

JOB DESCRIPTION

POST TITLE:	Chief Executive (Head of Paid Service)
DIVISION / UNIT:	Chief Executive's Department
REPORTS TO:	Leader of the Council
REMUNERATION:	£192,292 - £217,687 (inclusive of benefits)

[as at 01/04/2020]

PURPOSE OF THE JOB

To, collectively with elected members, secure the implementation of the decisions and programmes of the Council and enhance and promote the Council's culture and reputation. To plan the successful delivery of the Council's strategic priorities as set by the Council, Leader and Cabinet, including the delivery of the Borough Plan. In particular, to coordinate activities that involve cooperation across different Council departments, services, portfolios or external partners, including with the NHS and other London boroughs.

As Head of Paid Service, ensure appropriate staffing and organisational arrangements are in place to deliver the Council's services, obligations, and functions effectively and efficiently, to agreed standards and budgets.

To build strong, inclusive and supportive leadership at all levels throughout the Council's workforce, that advances the continuous improvement of the Council's services. To strengthen the way services across the council work with local people, communities and partners to improve outcomes. To ensure an effective culture of innovation across the council. To lead a highly effective programme of action to increase equality, diversity and inclusion at all levels within the council's workforce. To plan and lead the borough's response to emergency situations.

PRINCIPAL ACCOUNTABILITIES

Responsibilities

1. Lead the Corporate Management Team to ensure plans are in place for the effective and efficient development and delivery of the Council's statutory and other services.
2. Be the principal adviser to the Leader and Cabinet on their strategic policy direction and forward planning of the council's objectives, services and resources to support the delivery of the administration's priorities for Southwark.

Southwark Council values: Treating residents as if they were a valued member of your own family | Being open, honest and accountable | Spending money as if it was your own | Working for everyone to realise their own potential | Making Southwark a place to be proud of | Always work to make Southwark more equal and just | Stand against all forms of discrimination and racism

3. Create an inclusive and supportive leadership culture at all levels throughout the Council in order to support a high calibre, motivated, empowered and creative workforce.
4. Provide clear, purposeful, supportive and effective leadership across the Council to ensure all staff understand the Council's strategic objectives, and how the implications for their service area are aligned with Council's aims, priorities and values.
5. Lead the Chief Officer Team (COT), ensuring they provide visible and inspiring leadership. Ensuring they champion and actively demonstrate Southwark's values and proactively learn from Southwark's residents and frontline staff.
6. Ensure services across the council have high quality plans and activities in place to engage in dialogue, consultation and collaboration with Southwark residents.
7. Ensure council services have an effective culture and practice of innovation to achieve improved outcomes, reduced inequalities and increased value for money for Southwark's population.
8. Build cohesive and effective joint working with strategic partners that enables the Council to maximise the outcomes it achieves for residents, including effective collaborative working with local NHS, voluntary, community, school, police, university and business partners.
9. Enhance the influence and standing of the council regionally and nationally, in ways that increase the Council's ability to improve the life chances of people in Southwark and to deliver on our strategic priorities.
10. Lead a highly effective programme of action to increase equality, diversity and inclusion at all levels within the council's workforce.
11. As Head of Paid Service, in association with the Section 151 officer, exercise decisive financial management with a commitment to outcome-based financial planning to balance the increasing demand for services, rising expectations from residents, businesses, voluntary sector organisations and partners, and fluctuating income from central government.
12. Ensure effective performance management processes are in place across the Council and decisive corrective action is taken to improve performance where concerns are identified.
13. Plan the effective and efficient operation of the Chief Executive's Department and delivery of the Department's business objectives.

14. Provide strong, clear, decisive and inclusive leadership during emergency management situations. Be Southwark's principal responder in the event of major emergencies. Support pan-London emergency planning needs including participating in London's GOLD rota.
15. Working proactively and positively with Chief Executive colleagues London-wide providing cross-borough and cross-organisational leadership on London-wide public services issues.
16. Fulfil all statutory responsibilities of the role of Returning Officer and Acting Returning Officer to ensure that all elections are conducted in accordance with the law and to a high standard.

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. All criteria are deemed essential unless stated otherwise.

	Criteria	How Assessed
	Experience:	
1.	Extensive and impressive record of consistently working successfully at a senior management level within a complex public sector organisation	S/I
2.	Proven record of successfully working within the local government democratic process and with elected councillors	S/I
3.	Strong record of successfully making difficult decisions through the analysis of relevant information and risk assessment	I/T
4.	Evidence of leading significant innovation and of achieving positive change to previous approaches that has delivered improvements to outcomes	S/I/T

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	Criteria	How Assessed
5.	Strong record of leading the formulation of corporate objectives, policies and strategies within a large multi-disciplinary organisation	S/I
6.	Strong record of managing corporate and individual performance, in a manner that raises standards and morale and delivers results as well as being evidence based, outcome focused and linked clearly to corporate priorities	S/I
	Aptitudes, Skills & Competencies:	
7.	Able to provide inclusive leadership and promote equality and inclusion within a diverse organisation	S/I/T
8.	Able to lead work in partnership with local communities to achieve improvements in outcomes for local people	S/I
9.	Able to foster strong effective working partnerships with partner organisations, including councils, the NHS, voluntary and community sector and government departments	S/I
10.	Able to provide, clear, decisive and inclusive leadership during emergency situations	S/I/T
11.	Able to communicate clearly and effectively with members of the public, including on complex and sensitive subjects, and also to persuade and influence key decision makers, both internally and externally	I/T
12.	Evidence of personal adaptability and resilience to operate effectively in a fast paced, challenging environment	I/T
13.	Excellent analytical skills and an aptitude for complex problem solving	I/T
	Knowledge, including educational qualifications:	
14.	Strong understanding of the social, environmental and economic challenges, inequalities and opportunities facing diverse urban communities	S/I
15.	Strong understanding of the functions and services of local councils and the wider NHS, public service and national policy context within which councils operate	S/I
16.	Strong understanding of factors impacting on the delivery of public services within a diverse and densely populated urban community	S/I

	Criteria	How Assessed
17.	Strong understanding of the legal, financial and governance frameworks within which local government operates	S/I/T
	Special Conditions of Recruitment	
18.	The role of the Head of paid service is a statutory role and as a specified role, is politically restricted under the relevant legislation	
19.	Attendance at meetings and events outside of office hours as and when required	
20.	Will involve on occasions travel within the UK.	

Key:

- S** Shortlisting criteria
- I** Evaluated at interview
- T** Subject to test