

<b>Job Title</b>	Head of Paid Service (Managing Director)
<b>Pay Grade</b>	£165, 941 - £188,333
<b>Council</b>	London Borough of Harrow
<b>Responsible to</b>	Leader of the Council and to Council.

**Role 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 and have direct reporting lines to 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 Officer 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 Taxpayers.

### **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.

### **Diversity, Equality and Inclusion**

- 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.
- To manage the senior leadership teams and service provided in a way that promotes the Council's approach to diversity.

### **Values, Behaviours and Equalities**

We want our colleagues to live our values. These values describe what we stand for and how we do things at Harrow whilst inspiring, challenging and guiding us towards the delivery of our organisational ambitions and goals. Our three values are:

#### **Be Courageous, Do It Together and Make It Happen**

These values will also help us to achieve our equalities vision of being a proud, fair & cohesive Harrow, a great place to live, work & visit.