

LONDON BOROUGH OF HARROW

CHIEF EXECUTIVE

Responsible to:- Leader of the Council

Job Purpose

To be the Council's Head of Paid Service and responsible for duties as set out in the statutory guidance on role and responsibilities.

To oversee the strategic and general management of the council

To lead and develop strategic partnerships

To sustain the democratic process to ensure the effective delivery of the Council's goals

To deliver the vision and priorities of the administration

MAIN ACCOUNTABILITIES

Leadership

In collaboration with Elected Members to establish and implement a vision for Harrow in the development of its services, organisation and workforce.

To provide dynamic and innovative managerial leadership to the authority

To deliver efficiency and value for money and sound financial management

To lead and develop a successful, effective and innovative top management team to fulfil the Council's objectives

To develop and maintain a learning culture designed to encourage an effective contribution by all staff within the organisation

To ensure that structures and process inform sound decision-making and service delivery

To develop and maintain a sense of collective responsibility amongst senior managers in relation to Council services as a whole

To be the Council's principal adviser on the corporate policies of the authority

To chair and oversee the Council's Management Board

To advise the Cabinet in its decision making processes

To develop and maintain a healthy and effective interface between the Council's Elected Members and Officers

To attend Civic and ceremonial functions and other events as required

To oversee the Statutory Officers and to ensure that their duties are fulfilled and that they have sufficient resources. The Statutory Officers are:

- The Chief Finance Officer
- The Monitoring Officer
- The Director of Children's Services
- The Director of Adult Social Services
- The Director of Public Health

This responsibility is automatically extended/amended should the number or duties of Statutory Officers change subsequent to the date of this Job Description

Partnership

To champion Council engagement with residents and the community.

To chair the Harrow Chief Officers Group and any other such partnerships entered into by the Council where it is appropriate to do so.

To develop and promote the organisational and leadership framework that will generate and sustain partnerships and networks to facilitate social inclusion and economic wealth

To build effective and productive relationships with the voluntary and community sector in order to deliver improved outcomes for Harrow residents.

To ensure the Council is represented at local, regional and national levels to promote opportunities for regeneration and investment

To support Elected Members to determine the most effective democratic process and means of communication with the people they represent

Service Delivery

To develop a corporate culture designed to promote quality service delivery through devolution, effective communication and focus on customer services.

To provide the commitment and leadership to ensure a process of continuous improvement of customer services can be sustained

To encourage promote and lead innovation in the development of new approaches to service delivery

To challenge and develop services to provide value for money for Council Tax payers.

Performance and Resource Management

To provide effective management arrangements to ensure the council's resources are used to best effect and will meet the Council's goals and objectives

To sustain a culture to encourage a meaningful contribution by all employees through their continuing development and commitment

To develop and maintain a governance and performance frameworks to clarify accountabilities, expectations and ensure that effective monitoring, reporting and challenge mechanisms are in place

To provide effective civil emergency planning, leadership and management.

Equality and Diversity

To provide the leadership, communication and action which will exemplify the Council's values, sense of purpose and commitment to ensure equality of opportunity and strengthen cohesion in the local community.

September 2014

