



Job description

Post:	Chief Executive (CEO)	Date:	Nov 2021
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Job purpose:

The CEO is responsible for leading the development and execution of the overall long-term strategy of the Authority in fulfilling its mission to speak up for and care for the Peak District National Park for all to enjoy forever..

Key relationships:

Responsible to:	The Authority's Membership. The Chair and Deputy Chair are responsible for the welfare, performance, appraisal and development of the CEO.
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Responsible for:	The CEO is responsible for the Management Team, the operational management of the Park and other statutory posts reporting to or advising the Authority.
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Statutory responsibilities:	In addition, the CEO fulfils the responsibilities of National Park Officer and Head of Paid Service as prescribed in the relevant government Acts to ensure the Authority meets its statutory obligations.
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Key accountabilities:

Job summary:

- Lead on the future National Park Management Plan for the Authority, reflecting the organisation's vision and values.
- Inspire and manage a positive, effective and constructive working relationship between Members and staff, using a good communication framework.
- Lead the development and exploration of new business development opportunities for income generation, including fundraising, always ensuring activities support the core purposes of the Authority.
- Drive an ongoing commitment to working with, and across, the UK National Parks network to enhance the brand of UK national parks and protected landscapes, promoting sustainable development.
- Communicate effectively with stakeholders, employees and the public, as well as government agencies locally, regionally, nationally and internationally, and oversee the strategic direction of the Authority's reputation and brand.

- Provide value for money to the public and ensure good financial management of the Authority with appropriate provision of financial resources and effective management of expenditure.
- Further grow a values-led culture of performance and ensure the Authority is appropriately structured and staffed to enable it to achieve the agreed priority strategies.
- Ensure that the Authority has appropriate systems to enable it to conduct its activities both lawfully and ethically under existing legislation, particularly equal opportunities.

Statutory responsibilities and governance:

- Advise the Authority and its Membership on the exercise of its statutory duties and responsibilities as the Local Planning Authority and the National Park Authority. This will include any ancillary issues arising under the Planning Acts, National Parks Acts and Environment Act (and their successors).
- Ensure excellent governance, including standards of conduct.
- Ensure policies are prepared for the management of the Authority and implement any actions approved by the Authority.

Partnerships and stakeholders:

- Develop and maintain key relationships to promote the Authority responding constructively to reasonable and appropriate requirements:
 - With important local, regional, national and international partners, ensuring that they understand the Authority's priorities and resources.
 - Within the Peak District National Park, ensuring that the Authority is positively engaged with constituent councils, parish councils, visitors and recreation groups, agricultural and other communities.
 - Within the framework of UK protected areas, working effectively with other national parks and areas of outstanding natural beauty to share information and best practice and to deliver common goals.

Leadership and performance management:

- Ensure the Authority performs as an exemplar national park and contributes to national and regional discussions as appropriate.
- Ensure the Authority has appropriate systems, internal controls and information management systems in place to deliver its vision.
- Ensure effective performance management across the organisation through a clear and effective performance management framework with clearly accessible and understood performance indicators and measures to provide focus and success.

Finance and resources:

- Assess the principal risks affecting the Authority and ensure these risks are monitored and managed.
- Manage the overall budget, ensuring that financial and other resources focus on delivering the key strategic priorities while having a long-term focus on forecasting, budgeting, reserves and efficiencies.

Person specification

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	Technical / professional requirements	Essential / Desirable	Assessment method*
*App = Application form; P = Presentation; S = Scenario-based exercise; I = Interview; Q/C = Qualification/Certificates			
a)	Successful experience of strategic leadership of an organisation of equal size and scale of responsibilities.	E	
b)	Proven experience of representing an organisation on the public and national stage, including good media skills.	E	
c)	A deep appreciation of the role of National Parks and other protected areas and their connection to people, the environment and nature, leading on the vision for the future.	E	
d)	Successful experience of developing and implementing innovative strategic plans and monitoring performance against agreed objectives with an ability to balance leading strategic vision with operational delivery.	E	
e)	Proven experience of championing, leading and implementing successful organisational change which has resulted in significant achievements and improvements and enabled greater impact.	E	
f)	Experience of full Profit & Loss responsibility, managing a multi-million-pound budget and able to develop effective financial strategies to support the identification and implementation of new funding opportunities from a variety of sources.	E	
g)	Proven successful experience of developing a creative and empowering culture winning hearts and minds and leading a values-led organisation.	E	

h)	Politically astute with experience of successfully identifying, developing, negotiating and working with partner organisations and stakeholders across sectors and levels to find solutions that deliver in partnership.	E	
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Our Values <i>And definitions</i>	Behaviours. At work, we...	Rev Oct 2020
Care <i>We care for the Peak District National Park, the people we work with and all those we serve. It's at the heart of everything we do.</i>	<ul style="list-style-type: none"> • Give our best. • Show respect for others. • Are open and welcoming. • Never compromise on safety and wellbeing. 	Interview
Enjoy <i>We take pride in what we do and feel good about our contribution.</i>	<ul style="list-style-type: none"> • Are proud of the work we do. • Find solutions to problems. • Keep things simple. • Work as one team. 	Interview
Pioneer <i>We were born of pioneers. We will continue to explore opportunities to inspire future generations.</i>	<ul style="list-style-type: none"> • Lead by example. • Never stop learning. • Always look to improve. • Embrace change. 	Interview