



CHIEF EXECUTIVE JOB DESCRIPTION

THE ROLE

- To represent the Council on the National and International stage, negotiating on behalf of Westminster and all of its residents, stakeholders and customers.
- To interact daily and weekly with the Mayor of London and Central Government discussing a range of initiatives with worldwide impact and exposure.
- To represent the “Capital of the Capital”, meeting the varied and complex needs of a City with some of the poorest wards in the UK mixed with some of the richest.
- To provide leadership, vision and direction in the implementation and monitoring of strategic objectives for the Council.
- To translate political direction into operating strategy.
- To act as the Council’s principal advisor on matters of general policy and to provide impartial advice and guidance to all elected Members.
- To promote the interest of the Council within and outside the Council.
- To work effectively with key partners, to achieve the best for the Council and its residents and further the Council’s aim of delivering excellent service.
- To work effectively with the business community, which currently contribute £2.2bn in gross collectable business rates.
- To maximise and ensure efficient and sustainable use of resources in the face of uncertainty in the financial climate.
- To continue to further improve delivery of local services while achieving better value for money through the shared services initiative.
- To provide clear direction and leadership to the Council’s Executive Management Team.
- To lead, engage and manage staff in achieving objectives.
- To act as the Council’s Head of Paid Service and to carry out all functions associated with that role.
- To act as the Council’s Returning Officer and Electoral Registration Officer for all elections administered in whole or part by the authority.
- To retain overall responsibility ensuring that the Council meets its statutory responsibilities in accordance with Health and Safety Legislation.



City of Westminster

KEY DUTIES AND RESPONSIBILITIES OF CURRENT ROLE

Corporate

- To work with and advise the Leader of the Council, and where appropriate, Cabinet Members / representatives on any matters relevant to the Council's functions.
- To lead for Westminster on major infrastructure and public realm projects working with national government at the most senior level and with the Mayor of London.
- To lead, manage and direct the Council to ensure the achievement of the Council's priorities in accordance with the corporate objectives and vision of the Council.
- To ensure that a co-ordinated approach is taken to strategy and policy development within the Council.
- To ensure that clearly defined, measurable and consistent standards, frameworks and procedures are in place for the delivery of Council services and management of its assets and finances.
- To communicate the Council's vision, strategy and processes effectively both internally and externally to ensure effective implementation of all corporate policies and processes.
- To lead key programmes and initiatives that are central to the achievement of the Council's objectives.
- To build on the achievement of the shared services initiative to date and identify further opportunities for partnership working.
- To monitor and evaluate the implementation of the objectives and targets that reflect the policy direction and priorities of the Council.
- To keep under review appropriate management and organisational structures to ensure the continued effective delivery of service to customers.
- To develop and sustain a positive and enabling organisational culture that puts at its heart the provision of high quality, value for money services.



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Functional

- To act as Head of Paid Service with authority over all other officers (except where officers are exercising responsibilities imposed upon them by statute).
- To act as the principal advisor to the Cabinet and the Council on matters of corporate and general policy.
- To undertake the responsibilities as Electoral Registration Officer and Returning Officer for Council Elections.
- To ensure that the Council meets its statutory responsibilities in accordance with Health and Safety Legislation.
- To ensure that the Council meets its responsibilities in accordance with the Civil Contingencies Act, civil emergency planning and response.
- To undertake such other responsibilities consistent with the post of Chief Executive of the Council (Head of the Paid Service) as determined by the Local Government and Housing Act 1989.
- To lead, engage and develop a strong and integrated senior leadership team where performance and development underpin the delivery of the Council's vision.
- To ensure that development opportunities are identified and promoted to all staff to enable them to reach their full potential.

WHAT WESTMINSTER ARE LOOKING FOR

Experience

- An outstanding leader with a proven track record of successful delivery in a high profile and fast moving customer facing environment.
- A strategic and creative thinker, able to formulate and implement strategies across boundaries within and beyond a large and complex organisation.
- Acute commercial awareness, strong financial skills with a proven track record of managing complex budgets to high standards of probity.
- Proven experience and personality to work effectively with a diverse range of stakeholders and partners to deliver improved outcomes.
- Evidence of successfully leading organisational and cultural change at a pace that ensures employees and partners are motivated and change is delivered quickly.



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Skills

- A comprehensive understanding of the role of local authorities and the challenges faced.
- A clear strategic thinker, able to manage a complex range of functions and competing priorities and steer forward a course for the Council.
- Exceptional interpersonal and leadership skills which inspire others to produce high level results.
- A high degree of credibility and integrity which generates the confidence and trust of a range of stakeholders.
- High developed analytical, problem solving and negotiating skills with the ability to produce practical and creative solutions to ensure the achievement of corporate and strategic objectives.
- Excellent communication and presentational skills with the ability to communicate messages convincingly and with great clarity to a wide range of audiences.
- An innovative thinker – able to think laterally beyond traditional boundaries to solve problems.

Qualifications

- Membership of an appropriate professional body.
- Evidence of continuing professional development.