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## London Borough of Southwark

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### JOB DESCRIPTION

**JOB TITLE:** Chief Executive

**DATE:** April 2012

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#### Job purpose

Collectively with elected members and as a member of the Council's senior leadership team, ensure that the needs of Southwark's residents are articulated, their interests progressed and services optimally delivered by the Council, contractors, or other competent agencies.

As the Head of Paid Service, ensure that statutory and other service obligations are discharged effectively and efficiently to agreed standards. Work with the political leadership to ensure alignment with priorities and areas for improvement and/or transformational change across the Council.

#### Principal accountabilities

As the Head of Paid Service and a member of the Council's senior leadership team:

- Work with the political leadership to define the Council's strategic objectives and ensure that effective plans are agreed that support implementation.
- Ensure the effective development and deployment of the Council's people, systems and processes so that organisational performance can be improved for the longer term.
- Ensure Southwark's interests are promoted in policy, resource and planning decisions at the London and national levels in support of the Council's political objectives.

As Head of Paid Service:

- Work with the Leader to ensure cultural and organisational alignment with the Council's strategic objectives and priorities.
  - Lead the Corporate Management Team (CMT) to ensure plans are in place for the effective and efficient development and delivery of the Council's statutory and other services.
  - As appropriate, build and maintain effective relationships with important external stakeholders that will support service delivery and improvement.
  - Provide clear, purposeful, supportive and effective leadership across the Council to ensure all employees understand the strategic objectives, the implications for their service area and are aligned with Council aims and priorities.
  - Ensure that directly managed services are effectively organised, have clear objectives and are delivering results.
  - Ensure effective performance management processes are in place across the Council; take direct action to improve performance where issues are identified.
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