

**Job Description**

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| Job Title | Chief Executive, Lewisham Council  |
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| Post Number |  |
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| Grade | CEX - spot salary |
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| Reports To | The Mayor of Lewisham |

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| **Purpose of the Job** |
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| To act as the Council’s Head of Paid Service having overall responsibility for all staff and provide strategic leadership and direction across the organisation in order to deliver the vision and strategic priorities of the Council and cost effective and efficient services. |

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| **KEY RESPONSIBILITIES**1. To provide strategic leadership and robust management of the organisation, ensuring the Council’s priorities are communicated and delivered and balanced budgets are maintained.
2. To support Members in identifying and delivering the Council’s strategic priorities, ensuring that the organisation delivers timely outcomes for the borough through innovation and collaborative working. Leading the delivery of the Council’s Corporate Strategy ensuring the citizen is at the centre of the Council workforces focus.
3. To line manage the Strategic Directors and other Directors, ensuring effective performance management, monitoring outcomes and nurturing innovative and collaborative approaches
4. To act as a role model to lead, motivate and inspire the organisation. Ensuring that people, finances and resources are effectively managed through clear goal and target setting whilst empowering staff to harness innovation and work collaboratively across the organisation and the borough.
5. To lead and champion the Council values and behaviours ensuring they are embedded in everything we do.

**CORPORATE AND ORGANISATIONAL LEADERSHIP**1. To ensure Members’ political will is understood and expressed by officers and implemented within the constraints of propriety and legality. To support and work closely with the Mayor and Cabinet in carrying out these responsibilities.
2. To ensure that the policy direction, as defined by the Council in the Corporate Strategy, is reflected in the strategic issues that are considered by the Council officers and their work programmes, including both internal issues and those that interface with the wider Lewisham community.
3. To visibly lead and motivate the Council’s workforce, creating an open, cooperative, collaborative and supportive culture of people management and employee engagement; to enhance the contribution of staff and improve effectiveness and efficiency across the organisation.
4. Maintain and enhance an effective performance management culture, by setting clear objectives for staff, monitoring the delivery of targets and outcomes, giving effective feedback and managing non-performance in an ethical and timely manner.
5. Continually review organisational capability, capacity, systems and processes to ensure that they are adapted to meet the political and business objectives of the borough, and enable informed decisions to be made at a managerial and political level.
6. To ensure that the capacity of the organisation is consistent with a requirement to deliver high quality services in an efficient and effective manner, and champion an approach to individual and collective learning and development within the organisation.

**DIVERSITY**1. To promote and celebrate the diversity represented in Lewisham and to ensure that this is central to the work of the Council both in terms of policy development and implementation and also to the style and culture of the organisation as a service provider and as an employer

**CITIZEN FOCUS:**1. To ensure delivery of the highest quality, cost-effective services to all communities within the borough by working with citizens and pursuing new models of activity / delivery and collaborative working.
2. To facilitate innovative approaches to achieving better outcomes for Lewisham’s citizens, working collaboratively with our partners, voluntary sector, users, citizens and other stakeholders to meet the needs of the communities.

**MEMBER RELATIONS:**1. To work with elected members to ensure that the vision, strategic direction and objectives are clearly identified and delivered in line with the administration’s priorities.
2. To support members by ensuring they receive high quality advice on strategy and policy issues, which will assist with meeting a range of statutory requirements and delivering better outcomes for local people.

**PARTNERSHIPS**1. In close co-operation with the lead roles of the Mayor and Cabinet, support the development and sustainability of partnership working at a local, regional and national level, to ensure the best outcomes for Lewisham residents.

**COMMUNICATIONS AND EXTERNAL RELATIONS**1. To support, and in close co-operation with Mayor and Cabinet, developing programmes of local engagement and communication within the borough with stakeholders and local communities designed to promote the work of the Council and to deepen the Council’s own understanding of those it exists to serve.

**STATUTORY ACCOUNTABILITIES**1. The role is designated as Head of Paid Service and is a statutory appointment under the provisions of section 4 of the Local Government and Housing Act 1989.
2. To be the Returning Officer and the Electoral Registration Officer for the London Borough of Lewisham.
3. To fulfil such other statutory responsibilities that may be the responsibility of the Council’s Chief Executive / Head of Paid Service, from time to time.

**OTHER APPOINTMENTS**1. The post-holder may, with the Councils permission, be appointed to outside bodies and external agencies as an executive, non-executive or representative of the Council, consistent with the roles and responsibilities of the post of Chief Executive.

**EMERGENCY PLANNING**1. Act as Gold Command for Lewisham in respect of emergency planning as well as acting as Gold Command at a London level on a rotational basis

**OTHER APPROPRIATE DUTIES**1. The needs and requirements of the role of Chief Executive necessarily change and evolve over time. This job description provides an outline of current priorities. The post-holder will be required to undertake other duties and responsibilities considered appropriate to the role.
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| Prepared By | Director of People and Organisational Development |
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| Review Date  | 28 September 2023 |



**Person Specification**

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| Job Title | Chief Executive | Directorate |
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| Post Number |  | Division |
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| Grade | CE | Salary |  | Section |
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|  |  | Essential / Desirable | Verified By |
|  |  | E / D | A,C,TI,F,ST,TE,R |
| **KNOWLEDGE** |  |  |  |
| A detailed knowledge and understanding of the role of local government within wider public service provision, including the nature of its statutory responsibilities. An appreciation of the difference a high performing local authority can make to the lives of its residents. |  | E | A,TI,F,R |
| A deep understanding of the complex network of partnerships, contractual relationships, third sector and community involvement in providing quality public services. |  | E | A,TI,F,ST,R |
| A depth of knowledge of the financial framework in which local government operates, the constraints and opportunities which exist and strong and robust commercial awareness. |  | E | A,TI,F,R |
| A clear understanding of the political environment in which both the local authority and Chief Executive operate. In particular a full understanding of the role of a directly elected mayor and the implications for both governance and working relationships. |  | E | A,TI,F,R |
| A deep understanding of the complex dynamics of local government in London.  |  | E | A,TI,F,ST,R |
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| **EXPERIENCE** |  |  |  |
| Significant and demonstrable achievement at a senior level within a large and complex public services oriented (or similar) organisation. |  | E | A,TI,F,ST,R |
| Experience of managing resources effectively to deliver identifiable outcomes - to include the management of people, finance, land and buildings. |  | E | A,TI,F,TE,R |
| Leadership of significant successful change programmes which have delivered sustainable service improvements, and or significant financial savings, with measurable outcomes. |  | E | A,TI,F,R |
| The management of relationships and partnership working across organisational boundaries at a strategic level delivering service improvements and demonstrable benefits to local communities and residents. |  | E | A,TI,F,ST,R |
| Proven track record of achievement in promoting community cohesion, diversity and equal opportunities |  | E | A,TI,F,ST,R |
| A detailed knowledge and understanding of how to promote equality and diversity both as a service provider and as the Head of Paid Service. |  | E | TI,F,ST,R |
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| **QUALIFICATIONS AND COMMITMENT TO PERSONAL DEVELOPMENT** |  |  |  |
| A degree or relevant professional qualification |  | E | A,C |
| MBA or relevant Masters qualification |  | D | A,C |
| A commitment to refreshing and renewing skills and knowledge or new learning where required to meet the evolving demands of the post. |  | E | A,C,TI,F,TE,R |
| An ability and willingness to seek feedback on performance in the role from the Mayor, Cabinet, Senior Officers and key partners, and self-reflect and take personal responsibility for changing, as appropriate. e.g. impact on others, personal style and behaviours. |  | E | A,TI,F,TE,R |
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| **SKILLS AND ABILITIES** |  |  |  |
| An ability to build relationships, inspire confidence and trust, and provide a clear sense of direction. |  | E | A,TI,F,ST,TE,R |
| A demonstrable ability to generate innovative and creative solutions to challenging and complex problems. |  | E | A,TI,F,ST,R,TE |
| A clear and analytical thinker combined with the communication, negotiation and influencing skills required to secure support for implementation and delivery. |  | E | A,TI,F,ST,TE,R |
| An ability to provide succinct, clear and timely advice based on consultation but with full personal accountability,  |  | E | TI,F,TE,R |
| Proven ability to manage organisational and individual performance to deliver strategic objectives with identifiable benefits for communities and individuals. |  | E | A,TI,F,R |
| The ability to develop, support and role model a culture which is positive, innovative, focussed on quality and high performance in which staff are valued and encouraged |  | E | A,TI,F,TE,R,TE |
| A demonstrable capability to seek feedback from others on own performance, self-reflect, adapt and improve accordingly. |  | E | TI,F,TE |
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| **PERSONAL QUALITIES** |  |  |  |
| A selfless individual with a passion for public service and a commitment to secure the best possible outcomes for communities and individuals in Lewisham. |  | E | TI,F,ST,TE,R |
| A team player whose natural style is to listen, involve and collaborate with others to achieve, wherever possible, mutually beneficial outcomes. |  | E | TI,F,ST,TE,R |
| An individual that inspires trust through the way they engage with others and in the values they emanate. |  | E | TI,F,ST,TE,R |
| High level of emotional intelligence, being able to read both people and situations, to maximise positive outcomes when engaging and influencing others.  |  | E | TI,F,ST,TE,R |
| A belief in achievement through others - an empathetic style which values a range of contributions and is committed to organisational and individual development.  |  | E | TI,F,TE,R |
| An engaging and approachable individual, who provides inspiration, leadership and direction to the Council workforce.  |  | E | TI,F,TE,R |
| Resilience and a capacity to manage a complex and demanding workload. An ability to deliver under pressure and take responsibility for one’s actions. |  | E | TI,F,TE,R |
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| Prepared By Adam Bowles |
| Date 12.04.19 |
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**Legend**

A = Application, C = Certificate, TI = Technical Interview, F = Formal Interview, ST = Stakeholder Event, TE Testing, R = Reference