



[Welcome](#) [About Us](#) [The Role](#) [Job Description](#) [Person Specification](#) [How to Apply](#)

Job Description

Post Title: New Post of Chief Executive

Grade: Chief Executive

Responsible to: Mayor and Council

Responsible for: The Council's workforce, proper management of the authority's staff and appropriate staffing structures.

Job Purpose

- To be the Council's Statutory Head of Paid Service, with the responsibility of leading the management team to secure the provision of advice for the forward planning of objectives on services and ensuring efficient implementation of the Council's programmes and policies across all services, ensuring the effective deployment of the Authority's resources. For these purposes, the Chief Executive has authority over all other employees of the Council, either directly or indirectly.
- To advise the Mayor, the Council, its Executive and its Committees on all matters of general policy and all other matters upon which the post holder's advice is necessary with the right of attendance at all decision taking bodies of the Mayor and Council and informal working parties.
- Provide leadership in the development, implementation and monitoring of strategic objectives for the Council to improve the quality of life for Tower Hamlets' residents through the provision of high quality, innovative, efficient services delivered through excellent partnerships and relationships with the public, third and private sectors, within available resources.
- Lead the Council's effective engagement with the local community, actively seeking and acting on public feedback to develop community engagement and social inclusion and ensure equality, diversity and the principles of community cohesion are embedded across the Council and all service provision.
- Advising or making suitable arrangements for advising the Speaker of the Council on all matters on the duties of that office.
- To advise on the effective operation of the Council's democratic constitutional and governance structures and arrangements and to promote improvements to ensure democratic accountability.
- To act as an ambassador, and advocate, for Tower Hamlets, both as a place and as a Council and where appropriate representing and negotiating on behalf of the Council on external bodies and networks.
- To personally undertake the role of Returning Officer and be the Council's statutory Electoral Registration Officer.
- To ensure that the Mayor's priorities are translated into effective programmes and activities to deliver measurable outcomes within the constraints of available resources.

Key Accountabilities

Leadership

1. Provide effective leadership to the officer structure setting an example in management and staff relations and practices, promoting positive relationships between elected Members and officers at all levels to ensure that the Council's vision, goals and core values are made a reality. Provide a clear sense of direction and purpose, marshalling the resources of the whole organisation to achieve positive outcomes.
2. Optimise the Council's organisational capability in terms of financial and human resources through the development of appropriate financial, succession and workforce planning.
3. Ensure the development and implementation of the Council's performance management system.
4. Ensure the delivery of local services is consistent with corporate priorities and objectives.
5. Work in a co-operative manner with other agencies, businesses, voluntary sector and community groups, capable of effectively contributing to and delivering the Community Plan.
6. Inspire, empower and develop the Council's workforce to secure a real sense of ownership of its aims and objectives.
7. Champion a "one Council" approach, so as to ensure a corporate and joined up service to all residents.

Quality and Service Delivery

1. Develop and advise Members on strategies to meet the needs of all parts of the community, and to ensure their successful implementation.
2. Delivering the council's business planning process to ensure the delivery of high quality cost effective and best value services to the Borough, using the most appropriate delivery mechanism.
3. Develop and sustain a positive and enabling organisational culture, and ensure that there is sufficient capacity in the organisation to deliver against the Mayor's and Council priorities, monitoring outcomes and reviewing processes accordingly.
4. Ensuring the effective operation of all elections in accordance with statutory and best practice requirements.

Partnership and Regeneration

1. Lead the Council's commitment to working in partnership with a range of stakeholders, with the aim of maximising positive and sustainable investment in the Borough and delivering the Community Plan.
2. Using the Borough's strengths (economic, cultural, heritage, location, skills and talent) champion the Council's regeneration strategy and programme to achieve a vibrant, varied and sustainable economy and quality environment.

Communications and external relations

1. Maintain and promote effective relationships with other authorities within the Greater London area, partners, government agencies etc.
2. Promote effective communication of the Council and its activities to both internal and external audiences ensuring compliance with all relevant codes and legislative requirements.

Valuing Diversity

1. Through personal example, value and celebrate the rich diversity of the Borough's communities and workforce, building upon the Council's positive approach to equality of opportunity for all and ensuring that this is reflected in all that the Council does and says as regards employment, service delivery and activities to promote social justice, anti-poverty and community safety.

Miscellaneous

1. This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the Council. You will be required to undertake any other reasonable duties as appropriate to the role.



Chief Executive
Competitive salary and benefits



[Welcome](#) [About Us](#) [The Role](#) [Job Description](#) [Person Specification](#) [How to Apply](#)

Person Specification

<u>Item</u>	<u>Description</u>	<u>Essential Or Desirable (E or D)</u>	<u>Method of Assessment</u> A= Application Form T= Test I= Interview
1	<u>Knowledge</u>		
1.1	Comprehensive understanding of Local Government and the wider public service economy, the national and political context within which they operate and the current challenges and opportunities they face	E	A/I/T
1.2	Understanding of the Law, Constitution and Governance practice of councils led by a Directly Elected Mayor.	D	A/I
1.3	Knowledge of the range of services provided by a complex local authority and how, through partnership and integrated planning, services can be delivered efficiently and effectively.	E	A/I
1.4	Knowledge of the financial framework within which a Local Authority operates and how to optimise the financial resources available to the benefit of the community.	E	A/I
1.5	Knowledge of the requirements of Returning and electoral Registration Officer roles.	E	A/I
2.	<u>Experience</u>		
2.1	Significant achievement at Chief Executive level or equivalent, demonstrating substantial leadership and senior management experience in a complex and sizeable local authority.	E	A/I
2.2	Experience of creating a high performance organisation with a strong leadership culture centred on enabling and empowering people to deliver results.	E	A/I
2.3	An excellent track record of working in partnership across organisational boundaries, achieving results by building internal and external relationships with Members, Partner Organisations, Communities, Trade Unions, Voluntary Sector Providers, Government, Public Agencies and Statutory Authorities.	E	A/I
2.4	Proven track record of achievement of equal opportunities in both employment and service delivery within a sizeable and complex public sector organisation including establishing	E	A/I

	effective working relationships with multicultural communities to deal with issues of diversity, social inclusion, community cohesion, engagement and development.		
3.	Skills and Abilities (based on L&M Framework)		
3.1	A visionary and inspirational leader, leading from the front and focussed on delivery. Exceptional interpersonal and team-working skills with a proven ability to motivate, enthuse and inspire others.	E	A/I/T
3.2	Ability to provide innovative solutions and apply lateral thinking, beyond traditional boundaries.	D	A/I/T
3.3	Demonstrable ability to gain the trust of a range of stakeholders including staff, residents, elected Members, Government Ministers, private, public and third sector partners and Local Authority peers.	E	A/I
3.4	Ability to steer the strategic allocation of resources and effective financial management with a proven track record of ensuring the proper management of complex budgets to high standards of probity.	E	A/I
3.5	Ability to relate to, work and empathise with, the aspirations of people at all levels and from a variety of backgrounds and to understand the unique nature and diversity of the local community	E	A/I
3.6	Demonstrable success in transforming and changing cultures across a diverse organisation, managing a range of services where aims and objectives translated into tangible achievements.	E	A/I
3.7	Able to anticipate and assesses the impact of external and internal developments in order to develop strategic service plans.	E	A/I
3.8	Demonstrable success in establishing rigorous performance measures and holding individuals and teams to account for achieving performance standards.	D	A/I
3.9	Ability to create an open, honest and inclusive culture in accordance with clear principles and values, ensuring equity of access to services and the creation of an environment where people from all backgrounds can excel.	E	A/I
4.	Qualifications and Continuous Development		
4.1	Relevant professional qualification and evidence of continuous professional development.	D	A/I
4.2	Demonstrable record of reflection on interactions with a wide and diverse range of individuals and groups from within and beyond immediate service/organisation and lessons learned.	D	A/I
4.3	Demonstrable ability to challenge and refresh own values, beliefs, leadership styles and approaches.	D	A/I