

Executive Business Manager, Chief Officer Support

Salary Range: £47,394 -£54,222

Location: 5 Pancras Square

Reports to: Kathryn Byrne, Head of Business
Support

For the Rebellious
www.camdenjobs.co.uk



About the role

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

The Chief Officer Support service provides professional, dedicated personal support to Chief Officers at Camden and work to oversee the effective running of the 4 Directorates. The Executive Business manager role line manages the personal assistants and provides tailored support to the Executive Directors in Business Management across the Directorate.

The things you'll achieve

- In this role you will focus on ensuring excellent levels of support are provided to Executive Directors, Directors, and associated management teams, enabling them to effectively lead on the development and delivery of the organisation's strategic objectives.
- You will provide dedicated and strategic support to the Directorate Executive Director for example, horizon scanning, commissioning briefs and relationship management with key internal and external stakeholders.
- You will lead, develop, and manage the chief officer support staff ensuring the effective delivery of the Directorate business.
- You will ensure that support is provided in an efficient, joined-up and professional manner.
- You will work in partnership with officers across the Council to provide support to elected Cabinet Members by organising regular Cabinet Member briefings, acting as a point of contact for enquiries and other related issues, and in doing so, have the political awareness and sensitivity to address issues appropriately.
- You will co-ordinate key information related to directorate work, implementing and maintaining shared information protocols.
- You will use a high level of judgement to apply knowledge to ensure that appropriate and relevant issues and their linkages are highlighted in a timely manner to Chief Officers.
- You will take ownership of priorities and tasks commissioned by the Executive Director to ensure Strategic plans are delivered. Ensure quality briefing material for the Directors internal and external meetings are available as requested – commissioning, proof reading and personally writing this as appropriate. Thereafter acting on outcomes and actions as requested by the Executive Director.

About you

Experience

Previous experience of supporting Senior management level or providing quality Business Management support.
Alternatively experience of collaborating at senior management level.

People management, coaching, performance management and experience of leading a team.

Experience of working in an empowered environment, making judgement calls on behalf of Chief Officers.

Experience of working in a Local government environment

You have

- Ability to communicate and negotiate with confidence at high level discussions, understanding the bigger picture and strategic direction of the Council
- Consistently high levels of performance, quality and customer care
- Ability to work on own initiative, plan and prioritise work to manage conflicting priorities
- High level of personal drive and energy
- Ability to make accurate, logical and considered judgements
- Excellent organisational skills and ability to manage a complex and varied workload with a flexible and innovative approach to work
- Appreciation of confidentiality requirements within the workplace and the ability to use tact and diplomacy effectively.
- Excellent practical application of IT systems and software packages, including spreadsheets, databases and presentation programmes.

Other important stuff...

People management

Full management responsibility for a team of staff (circa 2-4) carrying out Personal Assistant work.

Work environment

This role demands a high level of flexibility, a positive attitude and ability to adapt to changes due to service needs. We operate in a hybrid environment which involves working online from home and in person across Camden buildings. You'll work from our main office, 5PS, in Kings Cross and be expected to work at least two days a week in the office.

Who you will be working with

You'll be supporting an Executive Director and would be required to liaise with various teams and services across the organisation. Your key contacts will include Chief Officers, Cabinet Members, Elected Members, officers across all Directorates and members of the public. You will work closely with the 3 other Executive Business Managers supporting across the 4 Directorates to ensure consistency and joined up working. You will be managed by Kathryn Byrne Head of Business Support, Law and Governance, Corporate Services, as part of the Chief Officer Support teams.

The application process

The application process will involve submitting a statement online describing why you are the ideal candidate for the role followed by an in-person panel interview. A one-to-one with the Executive Director will then be offered to the preferred candidate/s before an appointment is made.

Who we are

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

Asking for Adjustments

Camden is committed to making our recruitment practices as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk

