

## Job Description

<b>Post Title:</b>	Chief Executive and Head of Paid Service
<b>Salary:</b>	£125,000 - £135,000
<b>HEYCA Grade</b>	8
<b>Duration:</b>	Permanent
<b>Reporting to:</b>	Mayor and HEYCA Executive Board, in accordance with the Authority's constitutional and statutory governance arrangements.
<b>Service Areas:</b>	Executive Leadership
<b>Statutory Role:</b>	Head of Paid Service
<b>Appointment:</b>	Subject to HEYCA constitutional and statutory appointment requirements
<b>Line Management Responsibilities</b>	Provides overall organisational leadership and accountability for the workforce, operating through the Senior Leadership Team and agreed line management structures. Ensuring effective organisational leadership, workforce management, performance, and development in line with statutory Head of Paid Service duties.

### 1. Primary Purpose of Post

To serve as the Chief Executive and Head of Paid Service for the Hull and East Yorkshire Combined Authority (HEYCA), providing strategic leadership, organisational direction, and operational oversight to support the Mayor's lawful priorities and strategic vision, delivering the Authority's statutory and devolved responsibilities.

The postholder will act as the principal adviser to the Mayor and HEYCA Board, ensuring effective governance, policy development, service delivery, and stakeholder engagement across the region. The role will lead the development and growth of a high-performing, values-led organisation capable of driving strategic economic growth, the skills and jobs agenda, inward investment, housing and regeneration and regional transport strategies for residents and businesses across Hull and East Yorkshire.

The Chief Executive will:

- Lead the Authority, shaping organisational culture, systems, structures, and strategic priorities.

- Act as Head of Paid Service, ensuring the Authority has the capacity, capability, culture and management arrangements needed to discharge its statutory and devolved functions effectively.
- Translate regional ambitions and devolution opportunities into practical and deliverable programmes.
- Act as the senior accountable officer for all HEYCA operations, ensuring effective governance, compliance, and stewardship of public resources.
- Develop strong and productive relationships with central government, local authorities, businesses, education providers, communities, and regional and national partners.
- Represent HEYCA regionally, nationally, and internationally to promote investment, influence policy, and secure opportunities for the region.
- Ensure inclusive growth, public service excellence, and continuous improvement are embedded across all functions of the Authority.
- Lead the Authority in in turning the Mayor’s lawful priorities and the Board’s agreed strategy into clear delivery, measurable outcomes and visible benefits for Hull and East Yorkshire.

## 2. Corporate Responsibilities

The postholder is responsible for the overall strategic and operational leadership of HEYCA and is accountable to the Mayor and HEYCA Board for the effective discharge of the Authority’s statutory and devolved functions.

Uphold the Nolan Principles, the Employees’ Code of Conduct and the highest standards of public service leadership.

The role carries significant decision-making responsibility, including both strategic recommendations and direct executive decisions affecting organisational priorities, governance arrangements, operational delivery, partnerships, and resource deployment.

Key corporate responsibilities include:

- Head of Paid Service in accordance with statutory requirements.
- Advising the Mayor and HEYCA Board on policy, governance, risk, and strategic direction.
- Leading the development and implementation of corporate strategy and organisational plans.
- Ensuring effective governance, transparency, accountability, and compliance with legal and regulatory obligations.
- Embedding a culture of innovation, collaboration, equality, inclusion, and continuous improvement.
- Leading organisational transformation and service development across devolved functions.
- Ensuring effective performance management frameworks and delivery against strategic objectives.
- Overseeing financial stewardship, value for money, and sustainable resource management.

- Developing effective partnerships with government departments, local authorities, business leaders, educational institutions, and community organisations.
- Acting as principal representative and ambassador for HEYCA externally.

### **Decision-Making Responsibilities**

The postholder will:

- Advise the Mayor and HEYCA Board on opportunities for further devolution and new powers, including the organisational, financial, legal and governance implications of taking on additional responsibilities.
- Make strategic executive decisions relating to organisational leadership, operational priorities, workforce structures, and service delivery.
- Provide recommendations to the Mayor and HEYCA Board on policy, investment, governance, and regional priorities.
- Exercise delegated authority within agreed governance frameworks.
- Influence regional and national policy development relating to devolution, economic growth, transport, infrastructure, and public service reform.

### **Consequences of Decisions**

#### **Internal**

- Direct impact on organisational effectiveness, culture, staff performance, governance standards, and operational delivery.
- Significant influence on the Authority's reputation, culture, strategic capability, and long-term sustainability.

#### **External**

- Decisions will affect economic growth, investment, employment, infrastructure, and public services across Hull and East Yorkshire.
- Influence relationships with central government, partner organisations, businesses, and local communities.
- Failure to deliver effective leadership may result in reputational damage, financial risk, loss of stakeholder confidence, or reduced devolved opportunities.

### **3. Role Responsibilities**

- Provide visible, inspirational, and values-led leadership to HEYCA.
- Lead the development and implementation of the Authority's strategic and operational plans.
- Establish effective organisational structures, systems, governance arrangements, and workforce capability.
- Ensure the successful delivery of devolved programmes and regional priorities.
- Support the Mayor in developing policy, partnerships, and strategic influence.
- Lead transformational initiatives relating to the Mayor's portfolio responsibilities and strategic vision.
- Build and maintain strong collaborative relationships with:
  - central government departments
  - local authorities

- businesses and investors
- education and skills providers
- voluntary and community sector organisations
- regional and national agencies
- other stakeholders as required
- Promote the interests of Hull and East Yorkshire regionally, nationally, and internationally, to promote investment, influence policy and secure opportunities for the region
- Ensure robust governance, performance management, and risk management arrangements are in place.
- Lead organisational culture development, workforce engagement, and continuous improvement initiatives.
- Ensure equality, diversity, inclusion, and ethical leadership principles are embedded across the Authority.
- Provide strategic oversight of organisational resilience, emergency preparedness, and reputational management.
- Ensure effective communication and engagement with residents, stakeholders, and partners.

### **Resources Responsible For**

The postholder will be responsible for:

- Corporate leadership of the HEYCA workforce and organisational structures.
- Oversight of offices, operational systems, ICT infrastructure, and physical assets.
- Strategic oversight of regional programmes, projects, and associated operational resources.
- Ensuring effective and lawful use of organisational resources and facilities.

### **Contacts and Relationships**

#### **Internal**

- The Mayor
- HEYCA Board Members
- Senior Leadership Team
- Employees across the Authority
- Statutory Officers and programme Leaders

#### **Relationships require:**

- strategic influence
- collaborative leadership
- negotiation
- performance management
- sensitive decision-making

#### **External**

- Central Government departments
- Local authorities and elected members
- Business and industry leaders
- Investors and funding bodies
- Universities, colleges, and education providers

- Community and voluntary sector organisations
- National and international agencies
- Media and public stakeholders

Relationships will often involve:

- high levels of complexity and confidentiality
- political sensitivity
- contentious negotiations
- influencing without direct authority
- managing competing priorities and expectations

## Person Specification

Qualifications	E = Essential D = Desirable
Educated to degree level or equivalent relevant experience	E
Evidence of continuing professional development	E
Membership of a relevant professional body	D
Leadership or management qualification	D

Experience and Knowledge	E = Essential D = Desirable
Significant senior leadership experience within a complex political and stakeholder environment	E
Experience working within or alongside combined authorities, strategic authorities, or central government departments	E
Proven track record of leading organisational transformation and change	E
Experience managing large-scale public services or complex organisations	E
Strong understanding of devolution, regional governance, and public policy	E

Deep understanding of place-based leadership and economic growth	E
Experience building strategic partnerships across sectors	E
Strong commercial awareness and financial management capability	E
Experience influencing at regional and national level	E
Understanding of the Hull and East Yorkshire region, including opportunities and challenges	D
Experience representing organisations nationally or internationally	D

Skills, Abilities and Personal Attributes	E = Essential D = Desirable
Strategic and visionary leadership capability	E
Ability to translate long-term ambitions into deliverable plans	E
Excellent communication and influencing skills	E
Politically astute with strong personal credibility	E
Ability to build trust and collaborative relationships	E
Strong decision-making and problem-solving skills	E
High levels of resilience and emotional intelligence	E
Ability to lead through ambiguity, complexity, and change	E
Commitment to equality, diversity, inclusion, and public service values	E
Strong governance and risk management capability	E

Ability to inspire, motivate, and develop high-performing teams	E
Innovative and forward-thinking approach	D
Media handling and public engagement skills	D

Commitment and Behaviour Competencies	E = Essential D = Desirable
• We do it when we say we will	E
• We aim for excellence	E
• We keep people informed	E
• We strive to learn and develop	E
• We give and receive constructive feedback and act on it	E
• We treat others with respect and dignity at all times	E
• We will be open and honest in a respectful manner	E
• We will maintain confidentiality	E
• We will ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act	E
• We will behave according to the Employees' Code of Conduct.	E

<b>Political Restriction:</b>	Yes This post is politically restricted under the Local Government and Housing Act 1989, as amended by Local Democracy, Economic Development and Construction Act 1989 and the post holder may not have any active political role either in or outside of work, specifically may not hold political office
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<b>Rehabilitation of Offenders Status</b>	This role is exempt from Rehabilitation of Offenders Act 1974 under the Exceptions Order 1975. A satisfactory DBS declaration check will be required prior to appointment.
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**Note: This Job Description is not exhaustive, and employees will be expected to undertake other responsibilities commensurate with the seniority of the post.**