

The Royal Borough of Kensington and Chelsea
Executive Director for Transport, Environment and Leisure

Job Description

Key Accountabilities

- Directs the work of the Transport, Environment and Leisure Services Business Group, ensuring that the group meets the strategic, financial and policy objectives set by the Cabinet and Council.
- Acts as the Council's principal advisor on an agreed range of professional issues.
- Provides advice to Councillors of all parties.
- Ensures the Scrutiny Committees are well advised.
- Ensures the Cabinet Member for Transportation, Environment and Leisure is provided with information and briefings, options appraisals and professional advice.
- Plans, directs and quality assures the work of the Business Group for which this post is the Chief Officer.
- Ensures delivery of the Council's main business programmes within budget and agreed timetables.
- Contributes to the corporate management of the Council and advises and assists the Town Clerk and Chief Executive as requested or as appropriate take responsibility for project and programme management as required.
- Ensures staff and service performance are well managed, continuously improved and that comprehensive accountability systems are maintained and respected.
- Ensures assets and budgets are fully utilised and that budget control is maintained
- Ensures staffing arrangements are very well managed and staffing resources are efficiently and effectively deployed either through direct staffing or under contract with others.
- Ensures the Council's commitments to fair, non-discriminatory and progressive personnel priorities are implemented.

- Acts as an ambassador for the Council's work in general and that of this service in particular.
- Ensures the Council is well represented in relevant professional debates in London and nationally.
- Ensures that our standards of work to consult and communicate with the public and with public representatives are exemplary.
- All staff are expected to carry out their job in compliance with the Council's Constitution. This means being familiar with the policies and procedures relevant to the job and asking for information and advice if you are unsure of the correct course of action. The Council's Constitution is published on the Internet.

- **Staff directly and indirectly managed**
Full time equivalent staff in post at 30 September 2010
302.32

- **Budget responsibility 2010/11**
Gross expenditure budget for Transport, Environment and Leisure
£70,136,000

Executive Director for Transport, Environment and Leisure

PERSON SPECIFICATION

Knowledge and Experience

1. Significant experience of the theory and practical implementation of one or more of the following:
 - Management of public utility services in the UK
 - The design and management of the public realm to very high standards in a city environment
 - The delivery of a relevant local authority service with high standards, which is marked by innovation and clear purpose
 - The development of large and complex infrastructure in an urban area
2. Significant experience of the management of a staff group with multiple layers of responsibility. Experience of robust budget control and demonstrable expertise in the delivery of demanding work programmes.
3. Experience of, or demonstrable and well founded confidence in his or her ability to work in a political environment and demonstrable experience of public policy making.

Skills Required

4. A track record as a good manager of people.
5. The ability to inspire confidence in a wide variety of audiences.
6. The ability to learn quickly; to ensure professional knowledge is constantly refreshed; to advise others in a concise, sensitive way with unimpeachable integrity.
7. High standards of ability in verbal reasoning and numeracy. Level of verbal and numerical reasoning consistent with a senior management cohort.
8. Evidence of ability to think creatively; to originate beneficial change and to deliver improvements through management actions.

Knowledge required

9. A working knowledge of how local government systems work in England.

10. A working familiarity with current themes and policies affecting the future development of London.
11. The candidate must impress as likely to be a good ambassador for the Council.
12. The candidate must show a suitable commitment to the Royal Borough, its particular context and challenges including our duties towards a diverse population and our commitment to provide relevant, excellent services to all.