

Chief Executive job description

- **Reports to:** The Leader of the council
- **Number of supervisees:** 8 direct reports; Director of Adult Social Care, Corporate Director of Children's Services, Corporate Director of Community Wealth Building, Corporate Director of Community Wellbeing & Engagement, Corporate Director of Environment & Climate Change, Corporate Director of Homes & Neighbourhoods, Director of Public Health, and Corporate Director of Resources.

Our mission

We are determined to create a more equal Islington, where everyone who lives here has an equal chance to thrive.

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

[Watch our video](#) to hear more about our mission and how you can help us achieve it from the Leader of the Council, Cllr Kaya Comer-Schwartz.

Main duties of the job

The Chief Executive will empower and continually develop a dedicated workforce that will deliver our corporate plan. It will be essential that the post holder creates cohesion and togetherness across the council and embodies the ambition for excellence we have for its residents, its people, and its future. The post holder will require significant senior leadership experience and be a visible leader who takes initiative and drives positive change within and beyond the council, putting community power at the heart.

Detailed job description and main responsibilities

- To be the principal adviser to the elected leadership of the council on their strategic policy direction and forward planning of objectives, services, and resources to support elected leaders to deliver on their political ambitions for the borough.
- To work closely with officers and council members to ensure an engaged, joined up approach to service delivery.
- To lead by example in advocating and furthering fairness, equality, and diversity within the workplace and in the delivery of services.
- To deliver Islington's corporate plan and ensure that we continue to innovate and challenge conventional thinking in the pursuit of improved impact on outcomes for the residents and communities of Islington.

- Working with elected members, ensure that the council engages with and listens to the views of the local community with the aim of securing the economic, social and environmental wellbeing of all its residents.
- Personally role-model and embed a culture that encourages organisational transformation whilst reflecting the council's values.
- To constructively challenge existing beliefs and assumptions where appropriate to ensure services are designed around residents' needs, with a clear focus on prevention and early intervention and acting decisively when required.
- This will include culture development of continuous real-time learning, experimentation, and adaptations to the system. Seeking evidence to focus on root cause, ensuring the organisation measures effectiveness from our residents' point of view and that resources are invested where we can have most impact and achieve maximum value.
- To ensure there is shared responsibility and empowered direction throughout the council to support a high calibre, motivated, empowered, and flexible workforce.
- Develop the council's workforce by inspiring ownership of its aims and objectives which align to our CARE values, encouraging cross-council working, empowering decision-taking and responsibility.
- To ensure strong, visible, and positive corporate leadership across the senior leadership team, ensuring that they are role-models for the values, that they listen and that they continuously learn from those on the frontline.
- As Head of Paid Service and alongside the Section 151 officer exercise strong financial management and a commitment to outcome-based financial planning to balance increasing demand for services and reducing income from central government
- To drive Islington's transformation programme, ensuring the governance, grip and pace is in place to enable the council to meet its goals on time and on budget.
- To represent the council by promoting its image and reputation on a national and London wide stage whilst also helping to influence the environment within which the council operates at regional and national level. You will also represent the council at civic and borough occasions as required.
- To manage the interface between Elected Members and Senior Officers, maintaining the essential Member / Officer partnerships and processes.
- To ensure the effective co-ordination of bids and resources to promote the sustainable regeneration of Islington.
- To create strong relationships with strategic partners that enables the council to work across the whole system to achieve the greatest impact for our residents.
- This role may be asked to act as Clerk for the North London Waste Authority, although this decision will be made by that separate authority.
- Fulfil all statutory responsibilities of the role of Returning Officer and Acting Returning Officer to ensure that all elections are conducted in accordance with the law and to a high standard.

- To be a committed participant in pan-London agendas in support of Chief Executive colleagues across London and provide cross-organisational direction on key agendas as required.
- To provide compelling, clear, compassionate, and decisive leadership as required during emergency management situations – supporting pan-London needs including participating in the GOLD rota.
- As chair of the council's management team, to contribute proactively to the collective leadership for the council, working collaboratively with Members, services across the council, partners, and stakeholders to deliver the council's objectives and priorities.
- Drive positive cultural change, embodying and promoting the values and behaviours of the council and empowering staff to reach their full potential. Ensure that the performance and development framework is effective for all staff.
- Lead on and ensure the effective implementation of corporate initiatives and transformation programmes that cut across the whole or part of the council's activities.
- Ensure effective financial management, cost controls and income maximisation in an everchanging environment, fluctuating demands and priorities. Ensure resources are well-managed and effectively deployed to the best possible effects assuring value for money in all activities.
- Ensure legal, regulatory and policy compliance under GDPR and Health and Safety, identifying opportunities and risks and challenging where appropriate.
- Responsible for Gross revenue Budget of the Council: £970m and c.£1bn Capital Budget
- Ensure a front-facing work style is adopted

Person specification

You should demonstrate how you meet the essential criteria in your application. Make sure that you address each of the criteria as we will use this to assess your suitability for the role.

Essential criteria

Knowledge

Essential criteria	Criteria description	Assessed by
E1	Must have a good understanding of the political, social, and economic context and challenges in local government in Islington, across London and nationally	Application & Interview process
E2	Must have a good understanding of the financial context, current issues, and challenges in local government	Application & Interview process

Experience

Essential criteria	Criteria description	Assessed by
E4	Impressive track record at an Executive level within local government or a comparable sector.	Application & Interview process
E5	Must be able to demonstrate experience of significant innovation and challenge to conventional management logic.	Application & Interview process
E6	Must be able to demonstrate significant organisational achievements and understanding of culture within organisations.	Application & Interview process
E7	Relevant knowledge and experience of the digital agenda.	Application & Interview process
E8	Whilst it is not essential to have prior experience in whole system approaches, it will be essential to demonstrate a sympathy with and an ability to adapt to this way of working.	Application & Interview process

Skills

Essential criteria	Criteria description	Assessed by
E9	Must be able to demonstrate acute political sensitivity in working closely and effectively with politicians and have good political awareness; must be able to forge effective working relationships with politicians and instil confidence.	Application & Interview process
E10	Must be able to demonstrate effective leadership beyond organisational boundaries.	Application & Interview process
E11	It is essential that the person appointed shares the same core values and level of desire as the Council as set out in the Islington Corporate Plan.	Application & Interview process
E12	Must have a collaborative personal style, highly effective interpersonal skills including	Application & Interview process

Essential criteria	Criteria description	Assessed by
	strong emotional intelligence; and highly effective presentational skills.	
E13	Must have a coaching / developmental leadership style that fits our sense of shared leadership responsibility and empowered organisational culture.	Application & Interview process
E14	Possess an evidence-based approach to developing strategies and policies; will need to be numerate and have well developed written skills.	Application & Interview process
E15	Must be able to champion the pursuit of equity, equality, diversity and inclusion and demonstrate a record of accomplishment of this.	Application & Interview process
E16	Will need to have the personal adaptability and resilience to thrive in a fast paced, challenging environment where personal responsibility, personal and organisational growth and development are prized.	Application & Interview process
E17	Must have excellent analytical skills and an aptitude for complex problem solving.	Application & Interview process

Special requirements of the post

Essential criteria	Criteria description	Assessed by
N/A	This role will require you to obtain satisfactory clearance from the Disclosure and Barring Service (DBS).	N/A
N/A	This post is designated as politically restricted.	N/A

Our accreditations

Our accreditations include: the Healthy Workplace award; Timewise; London Living Wage Employer; Disability Confident Committed; The Mayor's Good Work Standard; Stonewall

Diversity Champion; and Time to Change.

