

Runnymede Borough Council
Assistant Chief Executive (Place)
Candidate information pack





Front page and this page: Our RIBA award winning Civic Centre in Addlestone which also accommodates Surrey Police and Surrey County Council staff.

Welcome



Paul Turrell,
Chief Executive

Dear applicant,

I am really pleased that you are considering applying for this role.

I see the role of Assistant Chief Executive (Place) as crucial for the future of this authority. The successful candidate will provide substantial support to me in the running of the authority as well as providing leadership to the external facing services of the Council. This role has several skilled Corporate Heads reporting to it who manage Housing, Planning Services, Economic Development and Environmental Services between them.

Reporting direct to myself, and as a member of the Corporate Leadership Team, this role will contribute to the overall management of the authority and will be a trusted adviser to both senior management and elected members. However, the successful candidate would also play a key role in managing various corporate projects and act as a change agent where required.

Runnymede is an enterprising Council approaching the future in a positive way. Since 2013/14, we have made substantial investments in the field of place-shaping through a Property Investment Strategy which was designed to regenerate our town centres, improve the quality of life of our residents and to achieve income to maintain our services.

Based in our modern civic offices in north west Surrey, we offer a constructive and positive working environment as well as an opportunity to make a real difference to the performance of the authority.

I look forward to your application.

Find out more about working at Runnymede:
www.runnymede.gov.uk/working-us

Our people >>



About this role

- ▶ **Assistant Chief Executive (Place)**
- ▶ **Full time, permanent**
- ▶ **£92,000-£107,000**
- ▶ **Local Government Pension Scheme**

How to apply



Submit your CV and supporting statement to humanresources@runnymede.gov.uk illustrating how your skills and past experience fit you for this role by reference to the person specification.

Closing date: 16/2/2023.

For an informal conversation about this position, contact Rob Moran on 07885 250870.

Search for Runnymede Borough Council on LinkedIn.



In 2019, the Council conducted a review of our senior management, deleted Chief Officer roles, and created a flat management structure of enhanced Corporate Heads.

At that time, one role of Assistant Chief Executive (Resources), which incorporates the role of Section 151 Officer, was created with a view to creating a parallel role for external facing services, when feasible. We have now created this new role.

The Assistant Chief Executive (Place) will have oversight of several external facing services, covering planning, economic development, housing and environment, and will be a member of the Corporate Leadership Team along with the Chief Executive, Assistant Chief Executive (Resources) and Corporate Head of Law and Governance.

The services they will manage encompass:

- **Housing services (Runnymede owns around 3,000 social homes)**
- **Development Management**
- **Building Control,**
- **Environmental services**
- **Environmental health,**
- **Engineering,**
- **Licensing,**
- **Refuse and recycling collection,**
- **Street sweeping,**
- **Parks and open spaces, and**
- **Grounds maintenance**

The remaining Corporate Heads report to either the Assistant Chief Executive (Resources) or the Chief Executive who retains key corporate functions.

A structure chart illustrating the responsibilities of the various members of CLT is contained in this recruitment pack.

All corporate heads and members of CLT are also members of the Strategic Leadership Team. The structure is therefore quite flat.

Priorities for the successful candidate

Runnymede is one of the strongest borough councils in Surrey in terms of its financial position, benefitting not only from its location in a prosperous county but also from investing in a Property Investment Strategy earlier than most councils.

It has built up a substantial property portfolio worth £650 million which provides significant funding to maintain the Council's services.

However, like most councils, Runnymede will face many challenges over the next few years to continue to maintain services and meet the Council's ambitious agenda.

A new Corporate Business Plan for the next four years has recently been launched, underpinned by five corporate strategies:

- **Economic Development**
- **Climate Change**
- **Empowering our Communities**
- **Health and Wellbeing**
- **Organisational Development**

As one of two Assistant Chief Executives, the new postholder will play a key role in facilitating the implementation of the Corporate Business Plan, particularly where his/her service areas are leading or contributing to this agenda.

Driving collaboration

Along with the Assistant Chief Executive (Resources), the post holder would strive to ensure good collaboration corporately between relevant service areas to deliver maximum synergies and the most efficient delivery of this plan.

Exemplary leadership

At operational level, you will need to provide effective leadership to your corporate heads, ensuring a good standard of delivery of operational services, maintaining key relationships with external bodies and residents, ensuring that where issues of inadequate service delivery or lack of customer orientation are found these are addressed promptly.

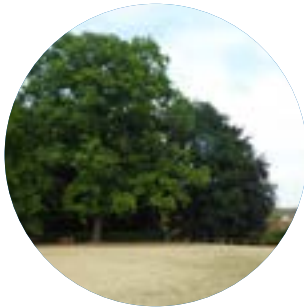
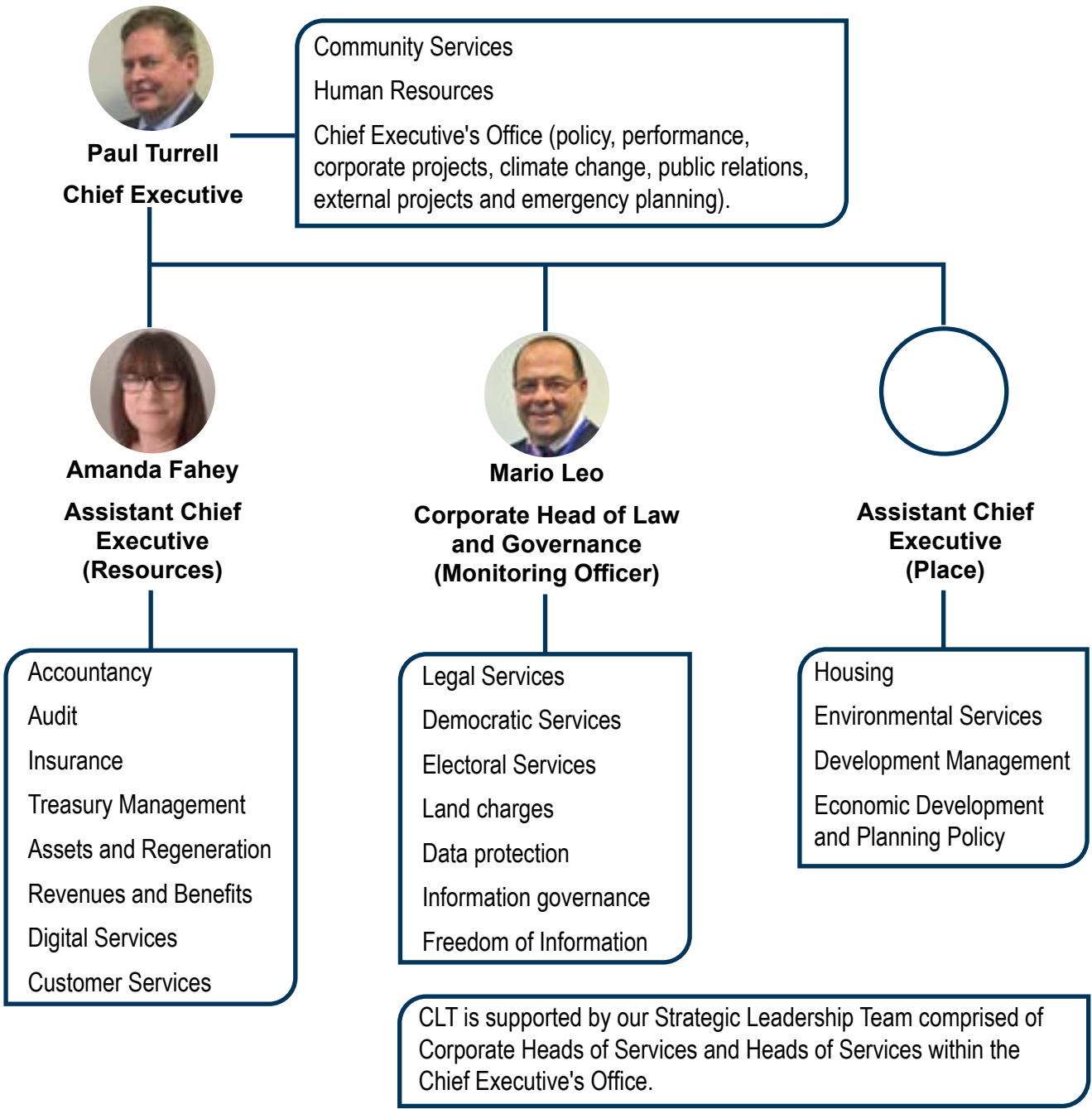
This role requires managerial acumen, the ability to gain the respect and trust of corporate heads and elected members, strong analytical skills and effective judgement in finding the most appropriate solutions to resolve problems. Flexibility and resilience are also important qualities.

Candidates will need to be able to handle competing priorities and be an effective people and budget manager. Where required, you may need to lead corporate projects, change or modernisation.

**Environmental
Services >>**



Corporate Leadership Team



Employee benefits

We offer our employees many of the benefits you would expect in a good employer, as well as several Runnymede specific provisions to make your work and life more rewarding.

- **Annual leave of 31 days plus bank holidays and an extra day off at Christmas.**
- **Competitive pay.**
- **Flexi-time.**
- **Flexible working arrangements including home working.**
- **Access to the Local Government Pension Scheme with generous employer contributions.**
- **Pensions: Access to shared cost additional voluntary contributions**
- **Ability to purchase additional leave.**
- **Parking concessions.**
- **Season ticket loans for train travel.**
- **Cycle to work scheme**
- **Professional development.**
- **Payment of professional fees.**
- **New restaurants, bars and shops at our Addlestone One development next to the Civic Centre.**
- **Access to an online employee benefits portal with new offers every month.**
- **On-site canteen at our Civic Centre.**
- **Opportunities for charitable giving.**
- **Open-plan modern offices.**
- **Cycle parking, showers and drying space.**
- **A range of employee friendly policies.**



**Housing
service >>**



Job description

Post details

Job title: Assistant Chief Executive (Place)

Business unit: Corporate

Post number: B0010

Working hours: 37 / week

Grade: ACE

Work base: Civic Centre

Organisational relationships

Reports to: Chief Executive

Directly supervises: Corporate Head of Housing, Corporate Head of Development Management and Building Control, Corporate Head of Planning Policy and Economic Development, Corporate Head of Environmental Services.

Deputising responsibility: As one of two Assistant Chief Executives, deputise for the Chief Executive as needed.

Job purpose / objective

- Deputise for the Chief Executive as and when directed.
- Act as principal adviser to Members and the Chief Executive at both strategic and operational level on external facing services such as Housing, Environmental Services and Planning.
- Provide leadership and effective management to a range of external facing services.
- Ensure that the Council delivers these services cost-effectively, efficiently and to an acceptable standard of quality.
- Considering external political, financial, and environmental factors, identify and articulate the proposed future direction of travel for the services under your overall control.
- Responsible for the achievement of objectives and priorities in the services under your management.
- Contribute to the overall management of the authority as a member of the Corporate Leadership Team and the Strategic Leadership Team.

Responsibilities for resources

- Oversight of the effective management of capital and revenue resources in the external facing service areas you manage.
- Overall control of the human and financial resources of the service areas under your management.

Main duties of post

Corporate functions

- Assist the Chief Executive in the management of the authority, undertaking tasks allocated to you.
- Deputise for the Chief Executive in his absence or as requested.
- Represent the Chief Executive at meetings outside or within the authority, at committee or working party meetings, and on project teams or boards.
- Act as ambassador for the authority as needed.
- Ensure the Council's missions, strategy and goals are understood across the organisation.
- Liaise with the Assistant Chief Executive (Resources) to ensure maximum collaboration between your service areas.
- Contribute to the effective and timely implementation of the Corporate Business Plan.
- Analyse and advise elected members, the Chief Executive and managers on issues affecting the external facing services under your control.
- Develop strategies for the future direction of travel of the service areas you control, taking into account the external environment and the Council's current and future anticipated financial position.
- Communicate with stakeholders – including elected members, senior and operational managers, and external bodies.
- Plan, manage, develop and co-ordinate the resources (people, property, information and finance) of the services managed in order that the Council's aims and objectives are met in the most effective, efficient and proactive way.
- Drive continuous improvement in the services you manage.
- Ensure that all aspects of the work of the services managed meet required standards of quality and professionalism.
- Have oversight of the development of effective policies and practices in your service areas.
- Play an active role in the Corporate Leadership Team, contributing to the corporate management and central direction of the Council.
- Attend and contribute to Surrey-wide and other strategic meetings.
- Lead any projects which may be allocated to you by the Chief Executive.

Budgetary and financial matters

- Ensure that the services under your management are managed effectively and responsibly within the budgets available for these service areas.

Service functions

- Responsible for ensuring that the services you manage are managed efficiently and to the required standards of professionalism.
- Ensure a 'customer first' service ethic is implemented by the service areas under your control.
- Provide effective leadership to the service areas managed, being prepared to tackle and resolve complex or contentious issues personally and liaise with the public or media as needed.
- Ensure that the areas under your management work together collaboratively and maximise potential synergies within your department and across the wider Council.

Core leadership competencies

Skilled in the following areas

Strategic vision

- Helps to shape corporate strategies, policies and plans which support the vision and long-term direction of the Council.
- Identifies strategic issues, opportunities and risks for your service area.
- Inspires 'buy in' from others.
- Leads modernisation of service and change.
- Seeks out new sources of income or achieves service efficiency.
- Works well in multi-disciplinary teams, whether leading or participating.

Operational management skills

- Provides clear leadership and direction.
- Skilled at performance management.
- Encourages a culture of high performance and continuous improvement.
- Prioritises and organises resources effectively (eg financial, physical and human resources).
- In particular, highly effective at managing service budgets and recognising how to make better use of existing financial resources to 'do more with less'.
- Encourages initiative, innovation and team work.
- Facilitates a culture that is 'customer first' and committed to the provision of good quality services.
- Demonstrates effective people management and staff development skills.
- Demonstrates strong project management and procurement skills.

Corporate and collaborative

- Contributes to the overall management of the authority as part of the Corporate Leadership Team and Strategic Leadership Team.
- Respects the contribution of other service heads and works collaboratively with other service areas towards common corporate goals.
- Thinks and works corporately – challenges 'silo thinking'.
- Works constructively and collaboratively with elected members maintains good relationships with them.
- Willing to work on corporate projects (as directed by the Chief Executive) internally and externally.

General

The above is a record of the main duties and responsibilities of this post at a given date. The job may naturally change to meet the requirements of the service. If the changes are more significant your manager will discuss this with you.

Person specification

	Application	Interview
Essential qualifications		
Full professional qualification in either Housing, Planning, Environmental Services or other qualification relevant to the areas covered by this role.	✓	
Additional training in a range of local government topics relevant to this role.	✓	
Desirable qualifications		
Degree.	✓	
Management qualification (eg DMS, MBA).	✓	
Essential working experience		
Substantial experience of working at a senior level as a Corporate Head or similar in an external facing service area in local government.	✓	✓
Experience of successfully managing one or more service areas.	✓	✓
Experience of developing strategic and operational plans.	✓	✓
Substantial experience of advising and liaising with members on complex issues.	✓	✓
Substantial experience of resolving complex and contentious issues.	✓	✓
Experience of writing reports and presenting them to elected members.	✓	✓
Significant experience of successfully managing budgets.	✓	✓
Project management experience.	✓	✓
Desirable working experience		
Experience of managing services other than your professional field.	✓	✓
Essential skills / attributes		
Strategic vision.		✓
An ability to manage a range of services effectively.	✓	✓
Strong analytical skills.	✓	✓
Excellent problem-solving skills.	✓	✓
Ability to stand up to pressure from others and assert personal authority as needed but without aggression.	✓	✓
Ability to identify well-researched options and exercise sound judgement in recommending best options to the Chief Executive and members.	✓	✓
Excellent skills in liaising and working with elected members.		✓
An ability to relate to senior officers across a range of service areas and gain their confidence and respect.		✓
Good at managing performance.	✓	✓

	Application	Interview
Able to gain confidence and respect of the staff managed.		✓
Effective change agent.	✓	✓
Emotionally resilient.		✓
Able to cope with pressure.		✓
Essential personal qualities		
An ability to prioritise effectively.	✓	✓
Good time management skills.		✓
Leadership skills, including the ability to analyse and set direction of travel for service areas under your control, achieve 'buy-in' from managers and staff and achieve delivery of service objectives.	✓	✓
Demonstrates initiative.	✓	✓
A lateral thinker.		✓
Clear and articulate communicator both verbally and in writing.	✓	✓
Flexibility and pragmatism.	✓	✓
Desirable personal qualities		
Good listening skills.		✓
Emotional intelligence.		✓
Collaborative skills.		✓
Other requirements		
Willing to attend evening meetings as required.	✓	✓

**Economic
Development>>**



Working for Runnymede

General

Runnymede Borough Council has local conditions of service to attract and retain high calibre staff. Elements of these are set out here for your information. If you would like more details, please contact human resources on humanresources@runnymede.gov.uk

Medical clearance

Appointments are subject to a medical assessment which usually means completing an online questionnaire. Occasionally a consultation with the Council's medical adviser is also necessary.

Hours of work

The working week is based on 37 hours per week. However, senior managers may have to work additional hours to meet the demands of their role. Attendance at some evening committee meetings will be required.

Probation

New colleagues at Runnymede work a probationary period of up to six months prior to joining the permanent staff. At that time you will receive an appraisal and, if appropriate, a salary review.

Annual leave

The leave year runs from the date of starting with Runnymede. Staff at this level receive 31 days leave per annum.

Appraisal and development

A Performance Review and Staff Development Scheme is in place and is linked to core competencies as well as work-related skills employees should demonstrate. The post holder will also be eligible to participate in the management development programme.

Hybrid working

The Council has a hybrid working model which consists of three days in the office and two days working from home for all staff who meet the definition of an agile worker. This role would meet that definition.

Pay

Salaries are paid by bank transfer and in most cases staff are paid on the 15th of each month.

Pension entitlement

New starters are automatically enrolled into the Local Government Pension Scheme, which is a career average defined benefit scheme.

It is administered on Runnymede's behalf by Surrey County Council and contributions are on a stepped scale depending on your salary.

You can transfer in previous LGPS pensions and, subject to agreement, those from other organisations if you wish. More details can be found on the Surrey Pension Fund website.

**Our Civic
Centre>>**



About our Borough and the Council

Runnymede is in the north west of Surrey and is where King John and the Barons sealed the Magna Carta in 1215.

It is one of 11 boroughs or districts within Surrey and the Council is made up of 41 elected members and has a committee structure, supported by member working groups.

Runnymede Borough Council is a highly regarded and efficient local authority with a commitment to providing outstanding value for money and quality services.

We place great importance in facilitating economic prosperity and providing a good quality of life for local people.

We have adopted an entrepreneurial approach to address the loss of the Revenue Support Grant and have invested in a property portfolio allowing for the regeneration of the local towns and facilities.

This started with the development of Addlestone One, a modern new town centre focal point which includes new shops like Waitrose, high quality restaurants, a new gym, a hotel operated by Premier Inn, and a six screen cinema.

There are also 213 new homes as well as public landscaped spaces. We have also redeveloped Egham town centre with the opening in 2022 of Magna Square, a mixed use shopping, leisure



and residential destination. This followed the opening in 2019 of Egham Orbit leisure centre which includes a 25m swimming pool with a moveable floor and spectator seating, and a 10mx10m learner pool with splash area.

We are always looking ahead to create a healthy, safe and vibrant environment for people to work, visit and live. These developments are just the start of a bright and exciting future for Runnymede.

While Runnymede is known world-wide for its association with the sealing of Magna Carta in 1215, today, the Borough has a number of international and companies within its borders making it one of the more significant locations for commerce and employment in Surrey.

It is also important as a place of residence. Its excellent transport links, by road and rail, make it an ideal area to live close to unspoilt country and river scenery and yet within an hour of central London. Rail routes link all parts of the Borough with Waterloo and the M25 and M3 motorways provide easy access to all parts of the country.

The Borough has a population of almost 90,000 and covers 30 square miles in north

Surrey. It has a long north-eastern boundary formed by the Rivers Thames and Wey, across which are the towns of Staines and Weybridge.

Pictures from top of page:
Addlestone One, home of the Light Cinema
Egham Orbit, our new leisure centre
Liberto Lounge at Magna Square
Liberty Hall, Magna Square



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Runnymede Borough Council
The Civic Centre, Station Road, Addlestone, Surrey, KT15 2AH
www.runnymede.gov.uk
01932 838383
humanresources@runnymede.gov.uk

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