

Inverclyde WORKS

A large teal circle is positioned on the left side of the page. The word 'WORKS' is written in large, white, outlined letters across the middle of the circle. Each letter of 'WORKS' is filled with a different scenic photograph of Inverclyde, including views of the town, the water, and the surrounding landscape. The word 'Inverclyde' is written in white, sans-serif font above the 'WORKS'.

Recruitment Pack

Chief Executive

Inverclyde
council

Message from the Leader of the Council

Inverclyde is a place of stunning natural beauty with compassionate communities, and good partnerships. Inverclyde Council is committed to service transformation, innovation, inclusivity, and delivering meaningful impact for residents, businesses, and the environment. We're now recruiting for an exceptional Chief Executive to lead us on this exciting journey.

As Chief Executive, you will be the driving force behind Inverclyde Council's strategic vision and delivery, working alongside ambitious political leadership and a talented senior leadership team. You'll bring a dynamic approach to leadership, drive innovation, and ensure that Inverclyde Council continues to take forward regeneration in the area.

Key responsibilities:

- shape and deliver the council's strategic priorities, fostering a culture of collaboration, inclusivity, and delivery
- act as an ambassador for Inverclyde, influencing at regional and national levels to secure investment and innovation
- lead and develop a high-performing team, ensuring resources are aligned to achieve long-term objectives
- oversee transformation programmes to deliver excellent, cost-effective services and drive continuous improvement
- demonstrate crisis management capabilities by responding effectively to challenges and showing calmness under pressure.

About you:

We are looking for an exceptional and inspirational leader who can deliver the very best outcomes for local communities. This is a leader who thrives on challenge and has a track record of delivering change in complex environments.

Whether you're an experienced Chief Executive or

ready for your first role at this level, you'll bring:

- proven experience in strategic leadership within a large, complex organisation
- exceptional political awareness and the ability to navigate a multi-stakeholder environment
- a passion for community impact, with a strong commitment to diversity, equality, and sustainability
- the ability to foster accountability and uphold ethical principles across the organisation
- a sharp focus on financial sustainability

You'll discover that Inverclyde is a rewarding place to work – our officers and members work well together and there is a shared commitment to delivering the best for our community.

Good luck in your application.



Councillor Robert Moran
Leader of the Council



Overview

We're looking for an inspirational leader, with a proven track record and a commitment to excellence to lead the council to the next part of our journey.

As Chief Executive, you will lead the organisation with a focus on collegiate working, ensure our strategic and service partnerships are effective and you will embed excellence into everything the Council does.

You will have a proven track record leading a multi-disciplined, complex organisation, and you will be able to clearly evidence your ability to inspire and motivate staff at all levels and maintain positive relationships with a range of partners including trade unions and elected members.

You will have a sound understanding of the Scottish political scene and the particular challenges faced by public services and how Inverclyde can play its part as a strong voice in Scottish public life.

You will have experience of leading an organisation through challenging times while keeping a clear focus on outcomes which matter to the communities we serve.

This pack includes the Job Description and Person Specification as well as the Summary of Terms and Conditions.

Other key documents, available on our website include:

- [Council Plan 2023/28 - Inverclyde Council](#)
- [Inverclyde Partnership Plan 2023/33 - Inverclyde Council](#)
- [Inverclyde Council Best Value - Inverclyde Council](#)

Applications should be made via Aspen People [AspenPeople.co.uk](https://www.aspenpeople.co.uk) by 6 March 2025.



About Inverclyde

One of Scotland's smallest regions but with the warmest welcome, Inverclyde sits at the mouth of the River Clyde. Inverclyde is made up of three thriving towns; Port Glasgow, Greenock and Gourock and the villages of Kilmacolm and Quarrier's Village to the East and Inverkip and Wemyss Bay to the West.

The area has a history and heritage rich in shipbuilding and seafaring dating back to the 1500's which has left its mark throughout the region. These days, it offers a broad range of sports and leisure facilities, both indoors and outdoors, a great variety of arts and culture activities and wide open spaces to enjoy and explore.

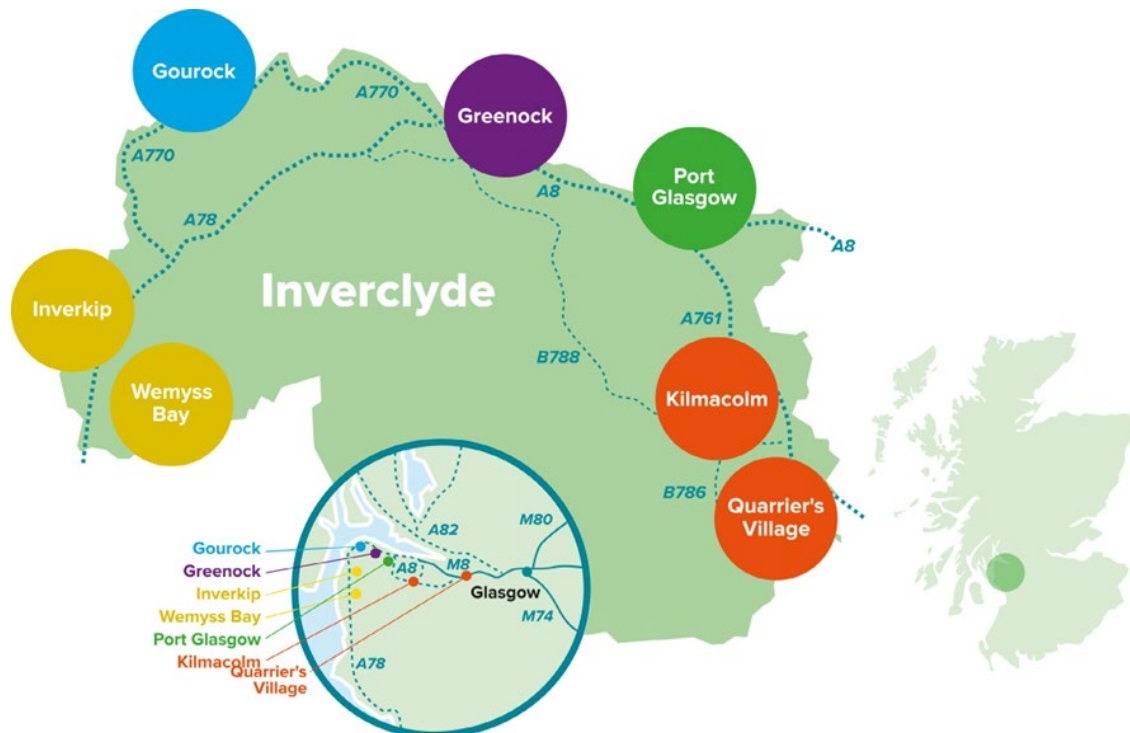
Inverclyde is one of 32 council areas used for local government in Scotland. Together with the East Renfrewshire and Renfrewshire council areas, Inverclyde forms part of the historic county of Renfrewshire, which currently exists as a registration county and lieutenancy area – located in the west central Lowlands. Inverclyde as a region was established in 1973 and currently has a population of 78,000. We currently have 6 Secondary Schools, 20 Primary Schools, 20 Early Years Establishments and 3 ASN units.

Inverclyde has a wide range of property throughout the area. There are a number of new build projects as well as established older properties. There are options throughout the various towns or in the more rural area of Kilmacolm.

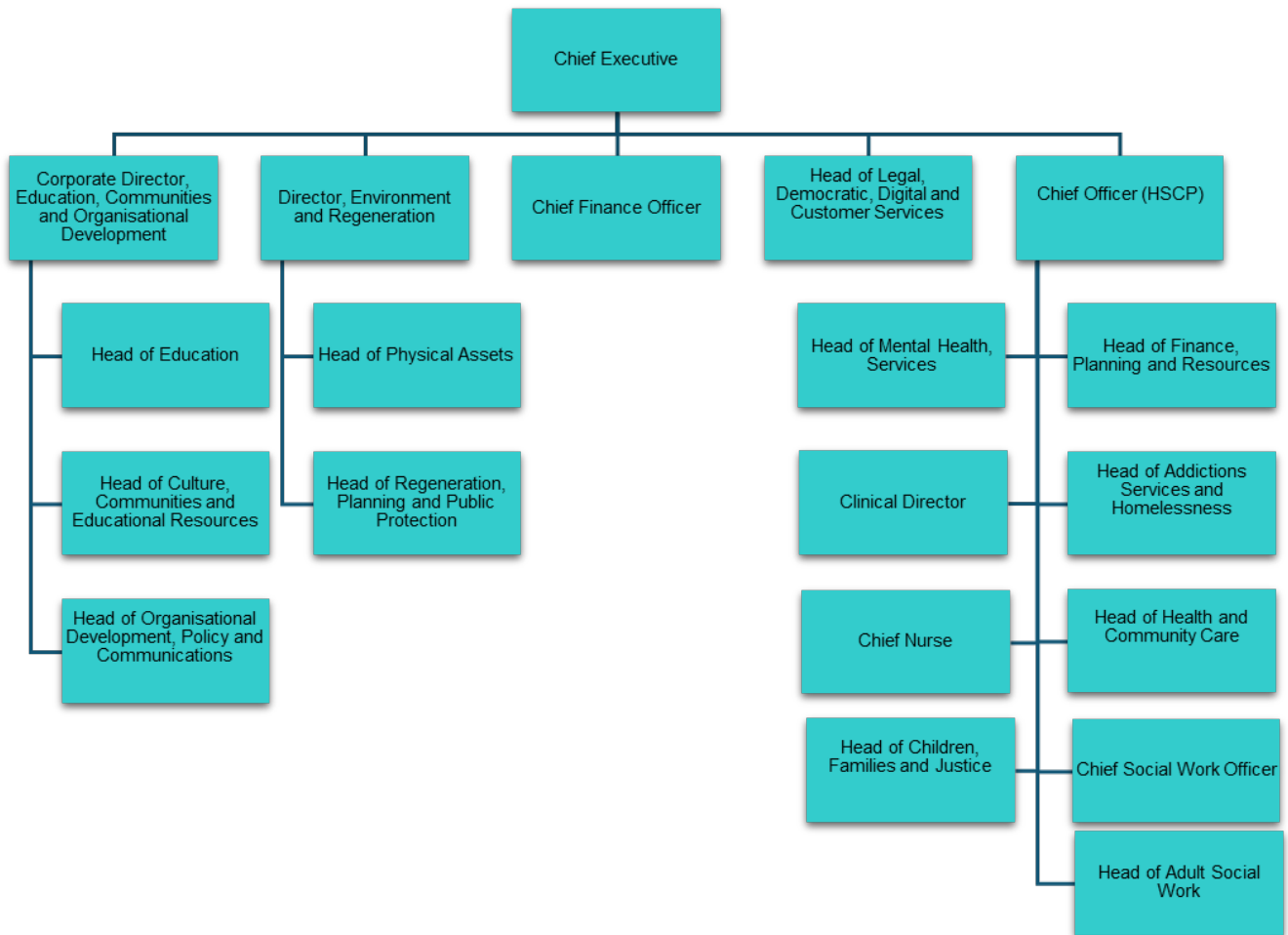
The area is well served by excellent health facilities, there are GP practices throughout the towns. There is a hospital with an A&E facility in Greenock.

There are plenty of outdoor pursuits and activities to get involved in. There are six golf courses alone in the area with outstanding views of the river. Other options include two marinas with yachting facilities. Throughout the area there are a wide range of sporting and leisure facilities.

How to get here: The M8 motorway runs all the way from Edinburgh, through Glasgow directly to the door of Inverclyde. The main towns of Port Glasgow, Greenock and Gourock are just 25 miles from Glasgow city centre. We are also well served by public transport with frequent buses and 13 train stations which connect from Glasgow Central Station or Paisley Gilmour Street Station.



Inverclyde Council and HSCP Management Structure



Job Description

Post title: Chief Executive

Post number: CO07

Service: Chief Executive

Responsible to: The Council

Overall purpose of the job

The Chief Executive is responsible for the Council as Head of Paid Service, for the effective management of the Authority, for providing advice and guidance on major policy options and for ensuring the effective implementation of Council policies. This includes responsibility for delivery of the most effective service to the public, subject to the resources available, for the determination of corporate objectives and for monitoring performance in the attainment of those objectives.

They will work in partnership with Elected Members to provide strong and visible leadership, vision and strategic direction to the Council, encouraging and enabling managers to motivate and inspire their teams.

They will act as an ambassador for Inverclyde, influencing at regional and national levels to secure investment and innovation.

The Chief Executive will oversee financial and performance management, risk management, people management and change management within the Council and have overall corporate management and operational responsibility.

The Chief Executive will act as Returning Officer for Elections and Referendums.

Main duties and responsibilities

1. Provide support and supervision to Directors and Chief Officers to ensure a cohesive approach to delivery of the Council strategic plan and deliver the core activities of the Council
2. Lead, develop and direct the Corporate Management Team in order to achieve the corporate priorities of the Council
3. Ensure the efficient and effective co-ordination, and governance of the Council's programmes and policies across all services and the integration, deployment and development of the authority's resources to meet agreed objectives, demonstrating transparency, accountability and best value
4. Create and promote a culture of continuous improvement throughout the Council, ensuring effective performance management systems are in place, regularly assessing and reporting on the performance of the Council against targets and performance standards
5. Act as policy advisor to the Leader and Elected Members and provide effective and appropriate advice in support of the Council's decision making process. Develop and sustain positive partnerships with Elected Members to ensure that Members are able to undertake their strategic monitoring role
6. Promote and maintain positive and constructive working relationships with the Trade Unions
7. Develop effective partnership working with other authorities and external agencies to ensure delivery of shared priorities and achieve best value
8. Undertake statutory responsibilities attached to the Chief Executive's role

9. Ensure the Council has in place adequate planning arrangements to comply with its statutory duties as a Category 1 responder under the Civil Contingencies legislation. Provide calm crisis management by responding effectively to challenges showing calmness when under pressure.
10. Co-ordinate the preparation of an overall strategic plan and financial forecast to deliver an effective strategy for the Council's longer term economic and social provision
11. Oversee in conjunction with the Corporate Management Team and Section 95 Officer the preparation and delivery of an annual revenue budget, a rolling capital programme and effective spending plans
12. Ensure in conjunction with the Corporate Management Team and Monitoring Officer that systems are in place in relation to administrative integrity
13. Lead on and take responsibility for delivery of the strategic and partnership plan
14. Promote the role of the Council and Council interests locally, regionally and nationally as appropriate and through active lobbying, and further a positive impression of the Council in all external relationships
15. Maintain, build and promote good working relationships with community leaders, the media and other external agencies to ensure effective communication and consultation with the citizens of Inverclyde
16. Ensure a corporate approach to performance, quality and accountability - Ensure Senior Managers formally and regularly account for their services. Ensure the efficiency, effectiveness, availability and customer focus of services, including putting in place arrangements to effectively supervise and monitor services provided under contract. Drive the consistent implementation of high quality standards, ensuring benchmarks for service development and customer service have been established
17. Lead and promote equality and diversity within the Council to ensure compliance with the Council's equality legislative duties
18. Lead and promote health and safety within the Council
19. Ensure the Council makes a significant contribution to addressing inequalities and promote lead on the regeneration of the area
20. Any other duties and responsibilities required to effectively undertake the role of Chief Executive on behalf of Inverclyde Council

Core Competencies

Communication

An exceptional all round communicator. Able to engage proactively with all of Inverclyde's communities and to act as an ambassador for the Council with all stakeholders and with central government. Able to influence and negotiate effectively promoting a positive image of the Council.

Change Management

Able to successfully lead change to ensure joined up working between services, partners and other Councils. Able to lead and manage organisational and cultural change and to use high level negotiating skills to reconcile potentially conflicting interest.

Credibility

Personal and professional demeanour and credibility which commands the confidence of customers, Members, other chief officers, staff, external partners and other stakeholders.

Budget Management

Able to drive the Council's budget development and delivery so as to achieve the targets set by Members. Able to resolve complex and conflicting budgetary demands.

Strategic Vision and Performance Management

Excellent strategic vision and the ability to manage the performance of colleagues and to deliver improvements in service delivery and resource management.

Human Resource Management

Able to lead and enthuse a highly motivated and professional workforce and to deal with poor performance or unprofessional conduct in a timely manner .

Local Government

Fully up-to-date on the workings of local government, the current and future issues to be faced and the financial, legal and political context of public sector. Understanding of the challenges posed by providing quality public services in an area of deprivation .

Managing Diversity and Equality

A thorough understanding of equalities and full commitment to equality of opportunity in consultation, involvement, employment and service delivery.

The general statements contained in this job description should be considered in the context of their relationship with other Council policies, procedures, operating arrangements, and other statutory responsibilities of Officers.

Person Specification

<u>PERSON SPECIFICATION</u>		
The Person Specification clearly describes the skills/abilities/personal qualities needed to successfully undertake the duties of the post. It is agreed by the Panel prior to advertising and is used as the sole means of selecting candidates for interview.		
POST TITLE : CHIEF EXECUTIVE		
<u>ATTRIBUTES</u>	<u>ESSENTIAL</u> The minimum acceptable level for safe and effective job performance	<u>DESIRABLE</u> The attributes of the ideal candidate
ATTAINMENTS/ EXPERIENCE 1.Educational (e.g. qualifications, membership of professional bodies) 2.Occupational (e.g. management experience)	Educated to degree level within a relevant professional discipline Minimum of 5 years experience operating in a senior management position Evidence of continuing professional Development Proven record of strategic management and planning Knowledge of the legislative framework, the Scottish Government and national agenda to ensure the Council meets its commitments Evidence of successful leadership of teams at the highest level Proven record of successful management of change in a multi -disciplinary environment Experience of providing advice and support to Elected Members or at board level Evidence of innovation in the formulation and implementation of policy Proven record of successful partnership and collaborative working with a range of public bodies, private and third sector Experience in complex Budget/ financial information and monitoring and achieving Best Value	Management qualification Experience at a senior level within the Scottish public sector/Local Government Sector Experience of strategic integration of ICT with operational activities and service provision Awareness and experience of Equality and Human Rights responsibilities and issues Awareness and experience of risk assessment, health and safe and business continuity responsibilities and issues Awareness of working within a socioeconomic area of deprivation

<p>SKILLS AND ABILITIES</p>	<p>Ambassadorial skills</p> <p>Strong leadership ability</p> <p>High standard of professional integrity</p> <p>Ability to inspire and motivate others and engender collegiate working</p> <p>Highly developed communication skills both oral and written</p> <p>Decisive</p> <p>Proven ability to lead and be part of a team</p> <p>Ability to maintain focus and performance under pressure and/or opposition</p> <p>Arbitration and negotiating skills</p> <p>Ability to work in a political environment</p>	
<p>SPECIAL APTITUDES</p>	<p>Must possess a detailed understanding of Council budgets.</p> <p>Must possess a current driving license (maximum 6 points)</p>	
<p>ANY ADDITIONAL JOB RELATED REQUIREMENTS</p>	<p>Must undergo an enhanced disclosure check and become a PVG member</p> <p>The postholder must be available for evening and /or weekend working as required</p>	

The job outline is indicative of the nature and level of responsibility associated with the post. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time.

In developing job descriptions & person specifications, the Council will have due regard to its commitment to equality & diversity by ensuring that job criteria are relevant to the successful undertaking of the job and do not indirectly or disproportionately disadvantage any individual on the grounds of gender, age, disability, race/ethnic origin, religion or belief, sexual orientation, caring responsibilities or social status, unless it can be justified on objective grounds.

DISABLED APPLICANTS AND GUARANTEED INTERVIEWS

Under the Disability Confident Scheme, an applicant who indicates they have a disability and who meet the essential requirements for the vacancy will be offered a guaranteed interview.

Terms and Conditions

Salary	<p>The salary for the post if employed by Inverclyde Council is £147 466</p> <p>N.B normally the post of Chief Executive's salary is set in the JNC scale for Chief Officials.</p>																																																								
Hours of Work	The standard working week is 37 hours. The hours worked will be those required to fulfil the duties and responsibilities attached to the position.																																																								
Location	Your normal place of work will be Municipal Buildings, Greenock. However you may also be required to work within any other locations of the Authority, possibly on a permanent basis. You will be required to represent the authority at meetings, conferences etc, which may be out with the Inverclyde boundary. These meetings may also be out with normal office hours.																																																								
Holiday Entitlement	<p>The annual leave entitlement is 27 days rising to 30 days for Chief Officers who have 10 years continuous local government or other approved employment at the commencement of the leave year.</p> <p>The leave year runs from 1 January to 31 December.</p> <p>The post also attracts 12 public holidays per annum, 7 of these are fixed and the remaining 5 days are floating.</p> <p>The Council also has a compulsory closedown between Christmas and New Year for all services except for essential services. You will be required to use 3 days annual leave during this period.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th colspan="3">Entitlement (in days)</th> <th></th> </tr> <tr> <th>Continuous Service</th> <th>Annual Leave</th> <th>Public Holidays 7 fixed & 5 floating</th> <th>Total</th> <th>Fixed Public Holidays</th> </tr> </thead> <tbody> <tr> <td>Less than 1 year</td> <td>27</td> <td>12</td> <td>39</td> <td rowspan="10"> New Years Day 2nd January Good Friday Easter Monday May Day Christmas Day Boxing Day </td> </tr> <tr> <td>1 year</td> <td>27</td> <td>12</td> <td>39</td> </tr> <tr> <td>2 years</td> <td>27</td> <td>12</td> <td>39</td> </tr> <tr> <td>3 years</td> <td>27</td> <td>12</td> <td>39</td> </tr> <tr> <td>4 years</td> <td>28</td> <td>12</td> <td>40</td> </tr> <tr> <td>5 years</td> <td>28</td> <td>12</td> <td>40</td> </tr> <tr> <td>6 years</td> <td>28</td> <td>12</td> <td>40</td> </tr> <tr> <td>7 years</td> <td>29</td> <td>12</td> <td>41</td> </tr> <tr> <td>8 years</td> <td>29</td> <td>12</td> <td>41</td> </tr> <tr> <td>9 years</td> <td>29</td> <td>12</td> <td>41</td> </tr> <tr> <td>10 years</td> <td>30</td> <td>12</td> <td>42</td> <td></td> </tr> </tbody> </table>		Entitlement (in days)				Continuous Service	Annual Leave	Public Holidays 7 fixed & 5 floating	Total	Fixed Public Holidays	Less than 1 year	27	12	39	New Years Day 2 nd January Good Friday Easter Monday May Day Christmas Day Boxing Day	1 year	27	12	39	2 years	27	12	39	3 years	27	12	39	4 years	28	12	40	5 years	28	12	40	6 years	28	12	40	7 years	29	12	41	8 years	29	12	41	9 years	29	12	41	10 years	30	12	42	
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Sickness Absence	Your entitlements during any absence due to sickness or injury are as set out in the Joint National Council's Scheme of Conditions of Service for Chief Officials.																																																								
Pension And Pension Schemes	<p>The Local Government Scheme changed from a final salary scheme to a career average scheme on 1 April 2015. You will automatically join the Local Government Pension Scheme.</p> <p>Financial advice should be sought in relation to potential tax implications arising from any increase to salary and pension benefits.</p>																																																								

Conditions Of Employment	<p>Terms and conditions of employment will be in accordance with the collective agreements negotiated from time to time by the JNC for Chief Officers as adopted by this Council and supplemented by any local collective agreements made by this Council.</p> <p>The JNC agreements directly affecting other terms and conditions of employment cover:-</p> <ul style="list-style-type: none"> • Maternity Leave and Pay • Travelling and Subsistence Allowance • Conduct • Canvassing • Rights of Appeal • Trade Union Membership • Discrimination
Political Restriction	<p>The post of Chief Executive is politically restricted in terms of the Local Government and Housing Act 1989 and you will therefore be debarred from standing for election to the Local Authority. There are also restrictions on holding office and canvassing for a political party.</p>
Exclusive Employment	<p>The Chief Executive shall devote whole time service to the work of the Council and shall not engage in any other business or undertake any other paid employment without the express consent of the Authority.</p>
Relocation Expenses	<p>Relocation expenses are available for this post, full details available on request.</p>
Disclosure Scotland	<p>The post holder shall be required to obtain and maintain membership of the Protection of Vulnerable Groups (PVG) Scheme.</p>

