

# Deputy Chief Executive (Executive Director Corporate Services)

**Directorate:** Corporate Services

**Reporting to:** Chief Executive

**Grade:** Local Scale Band A

**Salary:** £136,854-£153,276 (+£5,000)

**Location:** Flexible

**Hours:** 36.00

## About the role

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The Deputy Chief Executive is a critical role providing visionary, strategic and innovative leadership across the wider organisation and specifically for functions within the Corporate Services Directorate (Corporate Core) which currently includes:

- Human Resources and Organisational Development
- Finance, Audit and Procurement
- Policy, Performance and Communications
- Digital, Data and Technology
- Customer Services
- Legal and Governance

### Key Responsibilities:

- Deputise for the Chief Executive.
- Contribute to the corporate leadership of the Council, naturally operating as a member of the Corporate Management Team, providing strategic leadership, direction and service expertise to the City Mayor and Elected Members in the development and delivery of the Council plan and priorities.
- Lead and enable strategic transformation and innovation across the Council by working collaboratively with the Chief Executive and Corporate Management Team. Ensure the right structures, resources and support are in place to drive change, foster innovation and deliver transformation initiatives that advance the Council's vision and strategy. Champion a culture of continuous improvement and shared accountability for organisational change and performance.
- Take a lead role in working with the Chief Finance Officer and City Solicitor/Monitoring Officer to instil a culture of good governance, value for

money, accountability, customer focus and effective risk management across the Council.

- Work with the Chief Finance Officer to support and embed effective revenue and capital budget planning and monitoring across the Council.
- Work collectively with the Corporate Management Team to ensure effective programme governance for key transformation projects and programmes. Together, provide the enabling support required to deliver agreed corporate priorities, including developing and managing workforce, financial and infrastructure plans that underpin successful delivery.
- Identify and develop, effective working relationships with key partner organisations including the GMCA, and other external stakeholders to ensure strong systems leadership to drive a coordinated approach to service delivery and to ongoing change and transformation , focussed on better outcomes, reducing demand and an emphasis on prevention and early intervention.
- Lead Accountability for effective financial leadership of the directorate ensuring that all services are delivered within budget and that available resources are used to best effect.
- To effectively manage and be accountable for the directorate budget, including researching and develop innovative ways of delivering value for money services through a whole sector approach – maximising opportunities for partnership and collaborative working.
- Ensure robust and effective corporate governance in the directorate, with financial, performance, risk and assurance systems and processes in place.
- Lead and develop the directorate leadership team to develop broader organisational capability.
- Embed positive leadership behaviours within a continually developing cultural environment, inspiring direct reports, and others to uphold the Council's strong values and leadership behaviours.
- Provide strategic leadership to embed and promote the use of new technologies including AI and in the development and use of data and insight across the Council to underpin wider service improvement, change and transformation and support delivery of council priorities and the medium-term financial plan.
- Lead and achieve a people-centred, values based and inclusive organisational culture that promotes innovation and creativity, nurtures growth and focuses on developing and maximising potential to improve services.
- Through personal example, commitment and action develop an inclusive, supportive, and constructive environment where everyone is treated with dignity



and respect and diversity is valued in the workplace, in service delivery and communications.

- Undertake duties as part of the Emergency Planning and business continuity rota.

## Key outcomes

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- Provide visible, strategic leadership for the directorate and the wider Council, which embodies the City Council's leadership behaviour framework, and develops a culture that promotes innovation and creativity in service transformation and delivery.
- Delivery of service change and transformation which underpins the Corporate Plan and medium-term financial strategy.
- To ensure a strong corporate core to support the Children & Young People, Adult Social Care & Health, and Place directorates and play a pivotal role in driving transformation and change across the Council, proactively identifying opportunities for innovation, service improvement, and cultural development.
- Promote the continuous improvement of services and commitment to engagement and involvement of key stakeholders, with co-design at the core ensuring employee and residents voices are heard and services are truly centred on meeting the needs of residents and businesses within Salford.
- Continue to lead, build, nurture, and sustain effective multi-agency partnerships across the locality, ensuring the delivery of needs-led, integrated, joined-up, fit for purpose and responsive services.
- Champion the implementation of digital transformation to deliver the most effective ways of working.
- Ensure the continued development and implementation of policies and strategic objectives across the directorate, working with teams and services to become recognised as providing outstanding services.
- Develop positive and effective relationships with Elected Members and support the Lead Member to ensure that Council policies and priorities are implemented across the organisation.
- Foster key strategic relationships across the Greater Manchester Combined Authority (GMCA), and locally, regionally, and nationally. Influencing and inspiring high-level senior stakeholders, including government departments and other public bodies establishing credibility to realise new opportunities and enhance services and outcomes.

- Develop and maintain a workforce with the capacity and capability to deliver on the agenda for the council and the directorate and develop a culture that promotes innovation and creativity in service transformation and delivery.
- Plan, monitor and review directorate budgets, providing ongoing scrutiny to ensure that services are provided within budget and show value for money and are effectively managed.

## What we need from you

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- Proven achievement of leadership success across similar functions and/or transformation framework within a complex organisation with comparable scope of social impact, resource, and accountability.
- Evidence of leading successfully at a strategic level and delivering sustained service/organisational performance improvements, including experience of strategy development, business planning and delivering change programmes, and experience at a senior level within the context of the services that the role is accountable for.
- Politically astute with an understanding of the elected mayoral model of governance.
- Experience of operating effectively and openly within the democratic process with the political acumen and skills to develop productive working relationships with elected members that builds respect, trust, and confidence.
- Awareness of the legislation and statutory obligations and major national policy developments in the services within the directorate.
- Knowledge and clear understanding of the challenges facing the services, operationally, strategically and politically.
- Ability to develop strong relationships with senior leaders from a range of public and private sector organisations locally, regionally and nationally.
- Successful experience of creating and maintaining effective and influential partnerships, working collaboratively at a senior level.
- A history of leading and delivering proactive, and innovative solutions with evidence of effective programme and project leadership skills and the ability to lead and deliver key change projects and programmes.
- Skilled communicator who communicates with clarity, conviction, and enthusiasm both verbally and in written reports and is able to demonstrate integrity, create rapport and build trust and confidence.
- Ability to translate complex ideas and information into meaningful and 'user-friendly' information; 'tell the story' to bring people along and ensure all audiences understand the key messages.
- Understand and work within the bigger picture and broader context and able to translate overarching plans to a local setting.
- Experience of successful strategic and operational resource and budget management, including the evaluation of competing priorities and the application of rigorous but appropriate management control arrangements.

- Extensive leadership experience and evidence of ongoing professional and personal development and, whilst not essential an appropriate professional qualification / accreditation is desirable.
- Evidence of success in leading on major transformational change, developing a high-performance culture which delivers high quality outcomes.
- Ability to provide visible and supportive leadership, empowering, enabling, motivating, and developing the workforce and fostering a positive organisational culture.
- Being open to learning and sharing your knowledge and skills with others; providing coaching and support to others to help them achieve their objectives and potential.
- Personal and professional integrity and credibility that establishes respect, trust, and confidence.
- Demonstrate personal leadership qualities – be inspirational, collaborative, and creative in solution development; show ambition and drive for the city and its people; be people centred and values based showing integrity, kindness, and compassion for others.
- Model and demonstrates the City Council's values and leadership behaviours, creating a shared purpose and positive permission culture that enables people to thrive through development, involvement, and well-being.

## Our leadership behaviours

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### Our leadership behaviours are aligned to our values:

- **Leading Self** – making sure we are role modelling our values and invested in our own development, demonstrating integrity and authenticity.
- **Leading People** – where we create high performing teams, and a culture that is inclusive, open and where everyone has a voice.
- **Leading Salford** – setting the vision and purpose, and connection to the city, empowering others around you to ensure residents are at the heart of what we do.

### Leading Self, through our values you will:

- Be confident in your ability to lead and making decisions, even in uncomfortable situations.
- Have self-control and self-respect, priding yourself on how you behave and stay calm under pressure.
- Take a selfless approach in the role you play as a leader and ambassador, serving the people of Salford.
- Pride yourself on being honest and showing integrity.
- Lead with passion and energy to motivate everyone around you.
- Be motivated and driven to overcome any limitations you may face.
- Be self-reflective and be your authentic self.
- Stay curious and always want to learn.



- Be empathetic and reflect and be conscious of your own biases and respect other people's perspective, building strong relationships, understanding how your own behaviours impact on others.
- Be flexible in your approach, build a trusting relationship with teams by getting to know them.
- Communicate effectively, and listen to understand.
- Coach and empower teams to find solutions, using a strength-based approach.
- Take accountability to ensure decisions are made impartially and fairly within the organisation.
- Prioritise key pieces of work that will have the most impact.
- Make yourself visible and approachable and personable.
- Be responsible for your own wellbeing, and an advocate for work-life balance.

### **Leading People, through our values you will:**

- Lead by example and champion personal and professional development.
- Celebrate hard work and successes.
- Be ambitious and motivated, engaging with people in a positive and enthusiastic way, creating meaningful relationships.
- Work with other services and partners to deliver the best outcomes for our residents, bringing the 'Spirit of Salford' to life.
- Inspire people and share a clear vision and purpose that connects with people.
- Create an inclusive environment where everyone feels they belong, are treated fairly and have a voice.
- Manage performance fairly by focusing on results and outcomes, by setting clear direction and clarity.
- Be honest, even when it means challenging and having difficult conversations, and approach these with compassion and understanding, managing people's expectations
- Listen to people's views and bring them on the journey. Co production is just 'how we do things.'
- Take ownership, trying to get it right first time or learn from my mistakes.
- Get to know #TeamSalford and bring them together regularly.

### **Leading Salford, through our values you will:**

- Take pride in delivering our service outcomes for the people of Salford, putting residents' needs before your own interest.
- Act and take decisions in an open and transparent manner. Not withholding information unless there is a lawful reason too.
- Think creatively and innovatively about our service and the future, promoting digital solutions.
- Look for opportunities to save money and generate income.
- Embrace a positive mindset when it comes to challenges and when communicating.
- Care about making a difference and see change as a positive for your organisation, encouraging people to generate new ideas.



- Encourage diversity and inclusion to represent the needs of our city.
- Understand our political context and how this supports our teams, services, and delivery for our residents.
- Believe in collaborating with colleagues and partners, working together across the organisation and the city.
- Horizon scan for risk and opportunities, embracing change and transformation, looking at the bigger picture and strategic vision.
- Think strategically about our service and business plans, managing resources and budget as if it were my own money.
- Use an evidence-based approach when problem solving to make decisions based on data and insight available.

## Our organisation's values

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**We have four values: Pride, Passion, People, Personal responsibility.**

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

## Our values



**Pride**

**Passion**

**People**

**Personal responsibility**

## Application guidance

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We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.