

Leeds City Council

Citizens and Communities

Job Description and Employee Specification

Job Title:	Chief Officer (Communities)	Grade: Dir 70%
Accountable to:	Assistant Chief Executive (Citizens and Communities)	Dated: October 2015

Job Purpose:

The Chief Officer (Communities) is responsible for the strategic leadership and direction of the council's communities functions. The communities team incorporates delivery of the council's locality working arrangements (community committees and area working); equalities; migration; volunteering; third sector relationships and infrastructure; provision of community centres and support for the Communities Board. The postholder will be specifically responsible for:

- Leading the delivery of locality working to ensure genuine and effective engagement with local communities, which results in improved and tailored services that are delivered by those best placed to do so and in a way that meet the needs of the local people.
- Effectively leading the council's corporate activities in regard to equality and diversity; migration; volunteering; third sector relationships and infrastructure; provision of community centres and support for the Communities Board.
- Working across the council and relevant partnerships to ensure the delivery of all relevant strategic outcomes and objectives whilst actively promoting the council's values.
- Influencing and contributing to the broader responsibilities of the Citizens and Communities directorate.
- Influencing and contributing to the wider issue of strategy and policy development and prioritisation for both the city and the city council.

Context:

With an emphasis on strong influential leadership, this role operates within the context of the Best Council Plan. Directors and Assistant Chief Executives have overall accountability for ensuring delivery of the council's outcomes. Within service areas, Chief Officers, as principal operational managers of the council's services, are primarily responsible for delivering the Council's services to meet agreed outcomes and objectives. Within support and corporate policy functions, Chief Officers also provide the professional lead for an important area of the council's activities.

Key Accountabilities:

- Leading the council's locality working agenda to ensure improved outcomes for local people.
- Leading and managing the council's corporate responsibilities in regard to equality, diversity, cohesion, integration and migration both internally and externally.
- Leading and managing the council's corporate volunteering responsibilities.
- Establish effective support and commissioning relationships with key third sector partners and organisations.
- Leading and managing the provision of community centres across the city.
- Developing and supporting the Communities strategic partnership board and sub-board arrangements.
- Contribute to the delivery of improved services which meet the needs of our citizens and stakeholders.
- Manage service performance, outcomes, targets and objectives within the approved budget for the service.
- Maintain a comprehensive knowledge of local, regional, national and international issues to influence both city-wide and city council policy and practice as necessary
- Represent the city on related issues seeking to influence others including partners, government and other key regional, national and international stakeholders.
- Meet agreed objectives as laid out in the city's corporate planning arrangements, ensuring compliance with legislation and, where appropriate, national standards, in pursuit of excellence in service delivery.
- Actively support the council's corporate leadership team in ensuring that our organisational developments and improvements remain focused on delivering improved outcomes for local people.
- Lead managers within the service to develop a high performing workforce and manage resources in line with the cities agreed priorities.
- Promote and support the adoption of all policies relating to Information Governance, (Information Management, Data Quality, Information Sharing, Data Security, Records Management and Information Compliance) to ensure the council's information is appropriately protected and treated as an asset.
- Promoting and delivering positive solutions to achieve diversity and equality of opportunity in all aspects of service delivery; wider community engagement activity; and other human resource areas
- Understanding and working within the council's governance framework
- Undertaking effective consultation and engagement activities and communications with staff, service users, councillors, trade unions, partners and other stakeholders in accordance with Council policy.

- Supporting open, responsive and accountable governance and compliance with financial and procurement procedures.
- Managing all aspects of risk and being accountable for the safety of staff, service users and contractors in accordance with all statutory obligations and relevant health and safety policies.
- Being accountable for ensuring service compliance with all council policies.
- Leading and advising on partnership and locality working, and policy development matters for the council's elected members; corporate leadership team; other senior officers and partners.

Person Specification

- **Leadership and Management**
 - Credibility in a senior management position working collaboratively to deliver outcomes for citizens, customers and stakeholders
 - Ability to lead and manage teams to achieve significant sustainable service improvements and outstanding results in a multidisciplinary environment
 - Ability to develop a culture of high performance in partnership and policy developments
 - Ability to work successfully across a range of different cultures and with a wide range of stakeholders to create, communicate and gain ownership of a shared vision and direction
- **Partnership**
 - Ability to forge and drives successful partnerships, pilots and programmes with a wide range of internal and external bodies to successfully deliver cross sector projects and outcomes
 - Experience of leading on a range of partnership related matters at local, regional or a national level
 - Ability to promote the city and the council's reputation and status at a local, regional and national level
 - Experience and commitment to the engagement of relevant citizens, customers, communities and stakeholders in decision making processes
- **Working In A Political Environment**
 - Understanding, sensitivity and experience of working successfully within a political context and governance framework,
 - Experience of productive collaborative working at senior level having confidence and perspective to facilitate open and honest relationships with elected members and partners
 - Ability to develop and maintain constructive relationships with elected members, giving advice and influencing policy in a variety of forums
- **Change and Service Improvement**
 - Understanding of the needs of communities to deliver improved outcomes for citizens, customers and stakeholders
 - Ability to develop practical and creative solutions to improve service and resolve corporate problems
 - Ability to create and lead major organisational and cultural transformation to create high performance in a complex and demanding environment

- Ability to develop, lead and implement operational and organisational change strategies
- Resource and Service management
 - Experience of successful strategic and operational resource management, including the evaluation of competing priorities.
 - Evidence of an ability to manage and transform performance to achieve outcomes and objectives within agreed boundaries
 - Track record of promoting and delivering positive solutions to achieve diversity, equality of opportunity and prevent discrimination
 - Understanding and application of risk management and health and safety principles and requirements
- Governance
 - Understanding of the legal, financial and political workings of local government and current best practice on tackling the kind of challenges that face local government services
 - Experience of developing and managing a transparent framework for compliance with national, regional and local requirements
- Professional and Technical
 - Professional integrity, commitment to maintaining and sharing own knowledge
 - Ability to maintain and apply up-to-date knowledge of current thinking and developments within professional and technical area of expertise
 - A successful track record of giving timely and appropriate professional advice at a senior management, senior partner and political level having due regard for political issues both with a big and small “p”
 - Ability to maximise contribution by having a broader outlook and an ability to understand and operate within the “bigger picture”
- Personal Style , Skills and Behaviour
 - Ability to think strategically with a strong corporate orientation balanced with and ability to “ground” this with operational responsibility and accountability
 - Ability to develop trust with an engaging, collaborative and inclusive way of working
 - Outstanding communication, and straightforward language, adapting style as appropriate to ensure engagement by others
 - Highly developed networking, partnership, advocacy, negotiating and presentation skills
 - High degree of personal integrity with commitment to fairness, equality and diversity
 - Commitment to the organisation, being an ambassador and representative of the city and of the city council
 - Diplomatic, approachable and respectful being open, honest and responsive
 - Seeking agreement and consensus but prepared to constructively challenge
 - Taking ownership for informed decisions and delivering outcomes
 - Resolving problems creatively, pragmatically and flexibly

Post Specific

- An understanding of policy development in a local government context and an ability to lead such corporate activity across both the council and partners.
- An understanding of the locality agenda and an ability to drive effective locality working which results in improved outcomes for communities.

- An ability to influence others locally, regionally, nationally and internationally to further Leeds' policy aims.
 - An ability to understand complex issues and develop policy approaches aimed at securing improvement and the delivery of better outcomes.
 - Ability to understand complex performance matters and have the confidence to challenge senior officers, members and partners on performance issues.
- Qualifications
 - Membership of relevant professional bodies is desirable

Signed: James Rogers

Date: 14th October 2015