

**Role Profile  
EJR005092**

<b>Job Title:</b>	<b>Head of Cabinet Office</b>  <b>This post is Politically Restricted</b>	<b>Grade:</b> <b>CB6</b>	<b>Spinal column point range:</b>
<b>Department:</b>	<b>Strategy and Engagement</b>	<b>Post no:</b>	22568
<b>Directorate:</b>	<b>Chief Executive's</b>	<b>Location:</b>	<b>Ealing Town Hall</b>

<b>Role reports to:</b>	<b>Director of Strategy &amp; Engagement</b>
<b>Direct Reports:</b>	<b>Executive Assistant to the Leader - Grade 11</b> <b>3 x Cabinet Support Officers - Grade 9</b>
<b>Indirect Reports:</b>	
<p><i>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.</i></p>	

**JOB DESCRIPTION**

**PURPOSE OF ROLE:**

- **To provide strategic advice and leadership to ensure that the Leader and Cabinet of the Council are able to deliver their vision for Ealing.**
- **To lead, manage and develop the Cabinet Office support team in providing a high performing service that enables the Leader and Cabinet to fulfil their executive and community leadership roles.**
- **To work with colleagues across the Council, taking a leadership role to influence policy and projects important to the Leader and Cabinet and implement the strategic aims and objectives of the service.**
- **To work closely with colleagues in the Senior Leadership Team, Strategy & Engagement Team & Communications Team to put in place arrangements to track delivery of key administration priorities and ensure these are communicated to residents.**
- **To provide advice to the Leader and Cabinet on current and emerging political, social, economic and communication issues at local, London and national levels. Horizon scan 1 – 3 years ahead, identify emerging practices and seek out the latest thinking and innovation.**

- **To lead and manage the development of effective relationships with members, senior managers, partner and community organisations, residents' groups, agencies and other stakeholders within a complex and sensitive political framework in implementing the strategic aims and objectives of the service.**
- **To lead on an engagement plan for the Leader and to oversee the Leader and Cabinet's role in public affairs and stakeholder management to advance the interests of residents and needs of the borough.**

#### **KEY ACCOUNTABILITIES:**

1. To be responsible for the management of the Cabinet Office to provide high level strategic management support (diary and correspondence, agenda management, briefings, speeches etc) to the Leader and Cabinet members in order to deliver their organisational priorities and objectives.
2. To provide high-level strategic advice and support to the Leader and Cabinet on key issues affecting the council.
3. Work with the Cabinet, Strategic Leadership Team (SLT) and colleagues within Strategy & Engagement to ensure that organisational culture and strategy reflects the administration's priorities in order to deliver services and create synergies wherever possible.
4. To work with Cabinet, Strategic Leadership Team (SLT) and colleagues within Strategy & Engagement to ensure a forward communications plan aligned to the administration's narrative and priorities.
5. To facilitate effective communication between the Leader, the Cabinet, Strategic Leadership Team and Ealing Directors Team, ensuring that key issues are progressed in an effective, co-ordinated and timely way.
6. To attend meetings on behalf of the Leader and Cabinet, influencing policy and projects, communicate and feedback their views as appropriate and report back to the Leader and Cabinet.
7. Ensure that the Leader and Cabinet members are supported with a thorough awareness of new legislative, political, financial and reputational communications developments at a national, regional and local level.
8. Lead on a local engagement programme for the Leader supported by cabinet to ensure that their decisions are informed by feedback from residents, business, voluntary sector and other stakeholders, liaising with communications, community management and partners as necessary.
9. Lead on a public affairs programme for the Leader, supported by Cabinet, to lobby Government and other decision makers to advance the interests of the borough and its residents

10. Lead project work on behalf the Leader and Cabinet to ensure delivery of priorities and projects and liaise with Council departments and other agencies to deliver the required outcomes.
11. Manage and be accountable for the budgets of the Leader's office, provide monthly reports on expenditure against budget, report variances and take corrective action where required.
12. Lead the Cabinet Office team including recruitment, training, induction, development, and performance appraisals of staff.
13. Accountable for leading and managing specific Council services at a tactical delivery level, provide professional expertise, leading on a complex programme for the Council.
14. Working closely with the Director of Strategy and Engagement and Head of Strategy, Performance & Intelligence, oversee the delivery of the Council Plan on time and to budget.
15. Support and drive significant change in priority areas for the Leader through the corporate infrastructure.

**KEY PERFORMANCE INDICATORS:**

- Cabinet member feedback on satisfaction with CSO support
- Leader feedback on satisfaction with support provided
- SLT feedback on effectiveness of support to manage Cabinet-senior officer interface
- Timely completion of resident and partner casework and correspondence to the Leader
- Management to agreed budget
- Effective delivery of agreed priority projects

**KEY RELATIONSHIPS (INTERNAL AND EXTERNAL):**

- The Leader of the Council
- Cabinet members
- Members of the Council
- Mayor's Office
- Officers of government ministers
- GLA members and officers

- MPs, MEPs, and party members
- Central government officers
- Public, private, and voluntary organisations
- Councillors and officers from other local authorities
- Community leaders and community groups
- Members of the public
- Senior managers, Directors
- External organisations

#### **AUTHORITY LEVEL (PEOPLE, POLICY, FINANCIAL):**

- Budget authority for a revenue budget of around £300K/year
- Management responsibility for a small team (5-6)
- Policy responsibility for oversight of effective delivery of political priorities

### **Person Specification**

#### **ESSENTIAL EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES**

1. A demonstrable commitment to improving outcomes for local residents and communities.
2. Extensive experience of working in an executive support position with senior managers and politicians in a comparable organisation.
3. A strong understanding of the political environment and the sensitivities of operations in this environment.
4. An in-depth awareness of the strategic policy and service delivery issues facing local government.
5. Policy development and/or delivery experience in a comparable organisational setting.
6. The ability to work flexibly and under pressure and deliver to tight deadlines.
7. The ability to take the initiative, lead and manage projects.
8. Excellent organisational, communication and IT skills including condensing complex information into clear briefings and putting in place robust systems across the team.
9. The ability to engage and influence senior stakeholders to communicate and deliver the Leader and Cabinet's priorities.
10. Excellent people management and development skills with experience of leading teams.
11. Ability to manage complex service delivery within a challenging and political environment.

**ESSENTIAL QUALIFICATION(S), EXPERIENCE AND REGISTRATION (e.g. HCPC)**

**Degree or equivalent qualification desirable but not essential; substantive experience of working in a similar role and/or environment is of equal importance.**

**VALUES & BEHAVIOURS**

<b>Improving lives for residents</b>	<b>Trustworthy</b>	<b>Collaborative</b>	<b>Innovative</b>	<b>Accountable</b>
<ul style="list-style-type: none"> <li>• Is passionate about making Ealing a better place</li> <li>• Can see and appreciate things from a resident point of view</li> <li>• Understands what people want and need</li> <li>• Encourages change to tackle underlying causes or issues</li> </ul>	<ul style="list-style-type: none"> <li>• Does what they say they'll do on time</li> <li>• Is open and honest</li> <li>• Treats all people fairly</li> </ul>	<ul style="list-style-type: none"> <li>• Ambitious and confident in leading partnerships</li> <li>• Offers to share knowledge and ideas</li> <li>• Challenges constructively and respectfully listens to feedback</li> <li>• Overcomes barriers to develop our outcomes for residents</li> </ul>	<ul style="list-style-type: none"> <li>• Tries out ways to do things better, faster and for less cost</li> <li>• Brings in ideas from outside to improve performance</li> <li>• Takes calculated risks to improve outcomes</li> <li>• Learns from mistakes and failures</li> </ul>	<ul style="list-style-type: none"> <li>• Encourages all stakeholders to participate in decision making</li> <li>• Makes things happen</li> <li>• Acts on feedback to improve performance</li> <li>• Works to high standards</li> </ul>