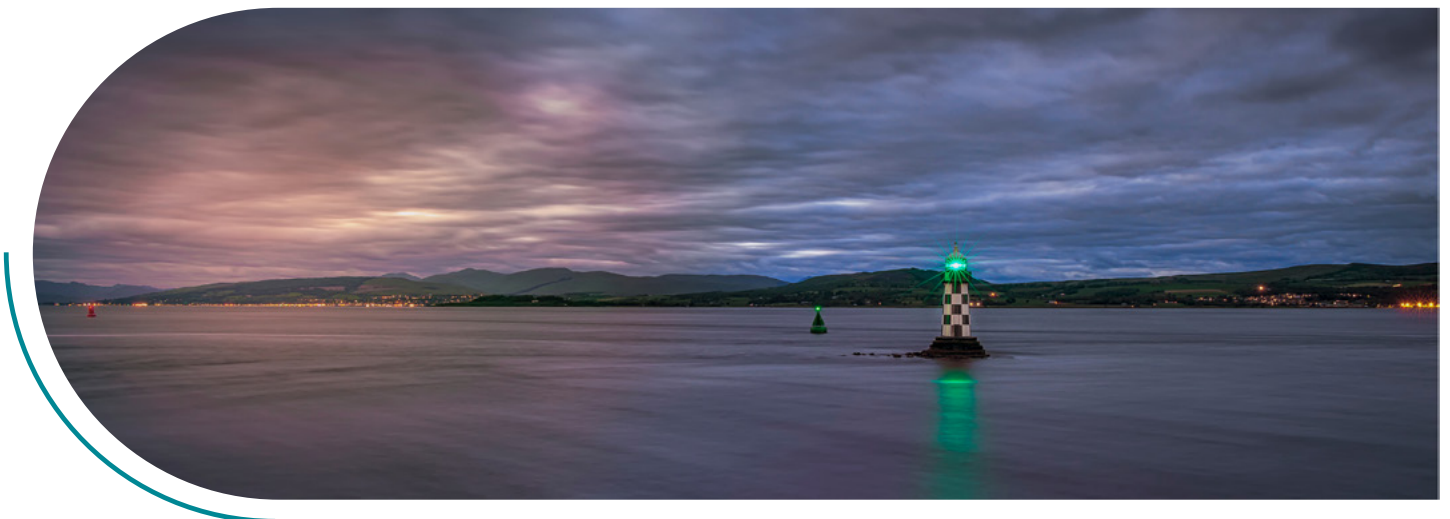
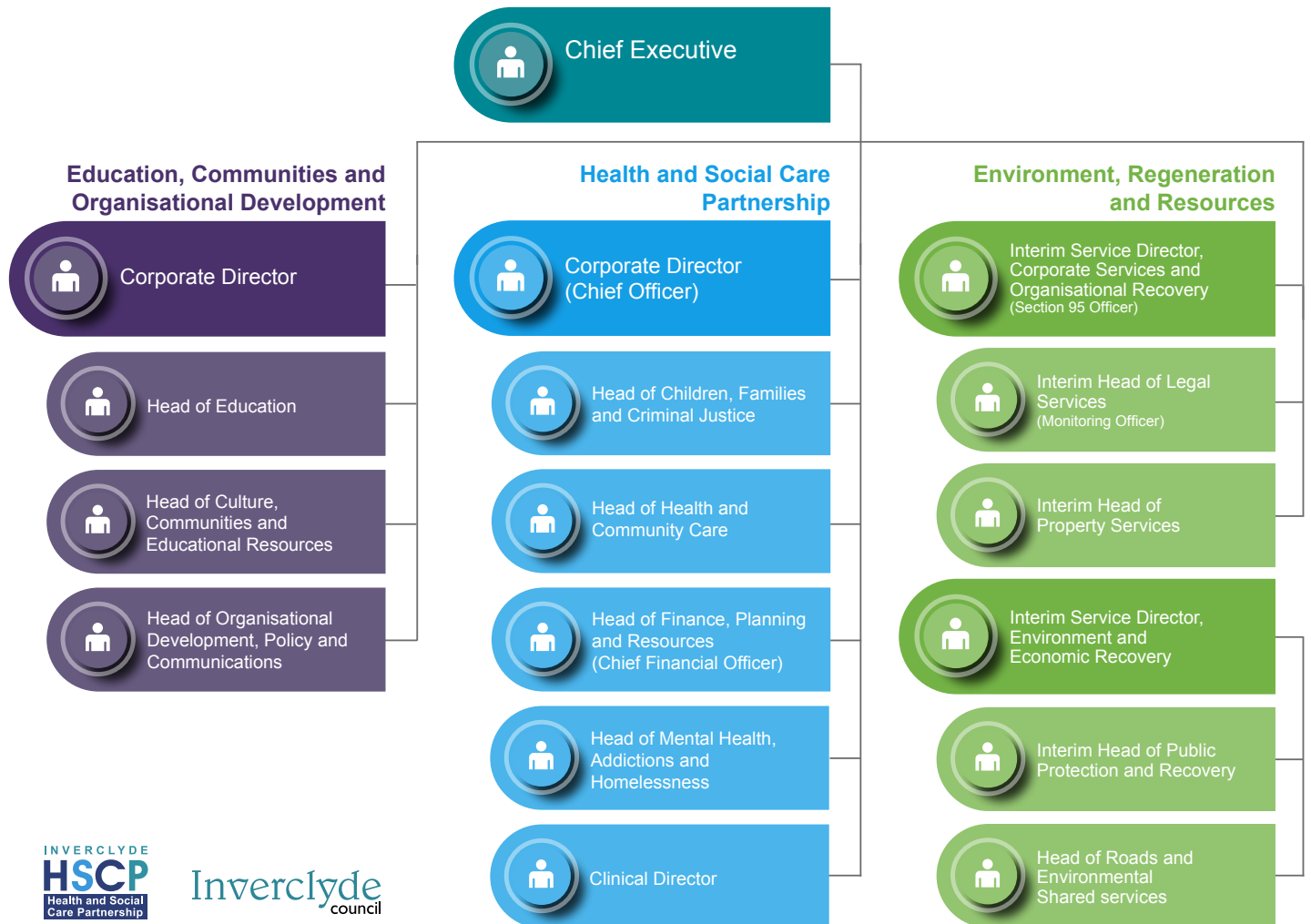
<https://www.inverclyde.gov.uk/council-and-government/performance/statutory-performance-indicators/local-government-benchmarking-framework>

Closing date for applications:

16 May 2021



Inverclyde Council and HSCP management structure



About Inverclyde

One of Scotland's smallest regions but with the warmest welcome, Inverclyde sits at the mouth of the River Clyde. Inverclyde is made up of three thriving towns; Port Glasgow, Greenock and Gourock and the villages of Kilmacolm and Quarrier's Village to the East and Inverkip and Wemyss Bay to the West.

The area has a history and heritage rich in shipbuilding and seafaring dating back to the 1500's which has left its mark throughout the region. These days, it offers a broad range of sports and leisure facilities, both indoors and outdoors, a great variety of arts and culture activities and wide open spaces to enjoy and explore.

Inverclyde is one of 32 council areas used for local government in Scotland. Together with the East Renfrewshire and Renfrewshire council areas, Inverclyde forms part of the historic county of Renfrewshire, which currently exists as a registration county and lieutenancy area – located in the west central Lowlands. Inverclyde as a region was established in 1973 and currently has a population of 78,000.

We currently have 6 Secondary Schools, 20 Primary Schools, 20 Early Years Establishments and 3 ASN units.



Housing

Inverclyde has a wide range of property throughout the area. There are a number of new build projects as well as established older properties. There are options throughout the various towns or in the more rural area of Kilmacolm. Housing is very affordable throughout the area.

Health

The area is well served by excellent health facilities, there are GP practices throughout the towns and the new Health Centre primary care facility is about to open in Greenock. There is a hospital with an A&E facility in Greenock.

Leisure

There are plenty of outdoor pursuits and activities to get involved in. There are 6 golf courses alone in the area with outstanding views of the river. Wild swimming, sailing, rowing and 2 marinas with yachting facilities offer on the water activities. Throughout the area there are wide range of sporting facilities including tennis, lawn bowls, rugby and football. Indoor activities are also in abundance with a range of leisure and sports centres. We have an ice rink, swimming pools, both indoor and the unique outdoor pool, indoor climbing walls and a great range of gym facilities to suit all levels.

How to get here:

Road

The M8 motorway runs all the way from Edinburgh, through Glasgow directly to the door of Inverclyde. The main towns of Port Glasgow, Greenock and Gourock are just 25 miles from Glasgow city centre.

Bus

A frequent bus service operates between Glasgow city centre to the main towns of Port Glasgow, Greenock, Gourock, Inverkip and Wemyss Bay. There are regular buses service within the area and to the outlying villages.

Rail

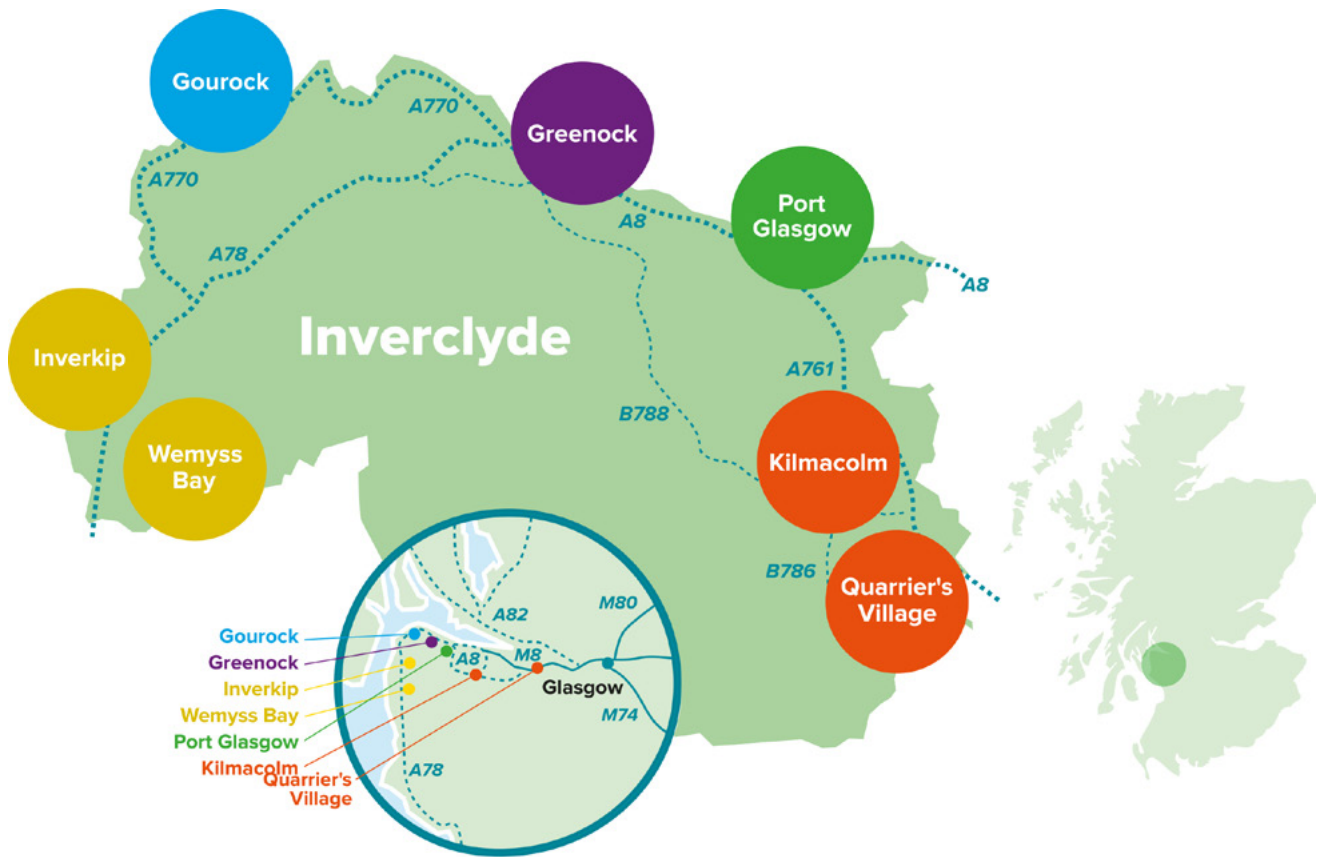
Inverclyde has 13 train stations which connect from Glasgow Central Station or Paisley Gilmour Street Station through Port Glasgow to Wemyss Bay and the Rothesay ferry terminal or to Gourock, via Greenock stations. You can travel between areas of Inverclyde quite easily on regular trains.

About the council

Inverclyde Council is focusing on making Inverclyde a place which nurtures all its citizens, ensuring that everyone has the opportunity to have a good quality of life and good mental and physical wellbeing. Our vision is:

‘Getting it right for every Child, Citizen and Community’

This means that the Council will work in partnership to create a confident, inclusive Inverclyde with safe and sustainable, healthy, nurtured communities, and a thriving, prosperous economy, with active citizens who are resilient, respected and responsible and able to make a positive contribution to the area.



Job description

Post title	Chief Executive
Post number	CO07
Service	Chief Executive
Responsible to	The Council

Overall purpose of the job

The Chief Executive is responsible for the Council as Head of Paid Service, for the effective management of the Authority, for providing advice and guidance on major policy options and for ensuring the effective implementation of Council policies. This includes responsibility for delivery of the most effective service to the public, subject to the resources available, for the determination of corporate objectives and for monitoring performance in the attainment of those objectives.

He / she will work in partnership with Elected Members to provide strong and visible leadership, vision and strategic direction to the Council, encouraging and enabling managers to motivate and inspire their teams.

He / she will act as an ambassador for the Council ensuring it is fully engaged with its Stakeholders, leading and developing strong partnerships across the local community to achieve improved outcomes and better public services for local people; and ensuring the Council is fulfilling its community leadership role.

The Chief Executive will oversee financial and performance management, risk management, people management and change management within the Council and have overall corporate management and operational responsibility.

The Chief Executive will act as Returning Officer for Elections and Referendums.

Main duties and responsibilities

1	Provide support and supervision to directors to ensure a cohesive approach to delivery of the Council core activities and to ensure that good corporate working relationships exist between strategic and operational activities across the Council
2	Lead, develop and direct the Corporate Management Team in order to achieve the corporate priorities of the Council
3	Ensure the efficient and effective co-ordination, and governance of the council's programmes and policies across all services and the integration, deployment and development of the Authority's resources to meet agreed objectives, demonstrating transparency, accountability and best value
4	Promote a sustainable culture of continuous improvement throughout the Council, ensuring effective performance management systems are in place, regularly assessing the health of the organisation and its corporate effectiveness through the process of setting targets, performance standards and regular review
5	Act as policy advisor to the Leader and elected members and provide effective and appropriate advice in support of the Council's decision making process. Develop and sustain positive partnerships with elected Members to ensure that Members are able to undertake their strategic monitoring role

6	Promote and maintain positive and constructive working relationships with the Trade Unions in accordance with the formally approved 'Partnership at Work' policy.
7	Develop effective partnership working with other authorities and external agencies to ensure delivery of shared priorities and achieve best value
8	Undertake statutory responsibilities attached to the Chief Executives role
9	Ensure the Council has in place adequate planning arrangements to comply with its statutory duties as a Category 1 responder under the Civil Contingencies legislation
10	Co-ordinate the preparation of an overall strategic plan and financial forecast to deliver an effective strategy for the Councils longer term economic and social provision
11	Oversee in conjunction with the CMT and Section 95 officer the preparation and delivery of an annual revenue budget , a rolling capital programme and effective spending plans
12	Ensure in conjunction with the CMT and monitoring officer that systems are in place in relation to administrative integrity
13	Lead on and take responsibility for specific corporate themes and programmes as determined from time to time, and to head and co-ordinate Council-wide initiatives or projects as necessary
14	Promote the role of the Council and Council interests locally, regionally and nationally as appropriate and through active lobbying, and further a positive impression of the Council in all external relationships
15	Maintain, develop and promote good working relationships with community leaders, the media and other external agencies to ensure effective communication and consultation with the citizens of Inverclyde
16	Ensure a Corporate approach to Performance, Quality and Accountability - Ensure Senior Managers formally and regularly account for the service and functions under their control. Ensure the efficiency, effectiveness, availability and customer focus of services, including putting in place arrangements to effectively supervise and monitor services provided under contract. Drive the consistent implementation of high quality standards, ensuring benchmarks for service development and customer service have been established
17	Lead and promote the Council's equality and diversity agenda to ensure compliance with the Council's equality legislative duties
18	Ensure the Council makes a significant contribution to deliberations on poverty, employment, health and the environment and other strategic issues and the delivery of services is consistent with agreed policies
19	Any other duties and responsibilities required to effectively undertake the role of Chief Executive on behalf of Inverclyde Council

Core Competencies

1	<p>Communication</p> <p>An exceptional all round communicator. Able to engage proactively with all of Inverclyde’s communities and to act as an ambassador for the Council with all stakeholders and with Central Government. Able to influence and negotiate effectively promoting a positive image of the Council</p>
2	<p>Change Management</p> <p>Able to successfully lead change and give a strong corporate lead to ensure joined up working between services, partners and other Councils. Able to lead and manage organisational and cultural change and to use high level negotiating skills to reconcile potentially conflicting interest</p>
3	<p>Credibility</p> <p>Personal and professional demeanour and credibility which commands the confidence of customers, Members, other chief officers, staff, external partners and other stakeholders</p>
4	<p>Budget Management</p> <p>Able to drive the Council's budget development and delivery so as to achieve the targets set by Members. Able to resolve complex and conflicting budgetary demands</p>
5	<p>Strategic Vision and Performance Management</p> <p>Excellent strategic vision and the ability to manage the performance of colleagues and to deliver improvements in service delivery and resource management</p>
6	<p>Human Resource Management</p> <p>Able to lead and enthuse a highly motivated and professional workforce and to deal with poor performance or unprofessional conduct in a timely manner</p>
7	<p>Local Government</p> <p>Fully up-to-date on the workings of local government, the current and future issues to be faced and the financial, legal and political context of public sector. Understanding of the challenges posed by providing quality public services in an area of deprivation</p>
8	<p>Managing Diversity and Equality</p> <p>A thorough understanding of equalities and full commitment to equality of opportunity in consultation, involvement, employment and service delivery</p>

Note

Where relevant, the general statements contained in this job description should be considered in the context of their relationship with other Council Policies, Procedures, operating arrangements, and other statutory responsibilities of Officers

Date Produced: April 2021

Person specification

Post title: Chief Executive

The Person Specification clearly describes the skills/abilities/personal qualities needed to successfully undertake the duties of the post. It is agreed by the Panel prior to advertising and is used as the sole means of selecting candidates for interview. In developing job descriptions and person specifications, the Council will have due regard to its commitment to equality and diversity by ensuring that job criteria are relevant to the successful undertaking of the job and do not indirectly or disproportionately disadvantage any individual on the grounds of gender, age, disability, race/ethnic origin, religion or belief, sexual orientation, caring responsibilities or social status, unless it can be justified on objective grounds

ATTRIBUTES	ESSENTIAL: The minimum acceptable level for safe and effective job performance	DESIRABLE: The attributes of the ideal candidate
ATTAINMENTS/ EXPERIENCE 1. Educational (e.g. qualifications, membership of professional bodies) 2. Occupational (e.g. management experience)	Professional and management qualification Evidence of continuing Professional Development Proven record of strategic management and planning Proven record in a senior management position Knowledge of the legislative framework, the Scottish Government and national agenda to ensure the Council meets its' commitments Evidence of successful leadership of teams at the highest level Proven record of successful management of change in a multi -disciplinary environment Experience of providing advice and support to elected members or at board level Evidence of innovation in the formulation and implementation of policy Proven record of successful partnership and collaborative working with a range of public bodies, private and third sector Experience in complex budget/financial information and monitoring and achieving Best Value	Relevant Degree Experience at a Senior Level within the Scottish Public sector/Local Government Sector Experience of strategic integration of ICT with operational activities and service provision Awareness and experience of Equality and Human Rights responsibilities and issues Awareness and experience of Risk Assessment, health and safe and business continuity responsibilities and issues Awareness of working within a socioeconomic area of deprivation

ATTRIBUTES	ESSENTIAL: The minimum acceptable level for safe and effective job performance	DESIRABLE: The attributes of the ideal candidate
SKILLS AND ABILITIES (e.g. work ethic, motivation, judgement, initiative, analytical skills, problem solving skills, report writing skills)	Ambassadorial skills Strong leadership ability High standard of professional integrity Ability to inspire and motivate others and engender collegiate working Highly developed communication skills both oral and written Decisive Proven ability to lead and be part of a team Ability to maintain focus and performance under pressure and/or opposition Arbitration and negotiating skills Ability to work in a political environment	
SPECIAL APTITUDES (e.g. numerical skills, manual dexterity, driving licence)	Must possess a detailed understanding of Council budgets. Must possess a current driving license (maximum 6 points)	
ANY ADDITIONAL JOB RELATED REQUIREMENTS (e.g. ability to work irregular hours, shifts)	Must undergo an enhanced disclosure check and become a PVG member The job outline is indicative of the nature and level of responsibility associated with the post. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time The postholder must be available for evening and /or weekend working as required	
Disabled applicants and guaranteed interviews		
Under the Disability Confident Scheme, an applicant who indicates they have a disability and who meet the essential requirements for the vacancy will be offered a guaranteed interview		
Date Produced: April 2021		

Terms and conditions

Salary	The salary for the post if employed by Inverclyde Council is £127,030. N.B normally the post of Chief Executive's salary is set in the JNC scale for Chief Officials																																																										
Hours of work	The standard working week is 37 hours. The hours worked will be those required to fulfil the duties and responsibilities attached to the position.																																																										
Location	Your normal place of work will be Municipal Buildings, Greenock. However; you may also be required to work within any other locations of the Authority, possibly on a permanent basis. You will be required to represent the Authority at meetings, conferences etc, which may be out with the Inverclyde boundary. These meetings may also be out with normal office hours.																																																										
Holiday entitlement	<p>The annual leave entitlement is 27 days rising to 30 days for Chief Officers who have 10 years continuous local government or other approved employment at the commencement of the leave year.</p> <p>The leave year runs from 1 January to 31 December.</p> <p>The post also attracts 12 public holidays per annum, 7 of these are fixed and the remaining 5 days are floating.</p> <p>The Council also has a compulsory closedown between Christmas and New Year for all services except for essential services. You will be required to use 3 days annual leave during this period.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th colspan="3">Entitlement (in days)</th> <th rowspan="2">Total</th> <th rowspan="2">Fixed Public Holidays</th> </tr> <tr> <th>Continuous Service</th> <th>Annual Leave</th> <th>Public Holidays 7 fixed and 5 floating</th> </tr> </thead> <tbody> <tr> <td>Less than 1 year</td> <td>27</td> <td>12</td> <td>39</td> <td rowspan="10">New Years Day 2nd January Good Friday Easter Monday May Day Christmas Day Boxing Day</td> </tr> <tr> <td>1 year</td> <td>27</td> <td>12</td> <td>39</td> </tr> <tr> <td>2 years</td> <td>27</td> <td>12</td> <td>39</td> </tr> <tr> <td>3 years</td> <td>27</td> <td>12</td> <td>39</td> </tr> <tr> <td>4 years</td> <td>28</td> <td>12</td> <td>40</td> </tr> <tr> <td>5 years</td> <td>28</td> <td>12</td> <td>40</td> </tr> <tr> <td>6 years</td> <td>28</td> <td>12</td> <td>40</td> </tr> <tr> <td>7 years</td> <td>29</td> <td>12</td> <td>41</td> </tr> <tr> <td>8 years</td> <td>29</td> <td>12</td> <td>41</td> </tr> <tr> <td>9 years</td> <td>29</td> <td>12</td> <td>41</td> </tr> <tr> <td>10 years</td> <td>30</td> <td>12</td> <td>42</td> </tr> </tbody> </table>						Entitlement (in days)			Total	Fixed Public Holidays	Continuous Service	Annual Leave	Public Holidays 7 fixed and 5 floating	Less than 1 year	27	12	39	New Years Day 2nd January Good Friday Easter Monday May Day Christmas Day Boxing Day	1 year	27	12	39	2 years	27	12	39	3 years	27	12	39	4 years	28	12	40	5 years	28	12	40	6 years	28	12	40	7 years	29	12	41	8 years	29	12	41	9 years	29	12	41	10 years	30	12	42
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Sickness absence	Your entitlements during any absence due to sickness or injury are as set out in the Joint National Council's Scheme of Conditions of Service for Chief Officials.																																																										
Pension and pension schemes	<p>As an existing local government employee, you are encouraged to join or remain with the Local Government Pension Scheme.</p> <p>The Local Government Scheme changed from a final salary scheme to a career average scheme on 1 April 2015.</p> <p>You will automatically join the Local Government Pension Scheme.</p> <p>Financial advice should be sought in relation to potential tax implications arising from any increase to salary and pension benefits.</p>																																																										

Terms and conditions

<p>Conditions of employment</p>	<p>Terms and conditions of employment will be in accordance with the collective agreements negotiated from time to time by the JNC for Chief Officers as adopted by this Council and supplemented by any local collective agreements made by this Council.</p> <p>The JNC agreements directly affecting other terms and conditions of employment cover:-</p> <ul style="list-style-type: none"> • Maternity Leave and Pay • Travelling and Subsistence Allowance • Conduct • Canvassing • Rights of Appeal • Trade Union Membership • Discrimination
<p>Political restriction</p>	<p>The post of Chief Executive is politically restricted in terms of the Local Government and Housing Act 1989 and you will therefore be debarred from standing for election to the Local Authority. There are also restrictions on holding office and canvassing for a political party.</p>
<p>Exclusive employment</p>	<p>The Chief Executive shall devote whole time service to the work of the Council and shall not engage in any other business or undertake any other paid employment without the express consent of the Authority.</p>
<p>Relocation Expenses</p>	<p>Relocation expenses are available for this post, full details available on request.</p>
<p>Disclosure Scotland Checks</p>	<p>The post holder shall be required to obtain membership of the Protection of Vulnerable Groups (PVG) Scheme.</p>





Recruitment process and response instructions

Submitting an application

Candidates wishing to apply for a post should apply online via the myjobscotland website at:

www.myjobscotland.gov.uk/councils/inverclyde-council/jobs

Upon submission of an online application, candidates will receive an email confirming receipt.

The selection process

After the closing date candidates will be notified by email via the myjobscotland website if they have been invited to attend for interview.

Assessment and interview

Notification to applicants selected for shortlist:

week commencing 24 May 2021

Assessment Centre: Friday 11 June 2021

Final Interview: Wednesday 16 June 2021

Successful candidate identified and offer made: Thursday 17 June 2021

Subject to government guidelines and health and safety advice it is intended to have face to face engagement with candidates at the Assessment Centre and the Final Interview.

Pre-employment checks

Employment with Inverclyde Council is subject to successful candidates being eligible to work in the UK, receipt of two satisfactory references and the satisfactory outcome of pre-employment health screening and a Protecting Vulnerable Groups (PVG) checks.

Information sharing

Within the council we may share your information between our services:

- so that the information held about you is up to date
- to allow us to improve our services to you

We may need to share your information with other people and organisations who will carry out activities on our behalf as part of the recruitment process. Where this happens we'll ensure satisfactory protection by ensuring contracts and processing agreements are in place that set out specific details relating to the processing and the security measures in place.

Further information on how the Council processes your information can be found at:

<https://www.inverclyde.gov.uk/assets/attach/11130/Employment-relationship-between-Inverclyde-Council-and-an-employee-Privacy-Notice-Final-050820.pdf>

Information or queries

If you have any queries or require further information relating to any aspect of the recruitment and selection process, you can contact Steven McNab, Head of Organisational Development, Policy and Communications, at:

steven.mcnab@inverclyde.gov.uk

or telephone: **01475 712016**



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