

Coventry City Council

Chief Executive

Application Pack







Introduction to Coventry City Council

Coventry and the City Council that serves it are changing, and we're changing fast.

In recent years we have taken great strides, and we haven't stopped yet.

We have been the UK City of Culture, a host city for the Commonwealth Games, and a venue for major events such as Radio 1's Big Weekend and the MOBOs.

We have transformed our city centre, and as the home of the UK's motor industry we are at the forefront of new autonomous, green and electronic technology. Our Children's Services have been transformed and our innovative Education Partnership with schools, nurseries and colleges is attracting attention from across the country.

At the same time, the Council has embraced flexible and agile working, we have adopted new technologies to support colleagues and residents, and we are champions of diversity and equality as we build an organisation that truly represents the amazing youthful, multicultural city it serves.

We are working with our many varied communities to create a new vision for Coventry, working with our partners, organisations, charities and residents to develop our One Coventry

Plan and find new ways to deliver services when and how people need them.

Together we want to make Coventry an even better city – a place where everyone has the chance to succeed, where nobody gets left behind, and where everybody has a voice. We strongly believe that through addressing disadvantage, we can contribute to ensuring residents live happily and healthily, with better outcomes for individuals, families, and communities.

Over the last few years, we have been working hard to 'shift the balance' of our services to ensure we intervene early and prevent needs escalating – to enable us to focus our resources

on those who really need them, while also trying to prevent complex issues from happening in the first place. Many residents are held back by problems and challenges that have been around for too long. We need to continue to innovate to respond to these long-standing problems, focusing on tackling the root causes.

We are proud of our recent achievements, but there is much more work to do.

That is why we're looking for the right person to help lead our teams and to build our One Coventry network across the city and the region as Coventry grows for a bright, exciting future.

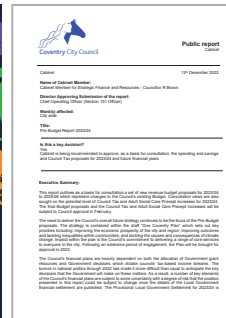
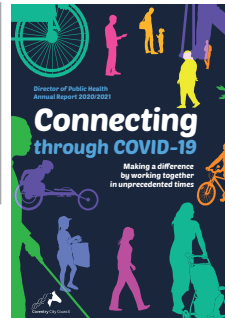
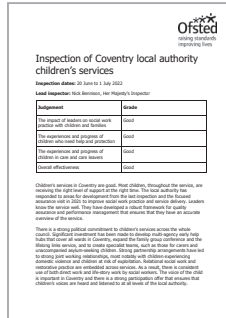
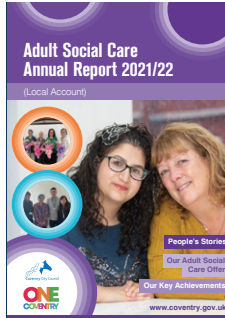
Cllr George Duggins

LEADER, COVENTRY CITY COUNCIL

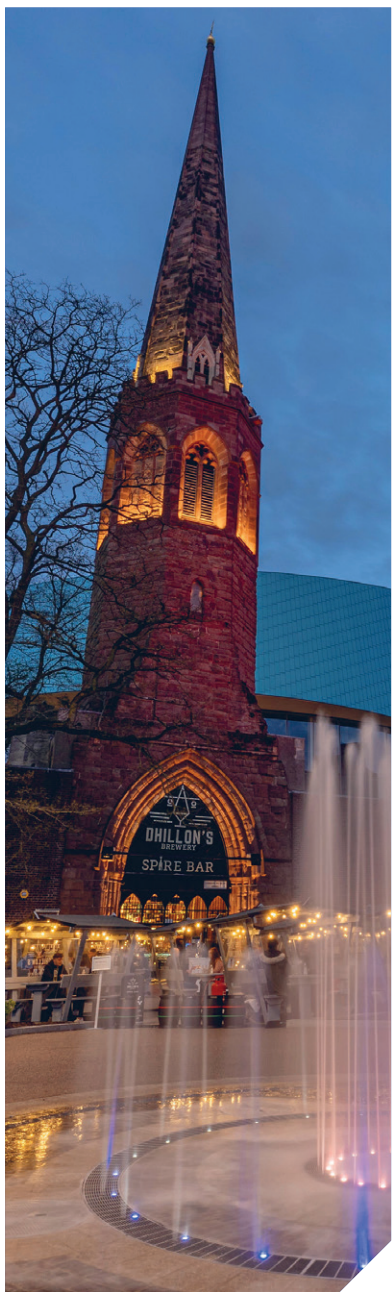


Our key strategies:

- [Draft One Coventry Plan](#)
- [Economic Development Strategy](#)
- [Skills Strategy](#)
- [Climate change pathway](#)
- [Adult Social Care annual report](#)
- [Ofsted report for Children's Services](#)
- [Workforce Diversity and Inclusion Strategy](#)
- [Director of Public Health's annual report](#)
- [Pre-Budget Report](#)
- [Pre-Budget Report Appendix](#)



Category	2021/22	2020/21	2019/20
Working Budget Day	14.6%	14.6%	14.6%
Revenue	14.6%	14.6%	14.6%
Capital	14.6%	14.6%	14.6%
Debt	14.6%	14.6%	14.6%
Assets	14.6%	14.6%	14.6%
Liabilities	14.6%	14.6%	14.6%
Equity	14.6%	14.6%	14.6%
Reserves	14.6%	14.6%	14.6%
Provisions	14.6%	14.6%	14.6%
Other	14.6%	14.6%	14.6%



Working for Coventry City Council

Coventry has a proud, innovative, and creative spirit that throughout its history has seen communities come together to tackle problems and bring about real social change.

We are cutting-edge, challenging, youthful, vibrant, and diverse.

At Coventry we are committed to excellence in everything we do. With around 4,800 staff from a range of different backgrounds, our aim is to recruit and develop talented people who will focus on our customers, take responsibility, work together and find better ways of doing things.

As a council we have a wide range of vacancies to offer across a variety of fields. We hope that you will find something that matches what you're looking for and are excited to be part of the team here at Coventry City Council. We believe this isn't just about coming to do a job - it's a chance to bring your own ideas, be listened to and shape the services we provide.

We strongly believe in properly rewarding the hard work and commitment we get from our employees. We offer great benefits to make sure you have every opportunity to enjoy a proper work / life balance. As a council we offer a range of benefits depending on your role.

Based in the heart of the city, we have so much to offer our dedicated staff, with excellent commuting links, generous annual leave, pay progression, flexible working and much more.



Making a difference

We do what we do for the people of Coventry. It's all about making sure that they have access to great services to give them the best possible quality of life. No matter what your job is, you'll have the opportunity to have a direct impact on the lives of Coventry's residents and the city itself.

Our staff are at the heart of being able to deliver the One Coventry Plan: we need to transform the way we do things and work in new and different ways to achieve this. We don't just want people to fit into a Coventry job - we need people who share our One Coventry Values. We recruit for attitude and develop for skills.

To deliver the best services to our residents, we need the best people working for us to make a difference to our communities. Coventry is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment.

Our values:

Our 'One Coventry Values' have been co-created with the support and input of all employees across the Council, so they are reflective of how we want to be represented both as colleagues and to the wider community.

We want to ensure there is clarity of purpose through the Council's vision of our One Coventry Values and Behaviours; putting diversity and inclusion at the heart of everything we do. Moving forward the values will become an integral part of our: Reward Strategy, Appraisals, Recruitment, Attraction and Onboarding, Recognition and Development and Employee Engagement.

Our values define us as an organisation and influence everything we do and how we treat each other. We recognise the crucial role each and every one of us plays in helping to achieve our goals. We want Coventry City Council to be an inclusive workplace where people know they are valued and feel empowered in their roles to achieve excellence for our customers and communities.

To achieve this, we have committed to the following six values:





About Coventry City Council

Who we are:

At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable..

Our aim is simple:

to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Description

Chief Executive Responsibilities:

- To deliver the Council's key corporate and partnership priorities in line with One Coventry.
- As the Head of Paid Service (under section 4 (1) (a) Local Government and Housing Act 1989) to ensure that all the authority's functions are properly co-ordinated as well as organising staff and appointing appropriate management.
- To provide effective strategic leadership of the Council's Strategic/Corporate Leadership Team and be the Council's principal policy adviser to support the delivery of resident centred services in accordance with Council policy, budgetary and statutory requirements.
- To provide the overarching managerial framework to ensure effectiveness in service development and delivery and act as an advocate for the Council and the City at Local, Regional and National level.

Director level job expectations

As a senior leader you are accountable for the achievement of corporate priorities and outcomes within agreed resource and timeframes. Your role contributes to leading the organisation, including specific accountability for identified services, ensuring a responsive, resident focused approach but working together through our systems and processes.

You will support and advise the council on strategic and significant operational matters. With colleagues, you will ensure that services and activities across the council and with partners are closely integrated to achieve better outcomes and improve our residents' experience of public services, reaching outside of the council to ensure strong partnership working and integrated working. You will deliver agreed corporate and service objectives and outcomes through effective performance, risk, and financial management, including all legal and statutory duties.

Organisational Responsibilities

All Directors have an explicit responsibility to work as part of a team to deliver, collectively, the agenda of One Coventry. These are fundamental elements of their role not an addition and are summarised as follows:

- Seek to improve the lives of all residents by delivering a One Coventry Approach.
- To be financially responsible and accountable.
- Understand, communicate, and contribute to the delivery of strategic aims of the One Coventry Plan.
- Work across the organisation to show effective and visible leadership to overcome silos, effective use of resources and increase performance.

- Meet statutory obligations and promote and ensure compliance with policies and procedures including the financial regulations and standing orders.
- Development of creative solutions keeping the resident at the centre of our work.
- Being inclusive in approach and activity, living the values.
- Be flexible and adaptable in approach, working to deliver the best possible outcomes.
- Advise elected Members and support the democratic process.
- Proactively and continuously seek to improve service delivery.
- Creating and endorsing a culture that nurtures and develops our people and their talent.
- Act as corporate parent to the Council's Looked After Children, taking an active role in promoting and ensuring safeguarding responsibilities are met.

The post holder is required to observe and fulfil the seven principles of public life

(also known as the Nolan Principles)

- **Selflessness** Holders of public office should act solely in terms of the public interest.
- **Integrity** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- **Objectivity** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **Accountability** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- **Openness** Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- **Honesty** Holders of public office should be truthful.
- **Leadership** Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

I Main Duties & Key Accountabilities

Core Knowledge

- 1** This is a key member of the Strategic Leadership Team, helping to develop and implement strategy and to resource and deliver the authority's strategic objectives sustainably and in the interest of the people of Coventry.
- 2** Translate the Council's strategic vision, values, and priorities into clear practical objectives to secure good financial management across the City Council.
- 3** To be actively involved in and able to bring influence to bear on all material business decisions to ensure immediate and longer-term implications, opportunities and risks are fully considered.
- 4** Develop and continuously improve the services to all stakeholders. Ensure effective and wide- ranging consultation in shaping improvement plans and enable internal customers and the people of Coventry to receive quality services in a co-ordinated way.
- 5** Extend and develop partnership working with other organisations, agencies, and customers to ensure the development, continuous improvement, and review of services.
- 6** Ensure that robust performance management systems are developed and maintained to drive measurable and sustainable improvements in service delivery.
- 7** To lead a culture of inclusivity that promotes equality within teams, the delivery of non-discriminatory services and the inclusion of disadvantaged groups.
- 8** Develop and encourage innovation and creativity in the design and delivery of the service. Identify and exploit potential for improvements in the services by rigorous challenge of existing services and robust analysis of alternatives.
- 9** Responsible for the efficient and effective use of financial resources, demonstrating sound financial management and financial strategic long-term planning to ensure cost effectiveness and value for money in the delivery of services.

Specialist Knowledge

- 1** To act as the Council's principal adviser to the elected leadership of the Council on policy options and the forward planning of objectives, services, and resources to deliver their ambitions for the city. Provide a clear sense of direction and purpose assisting them in the process of policy formulation to ensure that the Council's vision, priorities, and core values are made a reality.
- 2** Champion a 'One Council' approach and provide leadership, direction, and management of the Council's Senior/One Coventry Leadership Team to ensure the delivery of the Council's priorities and the provision of high-quality, cost-effective services based on community needs.
- 3** Further develop the Council's commitment to take a positive lead in major local and regional partnerships to achieve, within the overall strategy, maximum benefit for the Authority and its communities.
- 4** Ensure an effective culture of innovation across the council, creating the appropriate overarching framework to ensure outcomes are delivered in effective ways with the resident at the centre of all activity.
- 5** Represent and negotiate on behalf of the Council at local, regional, national, and international levels, promoting inter-authority working across the city region and demonstrating flexibility and responsiveness to change.
- 6** To work closely with the Anchor Alliance and the wider family of partnerships to ensure the city achieves maximum benefit from partnership working.
- 7** Determine and implement appropriate performance management processes to monitor and review the overall effectiveness of the Authority through a 'One Council' approach, including the delivery of the One Coventry Plan and its priorities.
- 8** Manage the interface between Elected Members and Senior Officers, maintaining the essential Member / Officer partnerships and processes, including promoting a positive and respectful relationship between Members and Officers.
- 9** Scrutinise and advise on the plans and actions of Central Government and other external agencies to determine their impact on the development of local policies and priorities and position the Council as a decisive and influential organisation.
- 10** To develop and sustain a positive organisational culture with the 'One Cov' values at the centre which underpins the high quality, value for money services and ensure that there is sufficient capacity within the organisation to deliver successfully against the Council's ambitions and priorities.
- 11** Provide strong visible leadership and direction to the Council's workforce to deliver Council and community priorities, maximising potential and developing a culture of accountability and empowerment.

- 12** To lead the efficient and effective implementation of key programmes and initiatives that are central to the achievement of the Council's objectives across all services and the effective deployment of the Authority's resources to those ends.
- 13** Ensure the effective co-ordination of bids and resources to promote the sustainable regeneration of the local economy, respond to the needs of the community and make a difference to people, society, and the environment.
- 14** Ensure diversity and inclusion principles are embedded across the Council and across all service provision. Provide leadership around diversity issues, ensuring that the policies and services of the Council reflect the changing needs of all of our communities and workforce and that inclusion is ensured and diversity celebrated.
- 15** To provide innovative solutions to challenges, bringing in expertise and best practice from elsewhere as appropriate.
- 16** Promote, develop, and maintain good relationships with the media and public and ensure an effective communication strategy both internal and external to the organisation.
- 17** Represent the Authority on formal occasions, undertaking the necessary Civic duties including support to the Mayoral Office.
- 18** All duties and responsibilities should be carried out in accordance with Council's Constitution, governance arrangements, policies and procedures.
- 19** To undertake any other related duties and responsibilities as they arise.

Key relationships

External:	Internal:
MP's, WMCA, Partners, Police, Media, Contractors, Education Leaders, Charities, Third Sector, Communities and Faith Groups, Regional and Central Government, Ofsted, CQC, NHSI/E, citizens of Coventry.	Elected Members, Directors, employees, Trade Unions.

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Effective use of evidence and research in decision making.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Participate in the GOLD rota to ensure emergency planning and business contingency arrangements are in place throughout the Council.

Ensure that evidence-based approaches are adopted across the service underpinned by strong data and metrics.

Work outside of normal office hours, including attendance at evening meetings or committees, for which no additional payment will be given.

Special Conditions

This position has been identified as a politically restricted post under the Local Government and Housing Act 1989. Therefore, you will be restricted from political activity.

This position is exempt under the Rehabilitation of Offenders Act 1974. This means you will have access to vulnerable groups such as young people, the elderly, and children.

Any offer of appointment will be subject to a satisfactory Enhanced / Standard Disclosure from the Criminal Records Bureau. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

To undertake any other related duties and responsibilities as they arise, alongside all other functions not falling within the terms of reference of any other Officer in accordance with the Officer's Scheme of Delegation.

Undertake any other related duties and responsibilities as they arise / all other functions not falling within the terms of reference of any other Officer in accordance with the Officer's Scheme of Delegation.

Smoke-Free

The City Council is Smoke-free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

I Person specification

Knowledge

Evidence of relevant career progression in senior roles of increasing scale and complexity.

Qualified to master level (or possess equivalent experience) and evidence of up-to-date continuing professional development.

Extensive evidence of Continuing Professional Development.

Actively demonstrate and work with the organisational values.

Knowledge of the national, regional, and local policy landscape of the strategic area.

Quantifiable and active commitment to diversity and inclusion.

Skills and Abilities

Ability to lead by example, coach, mentor, inspire and motivate people to provide excellent, professional, value for money services.

Experience of Leading within a diverse organisation which operates within a political environment.

Able to understand and manage risk and effectively develop and deploy risk mitigations.

Demonstrate probity, integrity, and ethics.

Display and promote commercial/business awareness and the ability to gain and sustain community/customer confidence.

Have exceptional influencing, persuasion, and negotiation skills with the ability to relate to and communicate with people at all levels within the City Council and externally: including the media, partners, government, and other outside agencies.

Determine and maintain the pace of change and deliver improved services within a pressurised and challenging financial context.

Have visible leadership skills with the ability to inspire others and in a partnership, context ensuring the delivery of effective cross-organisational outcomes.

Sound understanding of financial planning, oversight, and control of public funds.

Experience

Demonstrable experience of operating in a sensitive political context and providing clear, balanced advice to a wide range of stakeholders.

Measurable successful experience of providing strategic direction and strong leadership to senior managers and elected members.

A proven track record of success and achievement in delivering transformational, organisational, and cultural change within a comparably complex organisation.

Experience of successfully formulating, implementing, and delivering innovative, complex strategies that deliver sustainable and successful outcomes.

A proven track record of developing effective strategic partnerships and networking with and challenging a wide range of key stakeholders to deliver inter organisational objectives.

Demonstrable evidence of effective strategic budget management in a comparably complex organisation and of identifying commercial opportunities.





Living in Coventry

Coventry is a lively, multicultural city, which embraces old and new.

Around the modern city centre there are traces of history everywhere – in the old city walls, the timber-framed buildings and the reconstructed medieval Spon Street. But Coventry has always had an eye on the future and is now firmly focused on regenerating and re-inventing itself to meet the challenges of the 21st Century. With major developments and new projects taking place right across the city, Coventry is the place to be!

There's a huge buzz about the city and in the last 12 months has been in the national and international spotlight as UK City of Culture and a host city of the Commonwealth Games. It's currently ranked third for liveability in England, with a score of 94 out of 100 (livingcost.org) and statistically is the safest city in the West Midlands. Coventry is ranked as the 2nd best connected city in the UK regarding internet connectivity to properties.

All of this offers a unique, once-in-a-lifetime opportunity to those joining us to play their part in it.

- Coventry is one of the fastest growing cities in the country with a population of 345,300 according to the 2021 census.



- Its population has grown by 8.9% in the last 10 years, compared to 6.2% for the West Midlands and the national average of 6.6%.
- Coventry's increase is the 4th highest out of the 36 England metropolitan areas.
- It is the 9th largest metropolitan district in England, up from 11th in 2011.
- Coventry is a diverse and cohesive city with a median age of 35 years compared to the UK average of 40 years.
- In 2021, 26% of the city's population are children and young people aged under 20, 60% are aged 20-64, and the remaining 14% are aged 65 and over.
- The significant student population in Coventry has contributed to 9.15% of population being aged 20-24 – the 4th highest in England Metropolitan areas and higher than the national average of 6.04%.
- Over the past decade, the city has become increasingly ethnically diverse, with just under half of its school-aged population from an ethnic minority background.
- The percentage of Coventry neighbourhoods that are amongst the 10% most deprived in England reduced from 18.5% to 14.4% between 2015 and 2019.
- The latest available data suggests that 23% of Coventry children aged 0-15 live in relative low-income families compared to 19% nationally.

For more information, visit the

Facts about Coventry website





Your reward package

No one knows what's right for you, better than you, and therefore we offer a number of benefits that you can opt into so that you can have benefits that are important to you.

We strongly believe in valuing and rewarding the hard work, commitment and brilliant job you do which goes beyond more than just the salary you receive for a job well done. Therefore, we are pleased to offer you a range of employee benefits from our health and wellbeing partner Vivup which are designed to improve your physical, financial and mental health wellbeing.

myFinances

my CASH

- + Competitive salary
- + Pay progression through multiple increments
- + Additional role-related allowances

my DISCOUNTS

- + Privilege card discounts
- + Lifestyle Savings

my WAY

- + Cycle to work
- + Bike shop
- + Car scheme
- + Home electronics
- + Workplace parking scheme
- + Interest free travel loans
- + Payroll giving scheme
- + Professional subscriptions
- + Clockwise Credit Union

myLifestyle

my TIME

- + Generous annual leave allowance (27 days +)
- + Annual leave purchase scheme
- + Flexible working arrangements supporting work-life balance
- + Parental leave

my VOICE

- + Employee Networks - Embrace, Pride, Disabled, Young, Women
- + Recognised Trade Unions and active membership
- + Engagement surveys and 'Let's Talk' sessions

my HEALTH AND WELL-BEING

- + Award-winning occupational health team
- + Counselling service
- + Employee Assistance Programme

myFuture

my AWARDS

- + Long service awards

my OPPORTUNITIES

- + Learning and development certified courses
- + Advantage Voluntary Health Plan
- + Pre-retirement courses

my SAVINGS

- + Generous local government pension scheme
- + Additional Voluntary Pension Contribution

#myRewards



The selection process:

How to apply

All applications will be received via our Applicant Tracking System TribePad, when you click 'apply' you will be re-routed to the system whereby you will need to create a short profile to begin your application.

All applicants will be required to provide a portfolio of their achievements and a supporting statement outlining their suitability for the post based on the Person Specification. Applicants will also be required to address a number of work-based questions.

All applications will be scored based on the suitability to the person specification using the same points scoring system. If you would like to learn more about this opportunity or confidentially discuss any aspect of the role, please feel free to contact

Susanna Newing (Chief People Officer) at
Susanna.Newing@coventry.gov.uk.

Closing date

The post will close at midnight on

Sunday 5 February 2023.

No further applications will be accepted after this time.



Guaranteed Interview Scheme

Coventry City Council is committed to the employment and career development of disabled people and will guarantee to interview anyone with a disability whose application meets the minimum criteria for the post.

Selection process

If you are successfully shortlisted for this position you will be invited to an interview consisting of a Members' panel and officer panel on the **10 and 13 March 2023**. Interviews are scheduled to be conducted face-to-face.

Diversity and inclusion

Coventry City Council is committed to a policy of inclusivity for all staff. We will not discriminate on grounds of gender, gender identity, race, disability, sexual orientation, religion or belief, age, those with caring responsibilities, part time workers or any other factor irrelevant to a person's work.

We encourage a diverse workforce and aim to provide a working environment where all staff at all levels are valued and respected, and where discrimination, bullying, promotion of negative stereotyping and harassment are not tolerated.

Assessment for recruitment, selection, appraisal, training and career progression purposes is based both on the individual's ability and suitability for the work. We are committed to providing all staff with opportunities to maximise their skills and achieve their potential, offering flexible working arrangements wherever possible.

As Local Authorities have statutory duties placed on them that require them to promote equality of opportunity and eliminate unlawful discrimination. We expect all staff to assist the department in meeting these obligations. All staff should have due regard for the need to promote good relations between individuals from different groups and work towards achieving equality of opportunity for all.