

APPENDIX 2

DRAFT JOB DESCRIPTION

Job Title:	Chief Executive – North Wales Corporate Joint Committee
Salary:	
Reporting to:	
Accountable to:	The North Wales Corporate Joint Committee
Location of post:	The office location of this post will be Sarn Mynach, Llandudno Junction, however, home and local/field working will be a requirement of the role. Agile working is a key feature and expectation of this role.

Job Purpose:
<ul style="list-style-type: none"> • To be accountable to the North Wales Corporate Joint Committee (CJC) in delivering its vision and aspirations for the region – integrating the North Wales Growth Deal into the new regional entity and thus, delivering one single form of regional economic governance. • To be responsible for providing leadership to the North Wales Corporate Joint Committee team and all employees, addressing the staff and other resources needed to deliver high-quality, cost-efficient functions and services whilst addressing the needs of the region. • To operate, convene and deliver services and functions in a new multi-level governance environment, reflecting the need to work effectively across Local Government, Welsh Government and UK Government. • To develop and implement strategies, policies, and processes to ensure that the organisation meets the goals determined by the Joint Committee as a new corporate legal entity. • To ensure oversight of the transfer of the resources required to deliver the North Wales Growth Deal's funding and obligations into the new CJC, ensuring all the Growth Deal duties are discharged and comply with both UK and Welsh Governments requirements. • To develop the dual focus of the CJC in relation to achieving compliance with its initial corporate duties alongside continued operation and delivery of the North Wales Growth Deal. • To assist the North Wales Corporate Joint Committee in unlocking government and investment funding to complement and add value to existing funding and investment programmes. • To develop effective working relationships with Elected Members to ensure the realisation of the Joint Committee's vision, policies and programmes for an integrated model of regional investment and activity as reflected in the corporate plan and budgetary framework. • To work with and ensure there is comprehensive and pro-active stakeholder engagement with local authority partners, strategic partners and other organisations to realise the joint aspirations for the region.

Principal Duties and Responsibilities:

- To be accountable to and act as principal advisor to the Joint Committee, providing clear leadership to Elected Members in shaping and delivering a corporate plan within the agreed budgetary framework.
- To act as the organisation's Chief Executive, focusing on matters of strategic significance, leading, and managing the relationships with internal and external stakeholders and partners.
- To promote the profile of the North Wales Region locally, regionally, nationally, and internationally.
- To lead the organisation through periods of significant change, ensuring effective working across the organisation and with partners.
- To partner with senior officers both within the organisation and within represented Local Authorities to grow and strengthen the organisation and make it sustainable.
- To lead the Corporate Management Team enabling the effective prioritisation of programme and resources and driving forward delivery of quality services which meets the needs of stakeholders, partners, Local Authority partners, citizens, communities, and customers.
- To co-ordinate the organisation's management of key resources – human resources, financial resources, information, and assets – to secure efficiency and value for money.
- Work with the Joint Committee's appointed Section 151 Officer and Monitoring Officer to prepare the organisation's annual budget, analyse the risk of the organisation's investments and advise the Joint Committee of the risk and return of investments.
- To appoint or support the appointment of senior managers within the organisation in line with policy requirements.
- To set and review the objectives and standards of performance for the organisation's Management Team.
- To ensure arrangements are in place for the effective corporate governance of the organisation and the legality, probity, integrity, proper accountability, and scrutiny of decision-making processes.
- To ensure arrangements are in place to deliver the organisation's objectives and achieve continuous and sustainable improvement.
- To demonstrate an open commitment to actively celebrate the rich diversity of the region ensuring equality and social justice.
- To have overall officer responsibility for ensuring that the organisation meets all legal requirements in respect of the management of health and safety.
- To undertake a representative and ambassadorial role on behalf of the organisation's employees.