

Chief Executive

Job Profile

Nature and Requirements of the Post

The Chief Executive is the Convention's principal advisor and is responsible to the Convention for the successful delivery of the outcomes the Convention wishes to achieve. The Chief Executive has authority over all staff and has responsibility for the efficient and effective management of COSLA's resources. The Chief Executive provides the focus, drive and leadership to ensure that all the activities the Convention undertakes on behalf of its Members are supportive, representative and successful. He/she is also responsible in ensuring that the range of support provided represents value for money to the Convention Members.

Principal Responsibilities

In order to exercise this role, the Chief Executive will carry the following principal responsibilities:-

- Maintaining strong relationships with all Councils in Scotland to maximise COSLA's Membership and to ensure that the needs of Members are fully understood and met.
- Provide Leadership and Management to all of COSLA's staff, Advisors and Associates to ensure that all COSLA's work is focussed on delivering benefit for Local Government, Member Councils and Communities.
- Ensure that COSLA is fully aware of any public policy issues existing or developing which could affect Local Government and Member Councils and that COSLA adopts an appropriate, convincing and politically astute response to these issues.
- To oversee and where necessary, to lead on all negotiations which COSLA is having with its partners in Scottish, UK and EU Governments, Professional Associations etc., to ensure that these have a positive outcome for Local Government and the Conventions Member Councils.
- To ensure that COSLA takes all steps necessary and available to protect the interests of our Council Members who govern and fund COSLA's activities.

Main Areas of Activity

The Chief Executive will undertake the following specific activities.

1. To act as the principal advisor to the Convention, ensuring that the Convention is properly informed on all policy and legislative matters, together with issues relating to Local Government Finance and COSLA's responsibility as the Local Government Employers Organisation.
2. To be responsible for the efficient and effective management of the Conventions operations including implementation of the Conventions policies and decisions. Taking management responsibility for COSLA's involvement in Executive and Task Groups.

3. To ensure a corporate approach to the management of the Convention's affairs and that advice is provided on a co-ordinated basis, liaising with other organisations as appropriate e.g. Government Organisations, Professional Associations and the Third Sector etc.
4. To provide strategic direction to the Convention through annual strategic plans and associated work programmes. To develop a focus on support priorities identified by Member Councils on all policy matters and legislation including Local Government Finance and the Employers role.
5. To be responsible for the effective leadership, management and development of all the Convention staff to ensure effective support to Councils from all of the Teams within COSLA. To apply equal opportunity in the workplace and to monitor continuously, the Conventions response to equal opportunities policy.
6. To review continuously the operation and structure of COSLA and recommend changes to the Convention where appropriate.
7. To be responsible for the development and maintenance of positive and effective media relations and to promote and market COSLA, Local Government and Councils using a broad range of media, including the Conventions own Website and other digital media channels.
8. To use his/her best endeavours to enable Members of different political groups to have the opportunity to contribute to the Conventions work and to the development of policies that represent, as far as possible, consensus between the Groups.
9. To ensure, through the work of COSLA's internal Audit Committee that sufficient scrutiny of the organisations' budgeting and operations takes place to ensure the economy, efficiency and effectiveness of COSLA.