

JOB DESCRIPTION

Job Title	Chief Executive
Position Number(s)	
Department	Office of the Chief Executive
Salary Range	£198,642 - £228,177
Grade	O

DESIGNATION:

Accountable to:	The post is accountable to the Council's Leader, the Leadership Team, the Council's Overview and Scrutiny, the Council's Select Committees, the Council's main committees and to the Council as a whole.
Employees directly supervised	<p>Executive Director of Adult Social Care & Health Executive Director of Children's Services Executive Director of Environment & Communities Executive Director of Housing & Social Investment Executive Director of Resources</p> <p>Director of Corporate Strategy Director of Grenfell Partnerships Principal Strategic Management Advisor</p> <p><i>Indirect Reports of officers with statutory roles ...</i></p> <p>Chief Solicitor and Monitoring Officer Director of Public Health Scrutiny Manager</p>

1. Responsibility

- 1.1 This post is the most senior role among the Council's staff. All the Council's senior officers, its Executive Directors, are managed directly by the Council's Chief Executive.
2. The post operates at the fulcrum between the Council as an elected body corporate and the Council as an organiser of core functions and a deliverer of key local public services. The Chief Executive is responsible for organising professional and corporate policy advice to the Council's political executive, the Leadership Team, to the Council overall, as well as to its respective committees.
3. The Chief Executive is the Council's principal policy advisor, the Head of Paid Service¹ and the Returning Officer for the management of the electoral register and the overall conduct of elections.

2. Accountability

2.1 The Chief Executive is responsible for the cost-effective performance of the Council's functions and services. This includes:

- formalising the aims and ambitions of the Council through its overall Plan; and holding senior officers to account for the delivery of its goals and objectives;
- putting our communities first, placing community interests and concerns at the heart of our actions;
- enabling the betterment of the fabric of the borough as a place;
- procuring services through contract, as well as through the employment of staff;
- pursuing excellence in the stewardship of public resources;
- delivering an exemplary approach to equalities, diversity and inclusion, both in service delivery as well as in our organisational staffing;
- developing effective partnerships with public, private, community sector partners;
- building a creative and collaborative organisational culture of learning and innovation, through the active leadership of the Council's executive management team, its senior management group and the Council's overall staff.

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- ¹ *Section 4 Local Government & Housing Act 1989*, places a duty on the Head of Paid Service as follows.
 - (2) It shall be the duty of the head of a relevant authority's paid service, where he considers it appropriate to do so in respect of any proposals of his with respect to any of the matters specified in subsection (3) below, to prepare a report to the authority setting out his proposals.
 - (3) Those matters are—
 - (a) the manner in which the discharge by the authority of their different functions is co-ordinated;
 - (b) the number and grades of staff required by the authority for the discharge of their functions;
 - (c) the organisation of the authority's staff; and
 - (d) the appointment and proper management of the authority's staff.

3. Organisational Impact

3.1 In addition to the accountabilities outlined above the post holder is expected to seek continuous improvement of the Council's organisational effectiveness by:

- fostering the highest ethical standards in the behaviour of all the Council's staff - upholding the Council's strong value-based approach of respect, integrity, openness and candour;
- being the Council's principal policy advisor and ensure that each Council committee receives appropriate professional policy advice;
- building a culture based on co-designing and co-producing solutions with our residents and communities, ensuring that services are designed systematically around resident needs;
- establishing a leadership approach which enables each staff member to feel genuinely included in the organisation, as well as properly supported in their personal and professional development
- encouraging the better coordination of Council functions and services so that they act more coherently together;
- ensuring that risks to the public, to communities, and to service users are anticipated and establish a firm framework of resilience planning and control measures to mitigate risk;
- developing productive relationships with community sector partners, public service partners, and service suppliers; and
- working with those sub-regional and city regional partnerships across London that generate benefits for the communities of Kensington and Chelsea

4. Person Specification

Relevant experience in senior management in an organisation of comparable size and complexity.

1. A proven track record of operating in effective corporate governance, especially in the government and public sector
2. Experience of effective resource and people management in a multi-functional organisation
3. Evidence of contributing to successful organisational development in respect of equalities, diversity and inclusion
4. Experience of working in the context of risk and chronic uncertainty, and establishing effective approaches to service, organisational and community resilience

5. Knowledge and capabilities

- 5.1. Understanding of local government and the national and political context in which it operates
- 5.2. A knowledge of the functions and services of local authorities in London and the relations with the Mayor of London and the Greater London Authority
- 5.3. An ability to review the economics of public service organisations
- 5.4. Excellent communication skills based on openness and public reasoning
- 5.5. Ability to make clear judgments in challenging contexts, to manage conflict and resistance appropriately and effectively, and to giving balanced and clear advice
- 5.6. Ability to relate to and win the trust and confidence of elected members, staff, residents and partners
- 5.7. A track record of creative innovation in service and organisational effectiveness that improves outcomes for communities and resident
- 5.8. An ability to make judgements on the individual performance of senior managers in ways that raises their performance and delivers better results for the public

6. Personal qualities

- Honesty, integrity with highest ethical standards
- Approachable, open, and engaging inter-personal style
- Curious, authentic and inspirational
- Creative approach to problem solving

7. Equal Opportunities

- 7.1 To be familiar with the Councils Equal Opportunities policies and to implement them in relation to the job responsibilities.
- 7.2 To promote the Councils Equal Opportunities policies through the communications responsibilities of the post.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

Our Values & Behaviours	
D	<ul style="list-style-type: none"> • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input

<p>E</p>	<ul style="list-style-type: none"> • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
<p>F</p>	<ul style="list-style-type: none"> • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued

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- We work together and in partnership with everyone that has an impact on the lives of our residents.
- We want to understand, learn from each other and continually adapt.

The following examples are indicators of effective behaviour:

- I work with others to provide an effective service for residents, local communities and other departments within the Council.
- I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.
- I seek out opportunities to learn from my colleagues and build on good practice.

Our residents will feel that:

- I can get my issue resolved without being passed around departments.
- I find it easy to access the services that I need.
- I feel the Council is open to new ideas.