

Head of Chief Executive Office

Starting Salary: £68,238

Grade: 6.1

Location: 5PS/Town Hall

**Reports to Kathryn Myers, Director of
Participation, Partnerships and Communications**



About the role

We are seeking an energetic, proactive, and motivated individual to join the Chief Executive's office on a **12-month secondment basis**.

This is a unique, and exciting opportunity, to provide direct support to the Chief Executive, Camden's corporate management team (CMT), and colleagues across the Council to **deliver our Missions** set out in We make Camden.

The post **works closely with the Chief Executive on a daily basis** and there are certain specific duties that the role must fulfil. For example, supporting CMT and other senior leaders meetings, and ensuring the smooth running of core business processes. But beyond these duties (which you will be introduced to on taking up the role), there is scope to shape and influence the focus of the role depending on the skills, experience, and interests you will bring.

To give an idea of what this can look like the role tends to provide **strategic support and challenge to the Chief Executive, CMT, and senior colleagues** across the organisation. You'll often be representing the Chief Executive's views in the formation of key agendas, bringing influence to bear, and providing a steer at an early stage. You will play a leading role in a variety of projects and programmes of work without necessarily any direct project management responsibilities. As such we will be looking for someone who can achieve this balance **creating a positive, safe, and trusting environment** but who is not afraid to **challenge the status quo** when and where appropriate.

You will also be jointly responsible for support to and oversight of the Chief Executive's office including being the line manager for staff in the office.

The things you'll achieve

In this role, you will be responsible for a number of core duties which help to ensure the systems, processes, and procedures of the organisation run smoothly and effectively.

For example, you will (please note this list is illustrative and not exhaustive of all responsibilities):

- Provide day-to-day support to and oversight of the running of the Chief Executive's Office, including practical problem-solving and forward thinking
- Support the Corporate Management Team meetings and forward planning
- Oversee the Cabinet business process
- Be a key point of liaison between the Chief Executive's office and the Cabinet office
- Be responsible for developing relationships across the organisation with colleagues at all levels and with elected Members

Critically you will provide support directly to the Chief Executive both to respond to the Chief Executive's request(s) for support but also pro-actively in order to ensure the Chief Executive is kept advised, informed, and briefed on a wide range of issues in an ever-changing environment.

You will also be a vital point of reference for Camden's senior leadership group, providing advice, input and a 'sounding board' into the handling, development and oversight of key issues for the leadership of the organisation.

You will often be called upon to represent the Chief Executive and her views on a variety of policy or business critical issues as appropriate.

A significant proportion of the work you will undertake is reactive in nature: this can range from problem solving of emergency business critical issues through to supporting the Chief Executive during any emergency management incidents.

About you

Experience

Strong planning and organisational skills
Strong time management and ability to work at pace in a fast-changing environment
Ability to think quickly and to analyse data and information effectively
Experience of strong team working and ability to show leadership
A calm approach and unflappable under pressure
Self-confidence and self-reliance
A personable, tactful, and diplomatic approach
Self-awareness and emotional intelligence
An interest and experience on connecting to communities and ensuring citizens are at the centre of what we do
An interest in policy and strategy
Evidence of supporting senior leaders
Knowledge of the organisation and how it operates

You can demonstrate

Leadership
Strategic thinking
Citizen and community focused
Effective judgement and decision making
Sound political and organisational awareness
Effective personal style
Commitment to diversity and inclusion

Other important information...

People management

You'll be managing two officers in the office, the Chief Executive's Executive Assistant and the Project Officer.

Work environment

You'll work from 5PS and from the town hall, sometimes attending external meetings with the Chief Executive. You'll be in the office on average three days/week, but depending on the chief executive's diary, you might be asked to be in the office more than these three days.

Who you will be working with

You'll be working with the Chief Executive, CMT, senior Camden leaders and politicians, and various teams across the council, on a daily basis. You'll be part of Kathryn Myer's Senior Management Team and work directly with her and colleagues across the Participation, Partnerships, and Communications directorate.

The application process

Once your application is submitted, if you are shortlisted, you'll be invited to a panel interview. If successful at that stage, you'll be asked to meet informally with the office team and with the Chief Executive before a final decision is taken.

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

