

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Cabinet Executive Officer	Grade:	PO1
Reports to (Designation):	Head of Mayor's Office	Grade:	SMG
Directorate:	Chief Executives	Department:	Mayor & Cabinet Office

Main Purpose of the job:

To provide a comprehensive, coordinated and efficient support service to Cabinet Members in carrying out their roles and duties through:

- a) Providing a facilitation role between the Mayor, Deputy Mayor, Cabinet Members, officers and members of the Council and outside partners to ensure the effective delivery of policy development and decision making;
- b) Providing day-to-day administrative and organizational support; including diary management and dealing with correspondence;
- c) Processing portfolio related casework;
- d) Research and policy advice on a range of complex and sensitive issues;
- e) Providing briefings and speeches for Cabinet Members;
- f) Direct support to the Mayor as and when required.
- g) Supporting and following up on Cabinet Member and officer liaison meetings

This post is politically restricted.

Summary of Responsibilities and Personal Duties:

- 1. Ensure that Mayor, Deputy Mayor and Cabinet Members are briefed on key policy and political issues to enable them to carry out their roles and duties effectively;
- 2. Enable the views of Cabinet Members to be accurately and positively conveyed within the Council and to other necessary partners and, where appropriate, ensure that the appropriate action is taken and monitored;
- 3. Facilitate the resolution of difficult and sensitive situations to enable Cabinet Members to fulfill their roles efficiently and effectively
- 4. To undertake policy casework on behalf of Cabinet Members relating to their portfolio areas, ensuring casework enquiries are dealt with effectively, sensitively and tactfully;
- 5. Proactively maintain a positive dialogue within the Council and with Council partners to keep abreast of policy developments and initiatives so as to be able to fully support the Cabinet;
- 6. Be alert to the development of relevant work in other local authorities so that Cabinet Members may be able to initially consider if anything can be learnt that could benefit Lewisham;

7. Undertake research and preparation of policy papers on a range of complex issues as may be requested by Cabinet Members, with minimal supervision and ensuring that all appropriate views are sensitively considered;
8. Ensure that the briefing requirements for Cabinet Members are understood and fully met for all formal and informal meetings, and any other engagements they seek advice for;
9. Maintain diaries and help plan workloads for Cabinet Members, liaising with other councillors and staff to ensure proper co-ordination;
10. Initiate, receive and reply to correspondence, memoranda and reports on behalf of Cabinet Members as appropriate. Open and appropriately log mail addressed to Cabinet Members, action or pass to other staff and proactively monitor the follow up action;
11. Service meetings requested by and attended by Cabinet Members through the preparation and dispatch of papers, producing a record of actions and ensuring appropriate follow up action;
12. Ensure Cabinet Members are fully briefed and prepared when attending civic or community' engagements on behalf of the Mayor;
13. Provide background briefings or draft speeches as required by Cabinet Members with minimal supervision and to tight deadlines;
14. Undertake any work which may be required to support Cabinet Members in effectively fulfilling their duties – this could include, for example, ad hoc event management;
15. Maintain strong and effective networks with Mayor, Deputy Mayor and Cabinet Members and officers at all levels, both within and outside the Council;
16. Work closely with other members of the Mayor, Deputy Mayor and Cabinet Office and Overview and Scrutiny Support to ensure work being undertaken is compatible and complementary to other ongoing work in the authority;
17. Carry out other duties as directed which may be required as part of the overall programme of work for the Mayor and Cabinet Office and retain a flexible approach in order to respond to the variable requirements across the Chief Executive's division;
18. Carry out the duties of the post with due regard to the Council's Equal Opportunities Policy and core values;
19. Assist in carrying out the Council's environmental policy within the day to day activities of the post;
20. Undertake other duties, commensurate with the grade, as may reasonably be required by the Assistant Chief Executive, including attending evening meetings and working outside normal office hours on a regular basis

Internal Contacts: These include; Elected members, Committee Services, Scrutiny, Executive Support, Executive Directors, Communications, IT Services.

External Contacts: These include; residents, voluntary and community sector, MP's, GLA Members.

To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

To carry out duties with due regard to the Council's values and behaviours.

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET
THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: 0

Title:	Grade	No of posts
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Number of partially managed staff: 0

Title:	Grade	No of posts
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PERSON SPECIFICATION

Job Title: Cabinet Executive Officer

Grade: PO1

Department: Mayor & Cabinet Office

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	S
Understanding of how equality and diversity relates to this post	S
Knowledge	
Of the key external factors affecting local government, particularly in an inner London context	S
Understanding of the legal and financial framework within which local government operates, and of its role within the local community	
Awareness of quality and major service issues facing the Council	
Of the impact of major legislative change on local authority political and organizational structures as well as services and functions	
Understanding of the practical and political issues resulting from the new Mayor and Cabinet model	
Awareness of the implications of working in a political environment	
Aptitude	
To work on own initiative, under pressure and manage sensitive situations and conflict	
To work effectively in a political environment	
To undertake research and prepare reports for consideration by key decision makers with minimal supervision	
To work in partnership within the Council and with a range of external agencies and organizations	
To work flexibly and in innovative ways	
To work to priorities and to meet deadlines and timetables	
To deal with confidential issues discretely and tactfully	
To establish effective support networks within Members, officers and partners	
Skills	
Skills can only be used as shortlisting criteria if the skill is to be tested	(To Be Tested – T)
Excellent organizational skills	
Skills to write good quality reports, briefings and speeches at short notice and with minimal supervision	
To communicate effectively with a wide range of audiences	
Good range of IT skills	

Experience	
Of managing a heavy workload and prioritizing conflicting tasks	S
Of undertaking research and preparing policy advice and reports on a range of complex and sensitive issues	S
Of preparing briefing, short speeches and casework responses for senior officers or elected Members, or, providing this service for senior people in similar organizations	S
Working and communicating with senior officers, elected Members and key partner organizations in often sensitive situations, or, communicating at a senior level in similar organizations	
Of arranging, attending and minuting meetings	
Facilitating effective communication and on-going dialogue between different people, audiences and organizations	
General Education	
Strong written communication skills, to deal with correspondence, write high quality reports, briefing notes, presentations etc.	
Personal Qualities	
Calm and professional personal presentation	
Organized to meet tight deadlines	
Energetic and enthusiastic with a positive attitude to change and innovation	
Responsiveness and customer focused attitude	
Flexible approach to working as part of a team	
Circumstances	
To attend evening meetings and work outside normal office hours on a regular basis	
Physical	
Generally candidates must meet the standard Lewisham requirements for the post	

DBS Disclosure Required **Basic** ☐ **Standard** ☐ **Enhanced** ☐

(Tick as appropriate – guidance available from your HR Advisor, if a DBS is not required please leave boxes blank)