

JOB DESCRIPTION

Job Designation: **Chief Executive**

Accountable to: **Members of the Merseyside Waste Disposal Authority**

Responsible for: **All Employees within the Service**

Grade:

Job Purpose

To develop and manage the Authority's strategic and operational services to achieve the Authority's vision, values, aims and objectives.

Principal Accountabilities

1. To provide the effective strategic direction, leadership and management that enables the Authority to deliver its vision and values, policies and strategies.
2. Support the work and decision making-processes of the Chair and Members, including the setting of Strategic Priorities, which reflect the Joint Municipal Waste Management Strategy for Merseyside.
3. To provide timely, strategic advice and support all elected members of the Authority, individually and collectively, on the formulation, review and implementation, of Authority's vision, values, policies and strategies, including strategic financial matters.
4. Lead on new initiatives for the Authority to provide a comprehensive, integrated and planned approach to the generation and use of resources that supports and enables the Authority's visions, aims, objectives and priorities to be realised.
5. To actively develop and sustain effective partnerships with the Waste Collection Authorities, the Contractors, Chief Officers, Government, User Groups, Commerce and Industry, Community and Voluntary Sector Organisations and others, as appropriate.
6. To provide the leadership and vision necessary to co-ordinate the activities of a group of services and to inspire and motivate staff and partners to deliver continuous customer focused performance improvement, and to develop their full potential.
7. Ensure that systems are in place to manage, develop, monitor, evaluate and review performance at all levels and deliver agreed targets, service standards and budgets.
8. Ensure effective budget and financial strategies are in place to achieve the Authority's aims and objectives.
9. Set agreed targets, monitor and evaluate the performance of the Authority
10. .To optimise the Authority's organisational capacity(including its assets) to continuously deliver efficient, effective and economical services.
11. Monitor the strategic, financial and operational performance of the authority's Contractors.

12. Manage effective communication between the service and elected members of the Authority, partners, the public and external bodies and organisations, supporting positive public relations at all times, to secure successful outcomes.
13. Ensure and establish effective partnership working with the community, government and other appropriate bodies in order to ensure that the Authority is promoted, its interests are well informed, widely understood and furthered as appropriate.
14. To act as an ambassador for the Authority and actively promote and represent the Authority at Merseyside, National, Regional and International levels, with government bodies, local authorities, agencies, the local community, the private sector and any other appropriate organisations.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required by the postholder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

Health and Safety at Work

The Health and Safety at Work Act stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.

Equal Opportunities

The Waste Disposal Authority is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The Authority condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Risk Management

To effectively manage risk through the delivery of a corporate level Risk Management Strategy and to ensure that risk management is an integral part of the Authority's systems and decision-making processes.

Sustainable Procurement

To effectively requisition goods and services in line with the Authority's sustainable procurement policy

The Chief Executive has a particular responsibility for ensuring that Directors and Section Managers apply the principles of Human Rights, Diversity and Equal Opportunities within the service managed.

	Date	Name	Post Title
Reviewed	7 th April 2010	Paula Pocock	Assistant Corporate Services Manager
Revised	14 th Sept 2011	Paula Pocock	Assistant Corporate Services Manager

