



WME Mission Statement: Everything we do supports a strong public sector workforce

JOB DESCRIPTION

Post title:	Chief Executive
Responsible for:	All Staff within West Midlands Employers (circa 23)
Responsible to:	Management Board of West Midlands Employers
Operational Budget:	Approximately £1.7- £2m
Salary grade:	Grade 16 (£82,443 to £86,567) plus car allowance of £4,385 pa

Job Purpose

Provide strong and visible leadership of WME as the Regional Employers' Organisation; working with the WME Management Board and the shareholder local authorities to ensure a clear purpose and strategic direction; supported by a strong brand, high value reputation and strong sense of ambition to add the greatest value to its stakeholders.

Ensure an effective delivery model across all WME services; securing added value to the sector whilst also safeguarding the interests and liabilities of the shareholder local authorities.

Position WME as a respected and trusted enabler and influencer with a strong reputation for collaborative working across and beyond the sector; facilitating strategic partnerships that engender investment and added value benefits for local government and the wider public sector.

Main Duties and Responsibilities

1. Driving the **strategic direction and management of the organisation** ensuring that it supports, serves and represents its 'shareholder' local authorities and other public service bodies; working with the Senior Management Team translating broad strategic objectives and initiatives into appropriate and cost-effective service delivery.
2. Responsible for sound financial management and governance across the organisation and for delivering commercial growth that is cost effective and maximises value in a not-for-profit environment; protecting both the financial and service interests of the shareholder local authorities.

3. **Provide strong and effective leadership** to the Senior Management Team and all WME staff; inspiring a shared purpose and collaborative spirit around clearly defined strategic and service plan objectives, seeking opportunities for continued growth against performance targets.
4. Ensuring the provision of a **REO service offering high quality, trusted and valued advice and support to elected members, chief executives and officers** at all levels within shareholder local authorities in relation to employment and organisational development issues within the context of the defined membership service.
5. To proactively **represent the views of the region's local authorities** at a regional and national level, with all relevant partner bodies and institutions on matters falling within the remit of WME's strategic and service priorities, maintaining and developing close working relationships with other regional employers' organisations and the LGA.
6. Identify opportunities to **work collaboratively with other regions and national contacts** to share learning on key issues and develop creative approaches to common strategic issues, capitalising opportunities to identify economies of scale and scope new delivery models.
7. Seek and act on opportunities for **collaboration and partnership working across and beyond the sector** that support or add value to the public service transformation and collaboration agenda.
8. Position the REO to **influence and contribute to policy and legislative developments** where appropriate, working with the sector to secure innovative solutions in a complex, collaborative and rapidly evolving public service environment.
9. Develop and sustain **a high trust environment for senior leaders**; providing valued independent support on sensitive and confidential leadership issues and facilitating opportunities to connect across sectors building stronger strategic relationships
10. **Develop strong, trusting and resilient relationships and partnerships** through building a strong personal and organisational reputation with stakeholders across the region and nationally.
11. **Be informed on challenges, initiatives, partnerships and digital trends** through a wide range of media to ensure WME remains ahead of the curve and aware of the wider community agenda.

PERSON SPECIFICATION

Essential

- Qualification: Chartered FCIPD or relevant alternative qualification/accreditation e.g. MBA/MSc in a relevant subject or alternative management qualification or experience.
- Experience: At least 3 years' experience of leading a high performing team in a complex and demanding environment.

Experience

ASSESSED BY: A: Application Form B: Interview C: Assessment Centre Assessed	
Skills abilities and aptitudes	
Highly effective creative collaborator, able to build and sustain highly productive solution focussed relationships.	A, B, C
Able to deploy a wide range of 'expert' skills in coaching, facilitation, negotiation, representation and public service analysis that progresses the organisation's objectives.	A, B, C
Able to build trusting relationships with public service leaders, creating the safe space to discuss highly sensitive and confidential leadership challenges.	A, B, C
Provides a visible leadership expression of the ambition, direction and purpose for the organisation that engages and influences internal, membership and external parties.	B, C
Takes a strength-based approach in developing relationships and solutions.	A, B, C
Strong creative abilities to identify and translate complex policy and implementation ideas into effective practice.	A, B, C
Awareness and ability to navigate the potential challenges involved through the interaction between democratic, community, sector and organisational leadership.	A, B, C
Ability to balance the needs and priorities of multiple parties, assessing the most advantageous investment of resources and energy.	A, B, C
Ability to act as a key contributor in cross organisational and sector partnerships, maximising the benefits of strategic investment.	A, B, C
Ability to create a positive combination of generating new resources through commercial operations and establishing a valuable membership offer.	A, B, C
Areas of competency – Knowledge and experience	
Highly credible senior leadership achievement in a complex public service environment through; <ul style="list-style-type: none"> • Strong, purposeful relationships and partnerships • Creating strategies, interventions and innovative solutions that engage diverse parties • Providing leadership influence • Generating collective effort through connecting of national, regional and local networks 	A, B, C
In depth knowledge of the public services environment, anticipated developments and where positive impact may be generated for local authorities and their partners.	A, B, C
Effective influencer and collaborator delivering tangible benefits from partnerships and strategic investments, able to work within and between organisations.	A, B, C
Experience of identifying opportunities to secure investment and traded income to fund future investment that will support achievement of the organisation's ambitions.	A, B, C
Regularly reviews and evaluates own practice and acts upon learning to support personal development.	A, B, C