

Job Description and Person Specification

Job Title:	Chief Executive
Reference:	CE114
Service:	Cheshire East Council
Grade:	CEX1-4
Reports to:	Leader of the Council
Location:	Cheshire Council – various offices
DBS:	Yes

Your job

The Chief Executive is the Head of Paid Service and the principal advisor to the elected members of the Council. The Chief Executive is accountable for the delivery of long-term outcomes which have significant impact on the Borough and the lives of people who live, visit and work in Cheshire East.

The Chief Executive will provide a strong sense of direction and purpose, and will strategically plan resources to enable the Council to deliver its vision and priorities.

The Chief Executive is also the Council's Returning Officer and the responsibilities for this role are distinct from the duties as an employee of the Council.

Our shared values

Here at Cheshire East Council, we have a clear set of values:

- **Drive:** striving for innovation, excellence and high performance.
- **Integrity:** acting ethically, being accountable and fostering trust.
- **Respect:** demonstrating empathy and appreciation for others, being inclusive.
- **Collaboration:** working and learning together with a focus on outcomes.

Co-produced with our staff, these values are critical to us achieving our vision as set out in the Cheshire East Plan. It is important you take some time to understand our values and how you can bring these to life in your day-to-day work.

Further information on the values can also be found via [Our values](#).

In this job you will

- Ensure that all staff have the required skills and resources needed to deliver high quality, cost effective services to people who live, visit and work in Cheshire East, ensuring alignment to the vision, values and priorities of the organisation.
- Be the principal advisor to the elected members of the Council, ensuring that they are provided with impartial, timely, accurate and appropriate professional advice.
- Provide, and role model, professional positive leadership behaviours, empowering, engaging and encouraging staff to live the Council's values and promote their wellbeing.
- Provide a clear sense of direction, purpose and delivery throughout the organisation.
- Adopt an influential role in enhancing performance and efficiency across the Council.
- Lead on ensuring the formulation and delivery of effective policies, strategies, plans and management arrangements to enable the delivery of the Council's vision and priorities.
- Shape and direct the senior management team to ensure that the Council's resources are managed effectively through the development, monitoring and control of appropriate medium and long-term financial strategies.

November 2025

2

Artificial Intelligence (AI)

We embrace AI to enhance our operations and to innovate our services. However, we value human talent and are looking for passionate individuals to join our organisation. Please ensure you personally complete your application and read all the instructions carefully to maximise your chances of success.

Applications that rely too heavily on AI may be rejected during shortlisting, however we understand that AI may be used as a reasonable adjustment, if using AI to support your application, please give a brief explanation why to help ensure fair selection process.

- Lead major corporate programmes, including the Council's transformation programme.
- Lead and enable the whole organisation to ensure that effective strategic commissioning arrangements are in place for all services in line with the Council's Corporate Plan.
- Direct the Council's governance, compliance and decision-making processes, ensuring they are effective and efficient.
- Develop, promote and maintain effective partnership, engagement and communication arrangements across the public, private and community sectors.
- Represent the Council at national and regional level, acting as a positive ambassador for the Council and Borough at all times.
- Ensure that the Council is able to fulfil its statutory and regulatory responsibilities.

From time to time you may be asked to undertake work as may be determined by the Leader of the Council and/or the Council. This will be up to or at a level consistent with your job role. This supports our commitment to being an effective and enabling council.

In this job you will need

Experience and qualifications

- An appropriate postgraduate and professional qualification.
- A successful track record of achievement as a senior leader in a large, multi-disciplinary organisation in a politically complex environment.
- Evidence of successfully leading complex change initiatives that have delivered cultural and organisational change, bringing a commercial and transformational approach within the public sector.
- Evidence of successfully leading a large and diverse workforce, managing complex budgets, projects and other resources.
- Evidence of working within a political environment, providing clear, balanced advice and guidance on strategic and complex matters.
- Evidence of delivering successful outcomes through effective leadership, performance management and effective planning.

Skills and knowledge

- An in-depth knowledge and understanding of local government, public service delivery and delivering effective partnerships.
- Experience to cope with complex change and competing demands whilst maintaining focus on the key priorities for the Council.
- The ability to anticipate, interpret and develop strategic responses to local, national and international events and issues that affect the Borough and Council.
- Excellent communication skills, including the ability to articulate and disseminate a vision, present complex issues clearly and concisely to a range of audiences and possess an understanding of political sensitivities.

Personal attributes

- Model and uphold the positive behaviours of the Council at all times.
- High ethical and professional standards.
- Commitment to diversity and equality of opportunity in employment and service delivery.
- Capacity to work under pressure and under public scrutiny.
- A high level of resilience and the ability to develop resilience within the organisation.

Additional requirements

- The post holder must carry out their duties with full regard to the Constitution, Code of Conduct and the Finance and Contract Procedure Rules.
- The post holder must provide leadership in, and comply with, the Council's Health and Safety Policy and with Health and Safety legislation.

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3

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