

Role profile

Job Title:	Deputy Head of Cabinet Office	Grade:	14
Department:	Cabinet Office	Post no.:	
Directorate:	Strategy and Change	Location:	Ealing Town Hall

Role reports to:	Head of Cabinet Office
Direct reports:	2 x Cabinet Support Officers - Grade 9 Casework and correspondence officer Grade 7
Indirect reports:	

Job description

The deputy head of the cabinet office manages the direct support to cabinet members as well as taking a leadership role in the wider function of the cabinet office team. The postholder will ensure co-ordination of the crosscutting support that is offered to all cabinet members. They will also ensure that cabinet members priorities and policies are reflected across the organisation and ensuring all cabinet level communications are consistent and reflect the overall strategic message of the administration.

Purpose of role

- To provide strategic advice to ensure that the Leader and Cabinet of the Council are able to deliver their vision for Ealing.
- To deputise for the head of cabinet office in leading the Cabinet Office support team as necessary.
- To manage direct personal support for cabinet members including line management of cabinet support officers and casework and correspondence officer.
- To provide direct personal support to cabinet members in an allocation to be determined by the postholder.
- To work closely with colleagues in the Senior Leadership Team, Strategy & Change Team & Communications Team to put in place arrangements to track delivery of key administration priorities and ensure these are communicated to residents.

- To provide advice to the Leader and Cabinet on current and emerging political, social, economic and communication issues at local, London and national levels.
- To develop of effective relationships with members, senior managers, partner and community organisations, residents groups, agencies and other stakeholders within a complex and sensitive political framework in implementing the strategic aims and objectives of the service.
- To lead on an ensuring the strategic communications of the cabinet reflect the tone, style and strategic message of the administration.

Key accountabilities

- To be responsible for the management of the Cabinet Office in the absence of the head of cabinet office.
- To line manage and develop the cabinet support officers.
- To provide strategic advice and support to the Cabinet on key issues affecting the council.
- To work with Cabinet, Strategic Leadership Team (SLT) and colleagues within Strategy & Change to ensure a forward communications plan aligned to the administration's narrative and priorities.
- To facilitate effective communication between the Leader, the Cabinet, Strategic Leadership Team ensuring that key issues are progressed in an effective, co-ordinated and timely way.
- To attend meetings on behalf of the cabinet office influencing policy and projects, communicate and feedback as appropriate
- Ensure that the Leader and Cabinet members are supported with a thorough awareness of new legislative, political, financial and reputational communications developments at a national, regional and local level.
- Contribute to a local engagement programme for the Leader supported by cabinet to ensure that their decisions are informed by feedback from residents, business, voluntary sector and other stakeholders, liaising with communications, community management and partners as necessary.
- Contribute to a public affairs programme for the Leader, supported by Cabinet, to lobby Government and other decision makers to advance the interests of the borough and its residents
- Lead project work on behalf the Leader and Cabinet to ensure delivery of priorities and projects and liaise with Council departments and other agencies to deliver the required outcomes.
- Manage and be accountable for the leaders' budget and ensure that strategic consideration into how this fund can be used to maximise impact for the leaders' priorities, provide monthly reports on expenditure against budget, report variances and take corrective action where required.
- Manage the Cabinet Office support officers including recruitment,

training, induction, development, and performance appraisals of staff.

- Working closely with the Strategic Director of Strategy and Change and contribute to the delivery of the Council Plan on time and to budget in alignment with emerging administration priorities.
- Other activities appropriate to the grade and the needs of the service

Key performance indicators

- Cabinet member feedback on satisfaction with CSO support
- Leader feedback on satisfaction with support provided
- SLT feedback on effectiveness of support to manage Cabinet-senior officer interface
- Timely completion of resident and partner casework and correspondence to the Leader
- Management to agreed budget
- Effective delivery of agreed priority projects

Key relationships (internal and external)

- The Leader of the Council
- Cabinet members
- Members of the Council
- Mayor's Office
- Officers of government ministers
- GLA members and officers
- MPs
- Central government officers
- Public, private, and voluntary organisations
- Councillors and officers from other local authorities
- Community leaders and community groups
- Members of the public
- Senior managers, Directors
- External organisations

Authority level

- Budget authority for a revenue budget of around £25K/year
- Management responsibility for a small team (3)
- Policy responsibility for oversight of effective delivery of political priorities

Person specification

Recruitment practices to safeguard and promote the welfare of children and/or

vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Essential knowledge, skills and abilities

- A demonstrable commitment to improving outcomes for local residents and communities.
- Extensive experience of working in an executive support position with senior managers and politicians in a comparable organisation.
- A strong understanding of the political environment and the sensitivities of operations in this environment.
- An in-depth awareness of the strategic policy and service delivery issues facing local government.
- The ability to work flexibly and under pressure and deliver to tight deadlines.
- The ability to take the initiative, lead and manage projects.
- Excellent organisational, communication and IT skills including condensing complex information into clear briefings and putting in place robust systems across the team.
- The ability to engage and influence senior stakeholders to communicate and deliver the Leader and Cabinet's priorities.
- Ability to manage service delivery within a challenging and political environment.

Essential qualification(s) and experience

- 1 Degree or equivalent qualification desirable but not essential; substantive experience of working in a similar role and/or environment is of equal importance.
- 2 Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
• Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues	• Does what they say they'll do on time • Is open and honest • Treats all people fairly	• Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents	• Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures	• Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards