

SALISBURY CITY COUNCIL

Subject : Revisions Chief Executive Officer Job Description
Committee : Governance, Policy & HR Committee
Date : 28 July 2025
Author : Asa Thorpe, Chief Executive Officer

1. Report Summary:

- 1.1 This report outlines a number of proposed changes made to the Chief Executive Officer (formerly know as City Clerk) job description.
- 1.2 The changes reflect suggestions made by the postholder, after almost 18 months in post.
- 1.3 Whilst the CEO can agree to role changes of staff as head of paid service, In accordance with Standing Orders, amendments to his job description are brought to Committee for consideration and approval.
- 1.4 In Accordance with standing orders, amendments to his job description are brought to Committee for consideration and approval.

2. Background:

- 2.1 The previous version of the job description was dated October 2023. The updated version was completed in July 2025 to reflect the Council's evolving priorities, operational needs, and strategic leadership requirements.
- 2.2 The role remains politically restricted and retains responsibility for leading the Council's operations, providing strategic leadership, and ensuring compliance with statutory duties. The Council's annual budget has increased from £7 million to £9 million since the last revision.
- 2.3 In accordance with Standing Order 19(b), which requires the Personnel Committee to oversee the performance of the City Clerk, any substantive amendments to the Chief Executive Officer's job description are brought to Committee for review and approval.

3. Recommended changes

Context & Purpose- The following changes are summarised in section 3. They are broken down by section heading

3.1. Emphasis added on the CEO's role in shaping a "sustainable, vibrant, and community-driven future."

3.1. Language strengthened around innovation, entrepreneurship, and leadership. Updated figures: budget increased to £9 million and staffing reference clarified.

3.2 Person Specification

New essential criteria added:

- 3.2.1 Proven success in managing large budgets and delivering savings.
- 3.2.2 Experience in community leadership and local partnerships.
- 3.2.3 Strong change management and policy development track record.
- 3.2.4 Academic requirement updated to “Masters level degree or equivalent.”

3.3 Key Responsibilities

- 3.3.1 Strategic Leadership: Stronger language around measurable outcomes, values alignment, and cultural change.
- 3.3.2 Financial Stewardship: Introduction of asset management strategy and Reducing reliance on precepted income through innovative revenue generation.
- 3.3.3 Operational Oversight: Introduction of business continuity planning and continued emphasis on compliance with Standing Orders and record accuracy.
- 3.3.4 Risk & Legal Compliance: New content around health and safety strategies, horizon scanning, and governance assurance.
- 3.3.5 Community Engagement: Broadened responsibility for building stakeholder partnerships and two-way citizen engagement.
- 3.3.6 Communications: Stronger support for the Council’s external relations, branding, and public confidence.

4. Recommendation:

It is recommended that the Committee:

4.1 Approves the updated job description for the Chief Executive Officer as set out in Appendix A, noting the changes reflect the evolving scope of the role in line with the Council’s strategic and operational priorities.

4.2 Confirms that these changes have been brought forward in line with Standing Orders.

Wards Affected: All

Background papers:

2025 CEO Job Description (Appendix A)
2023 CEO Job Description (Appendix B)

Implications:

Financial: None directly arising, though the JD reflects updated financial oversight responsibilities.

Legal: Consistent with Standing Orders and good governance.

Personnel: Clarifies expectations of the role and strategic leadership requirements.

Environmental Impact: Supports embedding sustainability within strategic and operational functions.

Equalities Impact Statement: Promotes inclusivity, community engagement, and representative leadership.

JOB DESCRIPTION

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|--------------------------|-----------|
| Date of Job Description: | July 2025 |
|--------------------------|-----------|

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|---|--|
| 1. JOB DETAILS Post Title: Chief Executive Officer Post Number: Location: Guildhall Grade: Hours: 37 hours per week Reports to: Political leaders of the Council | Politically restricted post? Yes Car user status: Casual Exempt from the Rehabilitation of Offenders Act 1974? No (Exempt requires postholder to disclose convictions whether spent or not) Is this post a Regulated or Controlled Activity under the terms of the Vetting & Barring Scheme? No Does this post require an Enhanced CRB check? No |
|---|--|

2. CONTEXT & JOB PURPOSE

The role of Chief Executive officer at Salisbury City Council is one which is essential to the Shaping of the Future of Salisbury. The role demands a visionary leader to propel the city towards a sustainable, vibrant, and community-driven future. As Chief Executive Officer, you spearhead the council's strategic direction, harnessing innovation and

entrepreneurial spirit to drive growth, enhance resident wellbeing, and foster a thriving local economy.

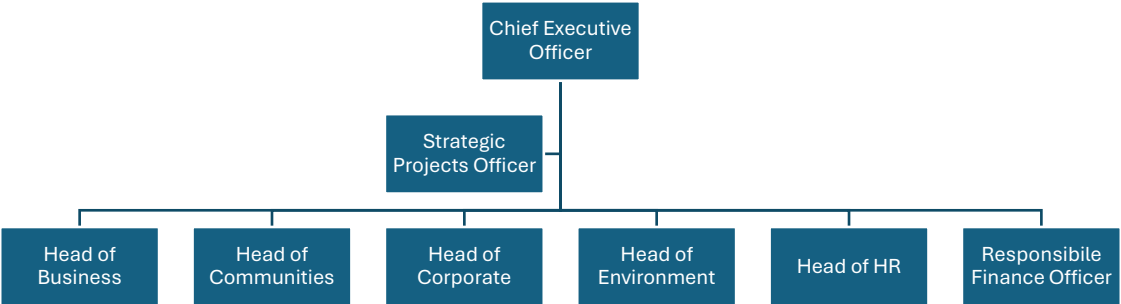
As the senior executive leader, you will collaborate with Councillors to craft and implement bold policies, leveraging your expertise in fiscal stewardship, policy execution, and community engagement. With a budget of £9 million and a team of over 100 dedicated staff, alongside a substantial volunteer network, you will catalyse positive change, nurture partnerships, and unlock new opportunities for the city.

Key Responsibilities:

- Provide strategic leadership and vision to drive the council's mission and objectives
- Foster a culture of innovation, entrepreneurship, and community engagement
- Deliver fiscal excellence, ensuring effective budget management and resource allocation
- Develop and execute policies that promote sustainability, wellbeing, and economic growth
- Build and maintain strong relationships with stakeholders, partners, and the community
- Role model excellence, embodying the council's values and principles

As Chief Executive, you will need to be a forward-thinking leader with a passion for public service, community development, and entrepreneurial spirit. Leading a team of professional officers, you will implement the policies of Salisbury City Council to create a city that is sustainable, lively, and thriving, where residents' voices are heard.

3. ORGANISATION CHART



4. Person Spec

| Experience | |
|-------------------|--|
| Essential: | <ul style="list-style-type: none">• Proven track record of leading cross functional teams• Extensive experience in strategic management used to shape policies• Proven track record in actively overseeing day to day operations of a government body or similar organisation• Successfully management large budgets and delivered financial savings whilst maintaining service quality• Experience in community leadership, including chairing or participating in local forums, partnerships or boards |
| Desirable: | <ul style="list-style-type: none">• Financial planning, forecasting and experience of local government finance• Maintaining communications within a local government setting• Working with elected officials |

| Knowledge | |
|------------------|--|
| Essential | <ul style="list-style-type: none">• Strong understanding of governance procedures• Financial frameworks (preferably public sector)• Developed and implemented policies to drive positive outcomes for local communities• Understanding of how to engage with diverse communities, understand their needs and develop services that meet those needs• Developing and implementing performance management frameworks |
| Desirable | <ul style="list-style-type: none">• Local Government regulations, laws and policies |

| Skills | |
|------------------|--|
| Essential | <ul style="list-style-type: none">• Excellent communication and interpersonal skills• Implemented significant organisational change including restructuring, process improvement and cultural transformation• Strong networking skills |
| Desirable | <ul style="list-style-type: none">• Delivery of innovative non-precept income generation |

| Qualifications |
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|------------------|---|
| Essential | <ul style="list-style-type: none"> • Masters level degree or equivalent (relevant subject such as management and leadership) |
| Desirable | <ul style="list-style-type: none"> • Strategic management qualification or demonstratable previous experience in this area |

| Attributes | |
|-------------------|--|
| Essential | <ul style="list-style-type: none"> • Able to advise Council members on long-term objectives • Ability to work in a positive manner with Councillors who may have conflicting demands • Able to serve as a positive community ambassador • Ability to foster a culture of continual improvement, innovation and professionalism |
| Desirable | |

| 5. KEY TASKS: |
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| <p>Strategic Leadership & Vision</p> <ul style="list-style-type: none"> • Develop and implement a clear vision for the Council, aligning with its mission and values, and ensuring strategic objectives are ambitious yet achievable. • Provide strategic insights and guidance to the City Council in shaping policies, planning and executing initiatives. • Advise Council members on setting long-term objectives, ensuring alignment with the Council's vision and aspirations. • Work with the Senior Management Team to translate the Council's strategic objectives into actionable plans, with measurable outcomes. <p>Operational Oversight</p> <ul style="list-style-type: none"> • Actively oversee the day-to-day operations of the City Council, directly supervising department heads and cross-functional teams. • Ensure standing orders are complied with in all aspects of decision-making, promoting transparency and accountability. • Ensure the streamlined and efficient management of Council meetings, records, and communications, including maintaining the accuracy and accessibility of Council proceedings, decisions, and official documents. • Foster a culture of continual improvement, innovation, and professionalism, driving efficiency and effectiveness. • Develop and implement effective business continuity plans to ensure uninterrupted service delivery. <p>Financial Stewardship and Sustainability</p> <ul style="list-style-type: none"> • Lead the development and execution of the council's budget, demonstrating fiscal prudence, sustainability, and resource optimisation. • Explore innovative income generation and cultivate strategic partnerships to maximize financial resources, reducing reliance on traditional funding sources. |

- Work with budget holders to monitor revenue and expenditure, identifying areas for cost savings and efficiency improvements.
- Develop and implement a comprehensive asset management strategy to optimise resource utilisation.

Legal Compliance

- Ensure compliance with all relevant laws, regulations, and policies, including local government regulations, maintaining a culture of adherence and risk management.
- Advise the Council on legal matters and coordinate with legal counsel as needed, providing expert guidance and support.
- Develop and implement effective policies and procedures to mitigate legal risks and ensure regulatory compliance.

Community Engagement and Stakeholder Relations

- Build strong relationships with Councillors, community, businesses, stakeholders, and government agencies, promoting collaborative working and mutual understanding.
- Place the community at the heart of the Council's activities and services, actively responding to the evolving needs of residents and promoting citizen engagement.

Policy Development and Implementation

- Collaborate with Council members and staff to develop policies and programmes that address community needs and priorities, ensuring evidence-based decision-making.
- Oversee the implementation of policies and ensure periodic evaluations for effectiveness, identifying areas for improvement and optimising resource allocation.
- Develop and implement effective monitoring and evaluation frameworks to assess policy impact and inform future decision-making.

Risk Management

- Take a proactive approach to identify and manage risks to protect the Council's interests and ensure the uninterrupted operation of its activities.
- Evaluate and mitigate against current risks and potential future risks through horizon scanning, ensuring the Council's resilience and adaptability.
- Develop and implement effective health and safety strategies, promoting a culture of risk awareness and mitigation.

Communication

- Champion robust and forward-thinking communication between the Council, staff, and the public, promoting transparency and accountability.

- Establish effective partnerships with Councillors to drive synergy and collaborative efforts, ensuring aligned messaging and stakeholder engagement.
- Support the Head of Business in dynamically managing public relations and media interactions on behalf of the Council, maintaining a positive reputation and promoting community engagement.

Any other duties commensurate with the role

6. COMMUNICATIONS AND WORKING RELATIONSHIPS:

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| • Internal | <ul style="list-style-type: none"> • Staff and volunteers across the organisation • Elected councillors of Salisbury City Council |
| • External | <ul style="list-style-type: none"> • Members of the public (as voters, service users and customers) • Wiltshire Unitary council and neighbouring Town and Parish Councils • Salisbury business and community groups, charities, Government and Non-Governmental Organisations |

7. WORKING CONDITIONS AND EFFORT:

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| Frequency and duration of physical effort | <ul style="list-style-type: none"> • This role is mainly office based with occasional physical activities during ceremonial events |
| Level of mental effort for concentration | <ul style="list-style-type: none"> • Significant periods of prolonged concentration, dealing with complex and expert issues. |
| Working conditions | <ul style="list-style-type: none"> • This post is required to attend certain civic events which may be held in the evening or during weekends |

8. CONDITIONS OF SERVICE:

Probationary Period - both temporary and permanent appointments subject to a probationary period of 25 weeks. At the end of this period, subject to service being satisfactory, permanent employment with the Council will be confirmed or career scheme which apply, if any. Please refer to the council's Probationary policy.

Inclusion – As an employee you have a responsibility to act in way that is inclusive. There is an expectation that all employees will set an example of non-discriminatory behaviour and work practices.

Health and Safety – to take reasonable care to promote a healthy working environment and safe working practices in accordance with the Council's Health and Safety Policy. As an employee, there is a requirement under section 7 of the Health and Safety At Work Act 1974 to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions at work.

10. JOB DESCRIPTION AGREEMENT

Post Holder's

Signature:.....**Date:**.....

Line Manager's

Signature.....**Date:**.....

JOB DESCRIPTION

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|--|--|
| Date of Job Description: October 2023 | |
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|---|--|
| 1. JOB DETAILS | |
| Post Title: Chief Executive Officer | Politically restricted post? Yes |
| Post Number: | Car user status: Casual |
| Location: Guildhall | Exempt from the Rehabilitation of Offenders Act 1974? No (Exempt requires postholder to disclose convictions whether spent or not) |
| Grade: | Is this post a Regulated or Controlled Activity under the terms of the Vetting & Barring Scheme? No |
| Hours: 37 hours per week | Does this post require an Enhanced CRB check? No |
| Reports to: Political leaders of the Council | |

2. CONTEXT & JOB PURPOSE

Salisbury City Council was formed in 2009 and is one of the largest Award winning Parish Councils in England. Salisbury City Council serves a population of 45,000 people. Our mission is to provide citywide leadership both now and for the future. We

wish to be a green and lively city where residents' voices are heard, their wellbeing is improved and sustainability is at the heart of all decisions.

As the Chief Executive Officer (CEO), you will uphold the time-honored role of the City Clerk, respecting and preserving the rich heritage of our city. Simultaneously, you will be a key stakeholder in leading the City's evolution, embracing modern cultural shifts, and guiding its growth.

In collaboration with Councillors, as the top executive leader, your role is to chart the strategic course, role model excellence, and secure the council's overall success. This position bears substantial responsibilities, including fiscal stewardship, policy execution, and community leadership of a substantial parish council. A budget of £7 million and a workforce of nearly 100 dedicated permanent staff, alongside casual workers and a substantial volunteer group.

Our website is www.salisburycitycouncil.gov.uk

3. ORGANISATION CHART



4. Person Spec

| Experience | |
|-------------------|---|
| Essential: | <ul style="list-style-type: none">• Extensive experience in strategic management used to shape policies and activities• Proven track record in actively overseeing day to day operations of a government body or similar organisation• Budget development and fiscal prudence, ideally in a public sector context |
| Desirable: | <ul style="list-style-type: none">• Maintaining communications within a local government setting• |

| Knowledge | |
|------------------|--|
| Essential | <ul style="list-style-type: none">• Strong understanding of governance procedures• Financial frameworks (preferably public sector)• |
| Desirable | <ul style="list-style-type: none">• Local Government regulations, laws and policies |

| Skills | |
|------------------|---|
| Essential | <ul style="list-style-type: none">• Explore innovative income generation and cultivate effective strategic partnerships• Developing strong relationships with key stakeholders |
| Desirable | <ul style="list-style-type: none">• Degree or equivalent (relevant subject such as management and leadership) |

| Qualifications | |
|------------------|---|
| Essential | <ul style="list-style-type: none">• Strategic management qualification or demonstratable previous experience in this area |
| Desirable | <ul style="list-style-type: none">• |

| Attributes | |
|------------------|--|
| Essential | <ul style="list-style-type: none">• Able to advise Council members on long-term objectives• Ability to work in a positive manner with Councillors who may have conflicting demands• Able to serve as a positive community ambassador |

| | |
|------------------|--|
| | <ul style="list-style-type: none"> • Communication skills • Ability to foster a culture of continual improvement, innovation and professionalism |
| Desirable | |

| | |
|---|--|
| 5. KEY TASKS: | |
| Strategic Leadership & Vision: | |
| <ul style="list-style-type: none"> • Provide strategic insights and guidance to the City Council in shaping policies and planning and executing initiatives. • Advise Council members who will set long-term objectives and ensure alignment with the Council's vision and aspirations. • Working with Senior Management Team to translate the Council's strategic objectives into an actionable plan. | |
| Operational Oversight: | |
| <ul style="list-style-type: none"> • Actively oversee the day-to-day operations of the City Council, directly supervising department heads and cross-functional teams. • Ensure standing orders are complied within in all aspects of decision making • Ensure the streamlined and efficient management of Council meetings, records, and communications. This includes maintaining the accuracy and accessibility of Council proceedings, decisions and official documents. • Foster a culture of continual improvement, innovation, and unwavering professionalism. | |
| Financial Stewardship and Sustainability: | |
| <ul style="list-style-type: none"> • Lead the development and execution of the council's budget, demonstrating fiscal prudence, sustainability and resource optimisation. • Explore innovative income generation and cultivate strategic partnerships to maximize financial resources. • Lead the Council's transition to FRS audit framework, ensuring its seamless implementation. • Working with budget holders to monitor revenue and expenditure. • Working in a pro-active and strategic way maximise non-precept revenue income streams. | |
| Legal Compliance: | |
| <ul style="list-style-type: none"> • Ensure compliance with all relevant laws, regulations, and policies, including local government regulations. • Advise the Council on legal matters and coordinate with legal counsel as needed. | |
| Community Engagement and Stakeholder Relations: | |
| <ul style="list-style-type: none"> • Serve as the Council's dedicated ambassador, fostering transparency, accountability and a strong connection with the community. • Build strong relationships with the Councillors, community, businesses, stakeholders (including Wiltshire Council, local neighbouring parishes and local media), and government agencies. | |

- Place the community at the heart of the Council activities and services, actively responding to the evolving needs of our residents.

Policy Development and Implementation:

- Collaborate with Council members and staff to develop policies and programs that address community needs and priorities.
- Oversee the implementation of policies and ensure periodic evaluations for effectiveness.

Risk Management:

- Take a proactive approach to identify and manage risks to protect the Council's interests and ensure the uninterrupted operation of its activities. This includes evaluating and mitigating against current risks as well as keeping an eye on potential future risks through horizon scanning.

Communication:

- Champion robust and forward-thinking communication between the Council, staff, and the public.
- Establish effective partnerships with Councillors to drive synergy and collaborative efforts.
- Support Business & Communications Manager in dynamically managing public relations and media interactions on behalf of the Council.

Any other duties commensurate with the role

6. COMMUNICATIONS AND WORKING RELATIONSHIPS:

| | |
|--|---|
| <ul style="list-style-type: none"> • Internal | <ul style="list-style-type: none"> • Other SCC staff • SCC councillors |
| <ul style="list-style-type: none"> • External | <ul style="list-style-type: none"> • Members of the public (as customers) • Wiltshire Unitary council and neighbouring Town and Parish Councils • Salisbury business and community groups, charities Government and Non-Governmental Organisations (e.g. English Heritage) |

7. WORKING CONDITIONS AND EFFORT:

| | |
|---|--|
| Frequency and duration of physical effort | <ul style="list-style-type: none"> • This role is mainly office based with occasional physical activities during ceremonial events |
| Level of mental effort for concentration | <ul style="list-style-type: none"> • There is a need to support Council meetings, which are held in the evening and may be carried out over several hours • This post will involve attending a number of meetings in any one day alongside periods of concentration using display screen equipment |
| Working conditions | <ul style="list-style-type: none"> • This post is required to attend certain civic events which may be held in the evening or during weekends |

8. CONDITIONS OF SERVICE:

Probationary Period - both temporary and permanent appointments subject to a probationary period of 25 weeks. At the end of this period, subject to service being satisfactory, permanent employment with the Council will be confirmed or career scheme which apply, if any. Please refer to the council's Probationary policy.

Inclusion – As an employee you have a responsibility to act in way that is inclusive. There is an expectation that all employees will set an example of non-discriminatory behaviour and work practices,

Health and Safety – to take reasonable care to promote a healthy working environment and safe working practices in accordance with the Council's Health and Safety Policy. As an employee, there is a requirement under section 7 of the Health and Safety At Work Act 1974 to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions at work

10. JOB DESCRIPTION AGREEMENT

Post Holder's

Signature:.....**Date:**.....

Line Manager's

Signature:.....**Date:**.....

