

LONDON BOROUGH OF HARROW

Person Specification: **Chief Executive**

Reporting To: **Leader of the Council**

Essential Job Requirements	Assessment Method
<p>Equal Opportunities</p> <p>Able to demonstrate through understanding of and personal commitment to, the principles of equal opportunities and diversity and evidence successful implementation in employment and service delivery.</p>	A/I
<p>Job Related Knowledge / Aptitude / Skills</p> <p>Demonstrable understanding of the key issues facing local government</p> <p>Knowledge of the legislative framework within which local authorities operate</p> <p>Ability to articulate a clear vision for Harrow and strategies for its realisation</p> <p>Ability to deliver improvements in value for money and financial savings.</p> <p>Ability to develop effective working relationships both internally and externally and to promote and represent Harrow's interests both locally and nationally</p> <p>Understanding of partnership working and the ability to develop effective partnerships with the community, private, public and voluntary sectors.</p> <p>Ability to communicate effectively in writing and orally to a wide range of audiences</p> <p>Ability to oversee and deliver substantive revenue and capital budgets.</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

<p>Able to lead and encourage others to achieve high quality performance and results and manage resources effectively in a highly accountable culture</p> <p>Ability to listen, communicate and advise Elected Members on matters of resource management and investment, probity and financial challenge</p> <p>Political sensitivity and an ability to handle difficult policy issues.</p> <p>Ability to deal effectively and appropriately with the media.</p>	<p>A/I</p> <p>I</p> <p>I</p> <p>I</p>
<p>Experience</p> <p>Significant experience at chief executive or senior management level in a large and complex organisation within the public or private sector.</p> <p>A successful track record of resource and people management, inward investment and the creation of economic and social wealth successful delivery of value for money improvements and savings programmes.</p> <p>Experience of working with, advising and building relationships of trust with, elected representatives or complex (e.g. non-executive) stakeholders in an environment of comparable complexity.</p> <p>A successful track record of partnership and network building in a variety of communities, public and private agencies.</p> <p>Demonstrable experience of devising, developing and implementing successful change management and innovations in the delivery of service.</p> <p>Demonstrable experience of effective financial management of large complex budgets, including budget monitoring and control.</p> <p>Experience of developing and implementing effective performance management, quality and other review processes.</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

<p>Education</p> <p>Educated to graduate level or other recognised management or professional qualification</p>	<p>A</p>
<p>Personal Skills</p> <p>An effective leader with a high level of personal drive and motivation.</p> <p>Outcome orientated and able to find creative solutions to issues.</p> <p>Authoritative and influential with the ability to get people to work with you easily and enthusiastically.</p> <p>High professional and personal standards with obvious integrity.</p> <p>Well organised and disciplined, resilient, capable of meeting deadlines and managing a demanding workload.</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>
<p>Other Qualities</p> <p>Capacity to work under constant and considerable pressure in a demanding job, which requires evening and weekend working.</p>	<p>I</p>

A = Application Form
I = Interview/Assessments