**Executive Director of People**

About Redbridge

Redbridge is home to more than 350 local voluntary and community organisations and thousands of businesses. We are among the fastest growing parts of the country and the third most diverse London borough. Our communities are attracted by a mixture of excellent schools, relatively affordable housing compared to other parts of London, high quality open spaces and rapid transport connections into the heart of the city.

Our population is getting both younger and older - driving increased demand in both adults and children's services. A growing population has placed huge pressure on a housing stock built for a different era. The pace of change to meet these challenges is phenomenal.

Alongside our values of Collaboration, Honesty, Excellence and Fairness we have an ambitious strategic delivery plan to make Redbridge a great place to live.

Role Purpose

Reporting to the Chief Executive the Executive Director of People will provide strategic leadership and direction for a portfolio of activity across the Council’s People Directorate delivering services that improve the outcomes for service users in the borough, reduce the number of Redbridge children in care and improve the outcomes for children in care or at risk of being taken into care.

The role will lead on health and social care integration and the Redbridge Borough Partnership, ensuring the delivery of improved and positive outcomes for those residents most in need of support, in particular vulnerable adults and children and champion the very highest levels of education attainment for all Redbridge residents acting as the Council’s primary interface with the education community, including all schools.

**Key Accountabilities**

Statutory & Regulatory Undertakings

* To fulfil the statutory role of Director of Adult Social Services & Director of Children’s Services ensuring professional responsibility for the leadership, strategy and effectiveness across both areas.

Executive Strategic Leadership

* As a member of the Executive Leadership Team, work positively with the Chief Executive and Leadership colleagues to lead a high performance, efficient, collaborative and customer focussed culture across the whole organisation with an aspiration to position Redbridge as a leading Local Authority in London and the country.
* Deputise for the Chief Executive as required.
* Support and advise elected members in the formulation, development and review of corporate strategies to meet the Council’s political and statutory requirements.
* Sponsor and lead transformation and change programmes across the Council, always acting corporately and collaboratively to break down service boundaries and ensure that transformation impact is maximised, delivering both improvement and efficiency in a timely way.
* Help to shape and deliver the Council’s Commercial Strategy and Programme.

Operational Leadership, Development & Improvement

* Advise and support the political leadership (including relevant lead members) by providing clear options, implications and recommendations in respect of decision making relevant to the services provided within your Directorate.
* Support the Operational Directors and Heads of Service in the delivery of high performing services, focussed on achieving the Council’s core service outcomes.
* Be responsible, and accountable, for implementing the Council’s corporate performance framework – including service planning, performance monitoring, project management, budget management, risk assessment and management, learning from complaints, performance appraisal, workforce planning and equalities regimes.
* Create an inclusive, supportive and effective leadership culture across the Council to support a high calibre, motivated, empowered and creative workforce and ensure that the Leadership Team learns from those who deliver services and know what does and does not work for our residents and communities.
* Ensure a culture of continuous learning and act as a role model to support the values of the Council – Collaboration, Honesty, Excellence & Fairness.

Communication Partnership Working & Representation

* To build strong partnerships across the public, private and voluntary sectors, supporting such partnerships in their leadership role across Redbridge, and to represent the Council positively and professionally within such partnerships as appropriate.
* To lead the Council’s work with local health services including the Northeast London Integrated Care Board, BHRUT, NELFT and primary care.
* Take personal responsibility for facilitating public and community involvement in service development, to be visible to residents, businesses and communities, actively listening to issues and concerns and taking responsibility for promoting fairness, equality and community cohesion. To champion the very highest standards of customer service.
* Ensure that your services meet existing customer needs/expectations and reflect a positive customer journey experience and deliver opportunities for efficiencies through channel shift and embed learning from complaints.
* Liaise with Government, the Mayor of London, other local authorities and other national and regional partners to help shape and influence national and regional policy in the best long-term interests of the residents, businesses and communities of Redbridge.
* Represent the Council with the media and appropriate networks to advocate the Council’s perspective and ensure a positive image that raises the reputation of the Council.

Leading Business Performance

* Work collaboratively and constructively with the Chief Executive and other members of the Executive Leadership Team on all matters.
* As part of the Executive Leadership Team, take collective responsibility and accountability for organisational and service performance, supporting and constructively challenging colleagues to address areas of underperformance and striving to ensure Redbridge is a top quartile performer against relevant benchmarks.
* Ensure your Directorate complies with the Council’s Corporate Assurance Framework.

Resource Management

* Responsible for financial and budgetary controls within the Directorate, ensuring that all budgets are appropriately properly managed to ensure no overspends, and ensuring proper risk management arrangements are always in place. To ensure all savings targets are fully delivered.
* To be accountable for all commercial and contractual relationships within the Directorate, ensuring these perform to their maximum potential and represent the best possible value for money.
* Lead, inspire and motivate staff across the Council and support the workforce to perform to their highest potential. Take personal responsibility for role modelling appropriate behaviours and creating a safe and open environment in which colleagues can flourish and perform to their best ability. Challenge and address both poor performance and inappropriate behaviour. Champion personal development, ensuring that there is a strong development and learning culture, putting in place clear talent management and succession planning strategies across the organisation.

General Duties

* Support the Chief Executive in relation to emergency planning and resilience, providing support for the co-ordination of all measures to manage an emergency affecting the Council during the response and recovery phases.
* Demonstrate and positively reinforce the Council’s commitment to safeguarding and promoting the welfare of children and adults at risk and children looked after.
* Provide leadership support to Elections as and when required.

All duties and responsibilities should be carried out in accordance with the Council’s constitution, code of conduct, governance arrangements, policies and procedures.

**Person specification**

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|  | | **Desirable / Essential** |
| **Statutory or Mandatory qualifications:** | No mandatory qualifications required. |  |
| **Educational  Ability** | Degree level or equivalent expertise gained through extensive experience relevant to the key responsibilities of the post. | E |
| **Key Subject or  Content Areas** | High quality leadership skills and a successful track record of leading organisational change.  A successful track record in the delivery of people-based disciplines, including children’s and adults’ services, gained within large scale and complex organisations.  A good understanding and experience of working with NHS Bodies  Strong commitment to personal development, including evidence of up-to-date leadership development. | E  E  E  E |
| **Strategic  Direction** | An in depth understanding of policy and legislation that directly impacts on the strategic leadership of a local authority.  A strong track record of successfully formulating, developing and delivering corporate strategies to transform services and deliver objectives in a large, complex and multi-disciplinary organisation.  Significant experience of successfully leading and managing a diverse portfolio of professional services, gained at a senior level in a local authority or multi-functional organisation of comparable size, scope and complexity. | E  E  E |
| **Political  Awareness** | Politically astute with demonstrable experience of having worked at a senior level in either a political environment or a comparable governance regime. | E |
| **Driving Change and Improvement** | A strong change leader and manager, comfortable with operating in an uncertain environment where the end state is not always known.  Demonstrable success at a senior level in the initiation and management of effective and complex changes to services. This will include extensive experience of leading large-scale transformational programmes and projects within a complex environment. | **E**  **E** |
| **Performance Improvement** | A successful track record of establishing a strong performance culture including effective performance measures, the evaluation of service quality and improving service delivery in a way which meets the needs and expectations of customers.  Experience of developing and implementing, commissioning and performance frameworks in a multi-disciplinary and partnership environment. | E  D |
| **Leading Partners** | Experience of working in partnership with and managing internal and external stakeholders, including schools, local community groups, not-for-profit, public and private sector organisations, in complex and changing environments.  Specific experience of working within the Health and Social Care sector to promote integrated services and improved outcomes. | E  E |
| **Leadership and Development** | A visible, inspirational, supportive and approachable leader – with a demonstrable ability to lead and motivate staff to perform to their maximum potential in pursuit of clear organisational priorities.  Strong commitment to personal development, including evidence of up-to-date leadership development. | E  D |
| **Communication Skills** | Highly credible with local residents, businesses and communities. Skilled and confident at listening to and entering into a dialogue with a diverse range of residents, businesses and communities.  High-level presentational skills and interpersonal skills with the ability to communicate effectively with a range of audiences.  Well-honed networking skills.  Ability to present highly complex information in a clear and concise manner. | E  D  D  E |
| **Relational and Partnership Influence** | Strong partnerships skills, with a successful track record of collaborative working in pursuit of clear corporate priorities.  High quality negotiation skills, with a strong track record of negotiating favourable commercial and/or contractual positions and interests.  Credibility to represent the Council at the highest level of regional and national government.  Experience of working in partnership with and managing internal and external stakeholders, including NHS Bodies, local community groups, not-for-profit, public and private sector organisations in complex and changing environments. | E  E  E  E |
| **Strategic Analysis and Judgement** | Strong analytical and problem-solving skills – including the ability to be able to draw clear recommendations from complex information.  Anticipates stakeholder needs before they are articulated, identifies potential alternative courses of action and makes use of information to map out implications to aid decision making. | E  D |

**Other Considerations**

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| **Working pattern and travel** | The role will involve irregular working patterns and will require the post holder to be able and willing to work during these periods, including evenings and occasional weekends.  *\*The salary scale is inclusive and recognises the volume of work in addition to and outside the Council’s normal office hours required by the post* |
| **Safeguarding disclosure** | The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is identified as involving or undertaking regulated activity with one or more of these groups or is a position of trust.  Employment is subject to suitability to work with children or other vulnerable groups and advanced Disclosure and Barring Service checks (DBS) is required. |
| **Special factors or constraints** | This post falls within the “politically restricted” category under the Local Government and Housing Act 1989 this post is politically restricted. The detail of the restrictions these places upon you are as outlined in the Statement of Main Terms and Conditions of Employment.  Maintenance of the highest standard of conduct and public confidence in their integrity. |