**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Head of the Leader’s Office  (Fixed term post to end June 2026) | **Grade**:  MG2 |
| **Section:**  Chief Executive’s Group Senior Management | **Directorate:**  Chief Executive’s Group |
| **Responsible to following manager:**  Jon Evans – Assistant Chief Executive | **Responsible for following staff:**  4 x Policy and Cabinet Support Officers  1 x Leader’s Support and PA |
| **Post Number/s:** | **Last review date:**  June 2025 |

**Working for the Richmond & Wandsworth Better Service Partnership**

We’re Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children’s services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We’re here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That’s why, at Richmond & Wandsworth Better Service Partnership, you’ll be at the forefront of innovation in local government, and we’ll invest in you and offer you opportunities to grow in a way only our unique organisation can.

**Job Purpose**

This role is at the heart of Wandsworth Council, providing high level administrative support, research and policy advice to the Leader of the Council, and to Cabinet Members, to help them to fulfil their cabinet and community leadership roles.

**Specific Duties and Responsibilities**

* Works constructively and collaboratively with senior colleagues across the Council, taking a leadership role to help influence policy and projects important to the Leader and Cabinet.
* To act as senior adviser to the Leader of the Council on sensitive and complex issues, providing briefing material and ensuring follow up action is taken as needed.
* To lead the work of the Leader’s Office in providing an outstanding service that meets the needs – including administrative and case work needs - of the Leader and Cabinet in fulfilling their executive and community leadership roles.
* As a member of the Chief Executive’s Group Senior Management Team, work closely with the policy, analytics, communications, economic and community safety colleagues to help drive forward and communicate the Council’s priorities.
* To work closely with the Democratic Services and Mayoralty Teams to ensure effective decision making, civic engagement and planning in relation to key meetings, including council meetings.
* To contribute positively to the leadership of the Council, including leading on projects on behalf of the Leader and Cabinet.
* To ensure that relevant professional officer advice is sought in relation to any emerging proposals and that the organisation’s decision-making processes are adhered to at all times.
* In collaboration with the Head of Communications, lead on an engagement and communications plan for the Leader and to oversee the Leader and Cabinet’s role in public affairs and stakeholder management.
* To provide a link role between the political administration and the Council’s senior officer leadership, working collaboratively and constructively to ensuring effective development of the leadership policy programme and the appropriate connectivity with broader corporate strategic planning arrangements.
* To maintain a high level of awareness of current and emerging political, social, economic and communication developments at a local, pan-London and national levels.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of Wandsworth
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the BSP’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Better Service Partnership will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

This post is **Politically Restricted.**

This role is to provide strategic support to the Leader and the Cabinet Members in their roles as Cabinet Members of the Council. It DOES NOT include providing any assistance to any political groups or their parties.

As this role is politically restricted, the person in post will not be able to:

* Stand as a candidate for publicly elected office (unless the employee resigns prior to announcing their candidature)
* Act as election agent or sub agent for any candidate for election
* Hold office in a political party
* Canvass at elections
* Speak or write publicly with the intention of affecting public support for a political party

**Location**

The post holder will be based at Wandsworth Town Hall. Whilst flexible and agile working is available, the nature of this role supporting the Leader and the Cabinet whilst also managing staff, inevitably requires a high level of in-office presence. Candidates should expect that evening meetings and other commitments outside of usual working hours will be part of this role.

**Team structure**

**Person Specification**

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| --- | --- |
| **Job Title:**  Head of the Leader’s Office (1 year fixed term) | **Grade**:  MG2 |
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**Our Values**

**THINK BIGGER**

**EMBRACE DIFFERENCE**

**CONNECT BETTER**

**LEAD BY EXAMPLE**

**PUT PEOPLE FIRST**

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

| **Person Specification Requirements** | | | **Assessed by**  **A/I/T/C**  **(see below for explanation)** |
| --- | --- | --- | --- |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** |
| Up to date knowledge of the challenges facing local government and the latest national, regional, and local policy agendas | **X** |  | **A/I** |
| Knowledge of the political environment in local government, the roles of Executive Members and how a Leader’s Office can support that work | **X** |  | **A/I** |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Creating and leading teams and fostering collaborative work with senior leaders and stakeholders | **X** |  | **A/I** |
| Working with and for politicians | **X** |  | **A/I** |
| Track record of bringing new ideas, navigating decision making processes, and creating spaces for others to share ideas | **X** |  | **A/I** |
| Managing budgets and change, and developing high performing teams |  | **X** | **A/I** |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Creative, problem solving mindset, team player able to lead complex programmes of work that build trust with elected members, officers and stakeholders | **X** |  | **A/I** |
| Creating and environment that can deliver both strategic and administrative functions in the most flexible way | **X** |  | **A/I** |
| Creating teams that are responsive and proactive, and ability to flex resources to best meet competing demands. | **X** |  | **A/I** |
| Able to manage diverse teams of staff and ability to provide effective leadership that embraces challenge, drives collaboration and provides a supportive environment | **X** |  | **A/I** |
| Managing competing demands, priorities and navigating a highly political environment | **X** |  | **A/I** |
| Confident in being highly visible and ability to communicate confidently in person and in writing to make complex issues accessible to a wide range of audiences | **X** |  | **A/I** |
| Ability to collaborate, seeking out the right inputs and at the right time | **X** |  | **A/I** |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| Graduate level qualification and ideally evidence of professional development | **X** |  | **A/I** |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**