

Job Description and Person Specification

Chief Executive

A Lambeth to be proud of



Job Title: Chief Executive

Reports to: Leader of the Council

Responsible for: Corporate Directors and the Council's Management Team

Context

Lambeth has long been the home of inspirational creativity and audacious innovation. From William Blake to Olive Morris, artists and activists have pushed the boundaries of what is possible and changed our borough for the better. We are a place of energy and ambition, a destination for those who wish to make a difference. And we have long been a place of sanctuary, welcoming communities from around the globe who have come to make Lambeth their home.

Our Lambeth 2030 Plan sets out our vision and ambition for this amazing borough:

- Neighbourhoods fit for the future
- One of the safest boroughs in London
- A place that we can all call home
- A borough of equity of justice

Job Purpose

The role of the Chief Executive is to lead delivery of these aspirations across the Council and the borough.

This will require:

1. Strong corporate leadership

- a. Working with the Leader of the Council, Cabinet and Management Board to ensure that the Council's vision, strategic direction, and objectives are clearly identified and delivered in line with the Administration's priorities.
- b. Ensuring strong and effective management of human, physical and financial resources so that they are aligned and deliver strategic and operational priorities.
- c. Driving improvement of services to ensure better experiences and outcomes for residents, including against regulatory and inspection frameworks, and improve perceptions of the Council and Council services.
- d. Ensuring robust oversight of the management and delivery of major Council projects, including regeneration, housing, and capital projects, in line with the political agenda
- e. Building a strong Management Board team which works together effectively with appropriate levels of trust and accountability, ensuring effective performance management, monitoring outcomes, and nurturing innovative and collaborative approaches.
- f. Creating an open, collaborative, creative and supportive One Lambeth culture based on our values of equity, ambition, kindness, and accountability which inspires and motivates the workforce to deliver outstanding services for our residents.

2. Excellent advice and support to Members

- a. Ensuring Members 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.
- b. Encouraging effective and respectful collaboration between members and officers that maximises impact and outcomes for local people and communities.

3. Leadership and management of our workforce

- a. Acting as a role model to lead, motivate, and inspire the organisation, with a learning culture that empowers staff to innovate, improve and work collaboratively to deliver high quality services to local people.
- b. Maintaining and enhancing 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.
- c. Ensuring excellent with communications and engagement that builds understanding, buy in and commitment across the workforce to achieve the mission and objectives of the council.
- d. Ensuring the council is seen as an employer of choice across London and that our workforce are developed, supported, committed, and motivated to deliver.

4. Local people and communities at the heart of everything we do

- a. Ensuring that lived experience, data and community engagement drive change and improvement.
- b. Facilitating community led innovative approaches to achieving better outcomes, working collaboratively with our partners, voluntary sector, users, citizens, and other stakeholders to meet the needs of the Lambeth's diverse communities.
- c. Championing our values of equity and justice and ensuring that they are built into every service we deliver and every resident we serve.

5. Robust financial management

- a. Working with the s151 officer to develop and implement a robust financial strategy necessary to deliver the authority's strategic objectives sustainably.
- b. Ensuring the organisation has a robust framework for financial governance, management, and control.
- c. Safeguarding the taxpayer's money and providing effective stewardship of public money
- d. Ensuring value for money and that Council resources are used wisely to achieve positive results.

6. Place leadership

- a. Visionary place leadership, representing Lambeth within and beyond the borough, maximising opportunities to collaborate, share information, resources, assets, and ideas to achieve better outcomes for residents, visitors, and businesses.

- b. Support our businesses, communities and community and voluntary sector partners to ensure the borough thrives.
- c. To be Lambeth's lead in developing and maintaining strong relationships with government departments and agencies, local authorities, and other partners and stakeholders as an ambassador for the council and the borough.

The portfolio may be varied sometimes by discussion with the Leader of the Council and Cabinet in accordance with the authority's needs.

The postholder will be required to undertake all duties in accordance with the Council's policies and statutory obligations and any other duties required.

PERSON SPECIFICATION

It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the sections listed below.

You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.

If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas listed below.

1. Experience

- a. Experience of having personally led organisational change from vision, to planning, delivery and enhanced outcomes for local people with a demonstrable and measurable impact.
- b. Experience of Board level leadership, delivering on outcomes in a complex environment
- c. A record of accomplishment of championing equality, diversity and inclusion in service delivery and employment
- d. Experience of working collaboratively with users/residents/customers and partners to implement improvements.
- e. Experience of having worked with local, regional, and national networks to derive benefit for place.

2. Personal Qualities

- a. Develops excellent relationships with key stakeholders and influencers – is respected and liked. Is a credible and serious figurehead for the Council and for Lambeth, impactful in discussions with government, colleagues, regulators, and business.
- b. Is an outstanding communicator, builds understanding, commitment and buy in at all levels, makes the workplace an exciting and motivating place to be.
- c. Puts Lambeth first, will publicly defend unpopular decisions, has a track record of not dodging difficult issues.

- d. It is clear on their values and acts on them. Is willing to challenge others who are not acting on values. Has high integrity.
- e. Able to work with Members and others to generate and iterate a coherent vision for Lambeth and an operating model for the council that will deliver the vision. A clear sense of priorities and the ability to take difficult decisions to deliver strategic objectives.
- f. Sound “political nous” for working in a political environment, recognising the boundaries between Members’ and officers’ work. Works well with Members and builds a close working relationship with the Leader and Cabinet.
- g. Financially astute and able to work through complex financial and service delivery issues to achieve both efficiency and better service delivery.
- h. Exceptionally gifted at motivating and harnessing the energy and talent of a top team
- i. Takes ownership of issues facing the organisation and models the kind of inclusive, collaborative, and decisive leadership that is required.
- j. Ensures that trust and accountability are modelled and embedded. Does not shy away from difficult conversations but holds leaders to account for their impact and delivery.
- k. Is interested in and understands national and local politics and their impact, is passionate about how local government can improve lives.

CORE VALUES AND BEHAVIOURS



- Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.
- Ensure fairness and justice is at the heart of my decision making and support to my team and others.
- Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.
- Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part.
- Take positive action to ensure everyone in my team has opportunities to learn and grow at work.
- Encourage everyone to be themselves at work and value who they are.
- I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.

- Treat each member of my team with respect and dignity just as I would want for myself.
- Encourage each member of my team to do their very best work and am available to them to provide support and guidance.
- Personalise my support to each team members and look out for them, lending a hand wherever I can
- Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together
- Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard
- Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.
- Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.
- Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.



- I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way.
- I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.
- I ensure my team plan ahead, getting the basics right and take swift action when problems arise.
- I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.
- I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.
- I share my learning, knowledge and skills with others through coaching and mentoring and encourage others to do the same.
- I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.
- I encourage my team to learn and grow and ask questions to find the information they need to do their jobs.

Accountability behaviours



One Lambeth
CONNECTED BY PURPOSE

Ambition behaviours



One Lambeth
CONNECTED BY PURPOSE

- Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.
- Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.
- Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together.
- Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes.
- I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.
- Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.
- Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.