Lewisham CMYK.pdf

**Job Description**

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| Job Title | Chief Executive | | | Directorate | Chief Executives |
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| Post Number |  | | | Division |  |
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| Grade | CE | Salary | £ | Section |  |
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| Reports To | The Mayor of Lewisham |

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| **Purpose of the Job** |
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| To act as the Council’s Head of Paid Service having overall responsibility for all staff and provide strategic leadership and direction across the organisation in order to deliver the vision and strategic priorities of the Council and cost effective and efficient services. |

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| **KEY RESPONSIBILITIES**   1. To provide strategic leadership and robust management of the organisation, ensuring the Council’s priorities are communicated and delivered and balanced budgets are maintained. 2. To support Members in identifying and delivering the Council’s strategic priorities, ensuring that the organisation delivers timely outcomes for the borough through innovation and collaborative working. Leading the delivery of the Council’s Corporate Strategy ensuring the citizen is at the centre of the Council workforces focus. 3. To line manage the Strategic Directors and other Directors, ensuring effective performance management, monitoring outcomes and nurturing innovative and collaborative approaches 4. To act as a role model to lead, motivate and inspire the organisation. Ensuring that people, finances and resources are effectively managed through clear goal and target setting whilst empowering staff to harness innovation and work collaboratively across the organisation and the borough.   **CORPORATE AND ORGANISATIONAL LEADERSHIP**   1. To ensure Members’ political will is understood and expressed by officers and implemented within the constraints of propriety and legality. To support and work closely with the Mayor and Cabinet in carrying out these responsibilities. 2. To ensure that the policy direction, as defined by the Council in the Corporate Strategy, is reflected in the strategic issues that are considered by the Council officers and their work programmes, including both internal issues and those that interface with the wider Lewisham community. 3. To visibly lead and motivate the Council’s workforce, creating an open, cooperative, collaborative and supportive culture of people management and employee engagement; to enhance the contribution of staff and improve effectiveness and efficiency across the organisation. 4. Maintain and enhance 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. 5. Continually review organisational capability, capacity, systems and processes to ensure that they are adapted to meet the political and business objectives of the borough, and enable informed decisions to be made at a managerial and political level. 6. To ensure that the capacity of the organisation is consistent with a requirement to deliver high quality services in an efficient and effective manner, and champion an approach to individual and collective learning and development within the organisation.   **DIVERSITY**   1. To promote and celebrate the diversity represented in Lewisham and to ensure that this is central to the work of the Council both in terms of policy development and implementation and also to the style and culture of the organisation as a service provider and as an employer   **CITIZEN FOCUS:**   1. To ensure delivery of the highest quality, cost-effective services to all communities within the borough by working with citizens and pursuing new models of activity / delivery and collaborative working. 2. To facilitate innovative approaches to achieving better outcomes for Lewisham’s citizens, working collaboratively with our partners, voluntary sector, users, citizens and other stakeholders to meet the needs of the communities.   **MEMBER RELATIONS:**   1. To work with elected members to ensure that the vision, strategic direction and objectives are clearly identified and delivered in line with the administration’s priorities. 2. To support members by ensuring they 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.   **PARTNERSHIPS**   1. In close co-operation with the lead roles of the Mayor and Cabinet, support the development and sustainability of partnership working at a local, regional and national level, to ensure the best outcomes for Lewisham residents.   **COMMUNICATIONS AND EXTERNAL RELATIONS**   1. To support, and in close co-operation with Mayor and Cabinet, developing programmes of local engagement and communication within the borough with stakeholders and local communities designed to promote the work of the Council and to deepen the Council’s own understanding of those it exists to serve.   **STATUTORY ACCOUNTABILITIES**   1. The role is designated as Head of Paid Service and is a statutory appointment under the provisions of section 4 of the Local Government and Housing Act 1989. 2. To be the Returning Officer and the Electoral Registration Officer for the London Borough of Lewisham. 3. To fulfil such other statutory responsibilities that may be the responsibility of the Council’s Chief Executive / Head of Paid Service, from time to time.   **OTHER APPOINTMENTS**   1. The post-holder may, with the Councils permission, be appointed to outside bodies and external agencies as an executive, non-executive or representative of the Council, consistent with the roles and responsibilities of the post of Chief Executive.   **EMERGENCY PLANNING**   1. Act as Gold Command for Lewisham in respect of emergency planning as well as acting as Gold Command at a London level on a rotational basis   **OTHER APPROPRIATE DUTIES**   1. The needs and requirements of the role of Chief Executive necessarily change and evolve over time. This job description provides an outline of current priorities. The post-holder will be required to undertake other duties and responsibilities considered appropriate to the role. |

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| Prepared By | Director of Organisational Development and Human Resources | |
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