

## PERSON SPECIFICATION

**Job Title: Chief Executive**

**Grade: Chief Executive**

<p><b>Job Specifics:</b></p>	<p><b>HOW TESTED</b> Application – A Test – T Interview - I</p>
<p><b>Personal Qualities/Aptitudes/Behaviours</b></p> <ul style="list-style-type: none"> <li>• Clarity of vision for the future – to work with the elected leadership to create a shared vision for the Council, to establish priorities and prepare for anticipated future changes in the Council’s operating environment</li> <li>• Ability to identify emerging issues and new opportunities</li> <li>• Ambitious and determined to deliver outstanding results for Enfield and its residents</li> <li>• Commitment to the principles of fairness and equality</li> <li>• Sound “political nous” for working in a political environment, recognising the boundaries between Members’ and officers’ work. Works well with Members and builds a close working relationship with the Leader and Cabinet.</li> <li>• To encourage and enable creative and innovative thinking and manage change processes</li> <li>• To be an Ambassador for our people and for our ambitions</li> <li>• To be confident and knowledgeable in understanding the financial dexterity and scale of the Council’s business</li> </ul>	<p style="text-align: center;"><b>A/I</b></p>

<ul style="list-style-type: none"> <li>• To be capable of identifying and evaluating commercial opportunities</li> <li>• To implement high standards of service including behaviours, ethical standards and strong governance</li> <li>• To understand and support the role of members in the Council</li> </ul>	
<p><b>Qualification(s)</b></p> <ul style="list-style-type: none"> <li>• Honours degree level or equivalent</li> <li>• Evidence of a strong personal commitment to continuous professional development</li> </ul>	<b>A</b>
<p><b>Experience/Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Proven track record of leading and managing a large, complex and diverse department or organisation- delivering results through people</li> <li>• Experience of Board level leadership, delivering on outcomes in a complex environment</li> <li>• Experience or knowledge of working in an urban environment with a diversity of populations</li> <li>• Experience of operating in a sensitive, commercially or publicly accountable context, providing clear advice to a wide range of stakeholders</li> <li>• Political awareness and sensitivity- proven experience of understanding and working with Council Members, building trust and mutual respect whilst maintaining appropriate challenge</li> </ul>	<b>A/I</b>

<ul style="list-style-type: none"> <li>• Experience of leading successful and sustained organisational and cultural change</li> <li>• Experience of ensuring service delivery within defined budgets and financial constraints</li> <li>• Substantial experience in successfully negotiating and persuading with both commercial and non-commercial partners/agencies/organisations with an ability to manage conflict positively</li> <li>• Knowledge and understanding of current social policy issues and the challenges facing local government</li> <li>• Experience of innovation in service delivery and organisational structure</li> <li>• Knowledge of financial processes, budget setting in a complex environment, and effective monitoring</li> </ul>	
<p><b>Skills and abilities:</b></p> <p>Partnership working:</p> <ul style="list-style-type: none"> <li>• Exceptional partnership working skills with the ability to establish and maintain effective and sustainable relationships with communities and businesses to achieve collective results</li> <li>• Constantly seek out opportunities to deliver Enfield's vision</li> <li>• Highly credible on the local, regional and national stage</li> </ul> <p>Leadership:</p> <ul style="list-style-type: none"> <li>• Inspirational trusted leader who is authentic, motivating and energising to bring out the best in people</li> <li>• Able to build a strong team to ensure Enfield works as one organisation to achieve success</li> </ul>	<p><b>A/I</b></p>

<ul style="list-style-type: none"> <li>• Enthusiastic promoter of a positive and inclusive culture</li> <li>• Ability to make tough decisions and create support for them</li> <li>• A contingent leadership style</li> </ul> <p>Communication:</p> <ul style="list-style-type: none"> <li>• Demonstrates and promotes open, clear and effective two way communication to both internal and external audiences, creating a positive perception of Enfield</li> </ul>	
<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Ability to travel within and outside Enfield</li> <li>• Attendance at evening events and meetings and occasional weekend events</li> </ul>	<p><b>A/I</b></p>