London Borough of Camden

HEAD OF THE CABINET OFFICE

Level 5, zone 2

**JOB PURPOSE**

To support the Leader of the Council and the Cabinet members of one of London’s most dynamic and forward thinking councils , bringing new ideas and innovative approaches to deliver Camden’s priorities. In particular:

* To advise and support the Leader and Cabinet in the review and development of the administration’s priorities and initiatives so that these contribute to achieving the vision of the Leader resulting in improved outcomes for local people.
* To work independently and in conjunction with the Strategy and Change service to research new policy approaches and develop thinking in order to provide ideas and advice to the Leader on a variety of specialist areas.
* To work closely with the Chief Executive’s Office, Executive Directors and Chief Officers to ensure priorities are delivered and that timely advice and support is provided to the Leader and Cabinet
* To liaise with the Communications team to promote the Leader and Cabinet’s public agenda locally, regionally and nationally to stakeholders including the public, Members, Council officers, Partner organisations, Central and Regional Government.
* To act as a strong advocate for the Leader and Cabinet.
* To ensure that the Leader’s office provides the Leader with first class support enabling her to establish and deliver Camden’s policy priorities.

**MAIN DUTIES AND RESPONSIBILITIES**

**Strategic/Political support:**

* To contribute to the work, helping shape the Council’s policy direction and to ensure the effective incorporation of the Administration’s policy and emerging initiatives into strategic planning and delivery of Council services.
* To proactively seek out new and interesting innovations and best practice that can inform policy development and strategy.
* In conjunction with the Director of Corporate Strategy, to commission research, undertake policy development and engagement activities to support and inform the Leader’s priorities and strategic direction / ambitions of the Council
* Provide constructive challenge to the organisation by bringing fresh ideas and different perspectives in order to find new solutions that put Camden at the forefront of public service effectiveness and which drive delivery of the Leaders priorities;
* To facilitate effective communications with key stakeholders, in Central and Local Government, the community and the voluntary and business sectors, as required to deliver the main job purpose.
* To promote a positive image of Camden and represent the Council and the Leader at local and national level, attending and presenting at such conferences, seminars and working parties as may be required.
* To build strong working relationships with key officers, including the Chief Executive and their office, Executive Directors, the Director of Corporate Strategy and other chief officers in the Council

**Team leadership/management:**

* To manage Cabinet Office staff and resources within the post’s remit, ensuring that the Leader and Cabinet receive appropriate support.
* To be a visible leader to the Cabinet Office and with Council officers
* To retain strategic oversight of the Leader and Cabinet’s diary, ensuring the office have effectively prioritised appointments.

**KNOWLEDGE**

* Current knowledge and understanding of the national and local political environment.
* Good knowledge and understanding of the roles and functions of local government.

**SKILLS**

* Strong visionary skills to identify new opportunities and different ways of delivering improvement.
* Ability to engage and inspire a number of stakeholders both internally and externally
* Excellent organisation skills and the ability to effectively multi-task and respond to the changing priorities of the Leader and the Cabinet.
* An understanding of the role of local government and its political functions, including a good understanding of the complexities of the relationship between officers and elected members;
* Understands the formal and informal political dimensions of situations when considering an approach, and can anticipate the impact shifts in emphasis or policies might have.
* Ability to handle sensitive and confidential information, applying the highests standards of tact and discretion.
* High levels of initiative in the initiation of activity and commissioning of work from others and the ability to follow through actions to ensure that progress is made and others keep to deadlines.
* Ability to work across teams and with colleagues at all levels within the Council in a positive and co-operative way to ensure the Leader’s priorities are understood and to support the Council to work collaboratively across boundaries.
* Ability to exercise good judgement and work with competing views to provide timely, balanced and evidence-based advice to the Leader and Cabinet

**EXPERIENCE**

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* Experience of working in a fast-paced, high profile environment.
* Experience of working with multiple stakeholders and external partners.
* Experience of managing competing priorities and the ability to prioritise
* Direct experience or an understanding of managing a small team

**SPECIAL TERMS AND CONSIDERATIONS**

* To be able to work evenings and weekends with appropriate notice.