



## Job Description

<b>Job Title:</b> Chief Executive	<b>Department:</b> Chief Executive Office and Corporate Centre
<b>Directorate:</b> Chief Executive and Corporate Centre	<b>Post Number:</b> 31123
<b>Grade:</b> CE	<b>Date last updated:</b> 7.10.22

### **People at the heart of everything we do**

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

### **Equality and Diversity**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

### **Protecting our Staff and Services**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

### **Corporate parent**

Every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

## **Overall purpose of this job**

The Chief Executive of Newham Council has the lead responsibility to keep the organisation relevant to local people who live in a world of continuous disruption, uncertainty and change; and who want the confidence that the local authority is able to deliver vital public services to high quality, within budget and in the interests of the public good.

This requires a Chief Executive of Newham Council who can effectively and confidently mobilise the organisation to embrace change and drive innovation in its practice as an exemplar modern local authority serving the needs and interests of its community and an administration which is driving an ambitious agenda of sustainable inclusive growth that promotes the health, well-being and happiness of the residents of Newham.



The role will provide progressive inspirational and visible leadership, creating an organisational culture that is:

- Built on equality, diversity and inclusion at all levels
- Outcomes and delivery driven
- Resident and business focussed with a relentless obsession on high quality -resident experience and 'getting it right first time'.
- Develop a creative, resident-focussed, high-performance, financially sustainable organisation, in which all staff are clear about their individual responsibilities and roles, to ensure the Council delivers quality and value to Newham
- Highly agile
- Positively and enthusiastically embracing continuous change
- Attracting, developing and retaining highly motivated and talented people
- Pro-actively seeking to adopt opportunities from emergent technology and data
- Cyber-resilient, embedding ethics, good governance and privacy 'for the public good' ethos in all activity
- Driving openness, connectedness and interoperability building and developing strong relationships with existing and potential Partners (local, regional and national) in order to ensure effective collaboration and multiagency working.

Operating within an Executive Mayor Governance model, the post-holder will lead the development and delivery of the Council's strategic objectives aligned to the ambitions of the Elected Mayor and their relevant manifestos and strategies.

The post holder will hold the Council services accountable, collectively and individually, for the effective delivery of its statutory obligations, alongside the political objectives and financial plans of the democratically mandated Executive Mayor. They will strengthen the way services across the organisation work with elected representatives, local people, communities and partners to improve outcomes.

The Chief Executive will act as the Council's principal policy adviser, agitator, disruptor and collaborator to help drive innovation, working closely with the Executive Mayor, to implement the Council's Corporate Plan. They will act as advocates for the Council and the Borough across London, at a national and international level.

## **Responsibilities**

The Chief Executive has statutory responsibilities:

- As the "Head of Paid Service" ensuring the effective strategic leadership of all the Council's staff.
- As the "Borough Controller" in the event of major emergencies and will act as "Gold" Controller for London on a rota basis
- As the "Returning Officer" ensuring that all elections are conducted in accordance with the law and to a high standard.
- Ensuring the Council has appropriate governance and regulatory systems and controls in place and adhered to, which are modern, flexible, fit for purpose and proportionate.



- Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

The Chief Executive has these additional responsibilities:

- Ensure an effective culture of innovation across the council, creating the appropriate overarching framework to ensure outcomes are delivered in effective ways with the resident at the centre of all activity.
- Act as the Council's principal adviser to the elected Mayor / leadership of the Council on policy direction/formulation and the forward planning of objectives, services and resources to deliver their ambitions for the borough. Lead the Corporate Centre, working closely with the Mayor, to transform and accelerate a high-performance culture across the organisation so that the Corporate Plan is delivered on time and to budget.
- Provide strong visible leadership, advocacy and direction and ensure an inclusive and supportive leadership culture at all levels
- Working with the Mayor to advocate for the borough and develop great relationships with the public, the media, national government and partners (regionally, nationally and internationally).
- Supporting the Mayor in championing the needs and voices of Newham residents, businesses and communities, help drive inward investment into the borough and provide cross-borough and cross-organisational leadership on public services issues.
- Represent the Authority on formal occasions, undertaking the necessary Civic duties including with the Mayor.
- Hire exceptional and diverse talent, provide the resources and environment for them to succeed and ensure staff are accountable as owners for outcomes.
- Initiate, incubate and accelerate a culture supports new approaches and encourage new ways of thinking and delivery.
- Lead the Corporate Management Team to ensure plans are in place for the effective and efficient development and delivery of the Council's priorities as set out in the Corporate Plan, alongside statutory and other services and in partnership with a range of other bodies and organisations
- Provide a clear sense of direction and purpose assisting them in the process of policy formulation to ensure that the Council's vision, priorities and core values are made a reality.
- Provide strong visible leadership and direction and ensure an inclusive and supportive leadership culture at all levels throughout the Council to deliver Council and community priorities, maximising potential and developing a culture of accountability, service excellence and empowerment.
- Provide clear, purposeful, supportive and effective leadership across the Council to ensure all staff understand the Council's strategic objectives, and how the implications for their service area are aligned with Council's aims, priorities and values. Ensuring there is sufficient capacity within the organisation to deliver successfully against the Council's ambitions and priorities.
- Be an influential champion for positive change for the people and communities we support through policy and advocacy activity. Using evidence to present solution-focused approaches to the societal issues and barriers the people we support face



- Represent the Authority on formal occasions, undertaking the necessary Civic duties including support to the Mayoral Office.
- Ensure that the Council has appropriate governance and regulatory systems and controls in place and adhered to, which are modern, flexible, fit for purpose and proportionate.
- Work proactively and in effective partnership with a range of colleagues across London providing cross-borough and cross-organisational leadership on public services issues.
- Fulfil all statutory responsibilities of the role of Returning Officer to ensure that all elections are conducted in accordance with the law and to a high standard.
- To undertake any other related duties and responsibilities as they arise, alongside all other functions not falling within the terms of reference of any other Officer in accordance with the Officer's Scheme of Delegation.
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## **Core Leadership Qualities and Behaviours**

### **People Obsessed:**

- Leads the organisation in its focus on its residents and their needs, and in delivering positive outcomes in line with the Council's corporate strategies.
- Demonstrates by example that resident / people's ' needs are placed at the centre of the Council's priorities and the way services are designed
- Role models resident / people obsessive behaviours
- Understands and ensures measures of customer service excellence are built into all services
- Politically astute, with strong integrity and a good appreciation of governance.

### **Innovation Driver:**

- Creates and embeds a culture of creativity, continual learning and experimentation – eliminates any notion of attributing "blame" when things go wrong
- Pioneering and continually challenging current thinking; promoting different approaches to problem framing and solving, encourage taking risks and directing the development and implementation of valuable innovations
- Encourages adoption of new technology/data disruption and new ways of solving problems
- Takes a personal and active lead as a coach and mentor.
- Identifies the on-going needs of Members to be properly equipped and trained to make informed decisions in their increasingly demanding role.
- Provides innovative solutions to challenges, bringing in expertise and best practice from elsewhere as appropriate.



### **Brings Insight:**

- Creates vision based on global and local trends, challenges and opportunities of disruptive sectors (e.g. technology and data). Able to explain things convincingly and inspire others to be dedicated to the Mayor's and Council's vision.
- Leads on the interpretation of local, regional, national and international thinking which will demand Council action.
- Introduces new and imaginative ways of assessing current activity and the options around change
- Champions the use of data to enable and support decision making
- Focuses on taking opportunities in the midst of the pressure of everyday activities

### **Drives Continual Improvement**

- Prioritises highest value and outcomes activity
- Promotes ways of working that understand real user need, prototypes and iterations solutions
- Challenges performance levels, provides stretching goals and focuses on excellence
- Leads on identifying accountability and responsibility for actions.
- Looks for ways of measuring qualitative as well as quantitative performance.
- Entrepreneurial o Leads on creating new opportunities
- Actively champions and supports the introduction of new ideas and thinking
- Creates collaborative, learning and appropriate risk-taking culture.
- Gives credit to others and taking responsibility for things that do not work

### **Engages and Inspires People**

- Role models valuing people and the diversity of their experiences and perspectives
- Creates an environment of workplace happiness and wellbeing, ensuring the engagement and development of employees.
- Compassionate, caring and unafraid to show humanity
- Projects a positive and optimistic attitude throughout good and bad times
- Says the right thing, even when difficult. Open to feedback and considers what is said without defensiveness. Able to give feedback positively with specificity
- Is seen as a visible and supportive leader internally and externally
- Builds sustainable partnerships and eco-systems across public/private sectors
- Champions openness, transparency and connectedness - does not try to control everything

### **Confident and Resilient**

- Understands and accepts the nature of the role of Chief Executive and the role of Politicians
- Has the courage to maintain a point of view under pressure
- Avoids the temptation to be detached and distant as a means of earning respect
- Able to show vulnerability and empathy
- Comfortable in ambiguity and not afraid of being wrong/changing your mind



## **Knowledge, Skills and Experience**

- Substantial record of senior strategic leadership achievement and experience.
- Recent experience of successfully leading the delivery of outcomes and transformation in a large and complex organisational setting, including cross function performance management and improvement.
- Significant analytical skills and clear strategic thinking and a track record of providing complex advice that balances competing environmental, social and economic considerations in a joined-up, clear and sensitive manner.
- Strong negotiation and influencing skills to ensure that others co-operate in the achievement of corporate objectives.
- An in-depth knowledge, understanding and experience of the social, legal and economic context within which local authorities and the wider public sector work and the implications of this for the delivery of a Political manifesto
- Ability and track record in building broad networks and partnerships across the public, private and voluntary sectors, at borough, regional and national level.
- A collaborator who can develop productive relationships with a varied and broad range of stakeholders and communities to ensure the development, design and delivery of services that reflects their needs.
- Experience of having worked at a senior level in a political environment, skills in understanding and responding to different perspectives and taking a crossorganisational perspective, with strong integrity and a good appreciation of governance.
- Commercial nous and acumen gained in settings where the management of cost and delivery of priority outcomes are critical
- An inspirational leader who; motivates, leads and has a track record of get things done.