

	Job Title	Chief Executive
	Department	Chief Executive's Department
	Section	
	Grade	Hay 1
	Staffing Responsibility	Line management of 4 Strategic Directors and dotted line responsibility for other Directors

Job Purpose:

1. To be the Council's principal policy and business adviser
2. To be the managerial leader, ensuring that the staff of the Council deliver the Borough's priorities and related objectives with pace, efficiency and creativity.
3. To be the managerial leader, ensuring the Council works in strong partnership with local people to strengthen communities and effect change.
4. To deliver, within a politically led environment:
 - The Borough Plan
 - A Council positioned at the leading edge of public service innovation
 - A Council that is accessible and open rather than paternalistic and inward looking; confident in taking a prominent role in community leadership for Brent and West London, working within complex partnerships across the public, private and third sectors
 - A Council that is solutions-focused and demonstrably open for business re attracting inward investment and working creatively, energetically and enthusiastically with investors and developers
 - A Council that is not shy or hesitant in delivering through partners rather than ourselves, or seeking new funding and income streams to ensure we are as self-sufficient as possible
 - A Council that encourages and embraces challenge from within or without, to all parts of the organisation, to ensure that the working practices, systems and behaviours of staff match best practice when applied to any sector – public, not for profit or private
 - A Council that harnesses exemplar governance arrangements for ensuring a closely aligned political and managerial partnership, focused tightly on delivery and strategic outreach
 - And above all, a Council that lives, breathes and is resolutely focused on enthusiastically embracing, respecting, supporting, harnessing and investing in the talents and potential of an extraordinarily diverse population

Dimensions:

- Statutory Responsibility – Head of Paid Service.
- Oversight of budgets relating to the entire council.

Principal Accountabilities:

1. Ensure that Brent has excellent, safe, affordable and fully accountable core public services that make a tangible difference to our diverse communities.
2. Work with the Leader and Cabinet to develop and sustain effective relationships with key stakeholders in Government, and across all sectors and communities in London (especially neighbouring boroughs, West London Alliance, London Councils, GLA/London Mayor, NHS) fostering real partnership working to influence views and decisions for the benefit of our communities. In particular, to shape and influence public sector spend and best use of resources in Brent.
3. Ensure the Council operates on a sustainable, financially sound and strong commercial footing, wherever possible reducing costs and increasing income, whilst managing demand.
4. Develop and sustain a series of economically vibrant communities that deliver an economic and skills base for Brent as a 'place', that promotes social cohesion, builds community capacity and enables an improved quality of life and life chances for all our citizens – young and old. Effective partnering with VCS, all schools, FE and other skills providers will be vital here.
5. Build, lead and develop a high performing, diverse corporate management team of exceptional talent, and future chief executive calibre, with a rigorous attention to succession planning.
6. Sustain and develop a management and organisational culture that is energised, grows talent, outward looking, outcomes driven and absolutely focused on delivery – with a view to meeting the objectives and priorities of the Council in the most speedy and cost effective way.
7. Work collegiately with colleagues on the Corporate Management Team (CMT), and make a proactive contribution delivering departmental and corporate objectives.
8. Lead and manage a portfolio of customer focused services in alignment with both corporate and departmental aims and priorities.
9. Provide leadership and management to achieve high performance and effective operational delivery; which will include managing the effective use of resources and staff.
10. Work closely with the Corporate Directors to support effective working relationships with relevant portfolio holders.
11. Support and develop partnership working, including acting as an effective ambassador and advocate with external organisations.
12. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
13. Carry out duties with due regard to the council's customer care; equal opportunities; information governance, data protection , health and safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
14. Undertake any other duties commensurate with the general level of responsibility of this post.

Job Context:

- Wide range of internal and external contacts including directors, senior managers, elected members, professional bodies, partner organisations and government functions involving the use of a wide range of interpersonal skills.
- Partner other local authorities, public sector organisations and agencies, local businesses, the voluntary sector and other stakeholders.
- Developing partnership working with key external stakeholders across the public, private and voluntary sectors.
- Management and leadership of a high performance team.
- Lead role in the development of the council's services.
- Leads on policy and development and ensures implementation of new legislative requirements.
- Ensures high professional standards.

DBS Status	Standard
Politically Restricted	Yes

Person Specification

Job Knowledge, Skills & Experience:

Specify the qualifications, experience, skills and abilities required.

All criteria are essential

Knowledge and Qualifications:

- High level professional achievement in a relevant discipline, and continuing professional and personal development.
- Understanding and appreciation of the democratic and statutory context within which a large and complex local authority operates.
- Understanding of how commercial approaches can be brought to bear in a modern public sector organisation to maximise the economic and effective delivery of services.

Experience:

- Success in a strategic leadership role, ideally though not necessarily, within a large scale, democratically accountable environment.
- Success and achievement in delivering genuinely transformational change within a comparably complex arena.
- Successful management of complex cross-sector, multi-stakeholder relationships.
- Engaging effectively with users and customers.
- Successfully managing and harnessing to best advantage large scale resources, budgets and income, all in the context of a complex customer base.
- Developing innovative strategies with successful delivery against clearly identified objectives.
- Using authentic and sophisticated communication strategies and techniques to negotiate and influence effectively.
- Embedding best practice in equalities and diversity as a driver for business success.

Skills and Abilities:

- Able to build and nurture effective relationships, including between political and professional leaders, which engender mutual confidence and respect.
- Strong grasp of the national political context and current trends and developments relating to public service provision.
- Keen intellect and strong analytical skills with the ability to identify and pursue solutions swiftly.
- Highly developed leadership and general management skills.
- An excellent and influential communicator, both orally and with the written word. Able to deal confidently with high levels of public scrutiny and accountability.
- Demonstrates expertise in a wide range of different approaches to achieve excellence in the context of a public service organisation.

Personal Qualities and Style:

- A strong and genuine interest in Brent as a place and what makes it special. Strong sense of ambition for all of the diverse parts of our community to be in charge of their own destiny and to have the highest quality of life possible.
- Inspires, releases and deploys talent at every level of the organisation, and in the wider network of partners and stakeholders. Motivational but also challenging.
- Instinctively open and honest with information and decision-making.
- Energetic, enthusiastic, tenacious and a measured risk-taker. Pace and passion, and keen to get things done.
- A role model who encourages independent thought and challenge. Fosters a culture in which innovative, even radical, ideas are constantly generated.