

**Job title:** Director of Communities

**Date:** 17.11.16

**Ref:**LS4501

## Job Purpose

Support the Chief Executive in the strategic leadership management of the Council in line with our ambition and values to improve outcomes and reduce costs; and to contribute to the development and implementation of corporate strategic policies, budgetary processes and the achievement of all of the Council's objectives.

Lead and manage the Communities Directorate and provide strategic direction and vision for the effective delivery of a range of services within the city, including community safety, waste management, environmental action, parks and countryside, benefits, customer access, libraries, licensing, elections and localities, along with other areas as required.

Provide advice and guidance to the Leadership team and to Members and partner organisations.

## Key Requirements

- Ability to work collaboratively with partners in the city and beyond, members and colleagues whilst also being able to exercise excellent judgement where strong decisive action is required
- Extensive experience of operating successfully at a strategic and corporate management level, with a proven track record in the development and implementation of corporate objectives, policies and strategies
- Evidence of success in leading on major transformational change, developing a high performance culture which puts customers first, delivers high quality outcomes, reduced costs and values colleagues
- Evidence of success in building and enhancing the reputation of an organisation, locally and nationally with external bodies, the community and the media
- Evidence of forging and driving successful partnership arrangements with a wide range of internal and external bodies to successfully deliver cross-sector projects and quality outcomes

## LCC Values

|                              |   |
|------------------------------|---|
| Working as a Team for Leeds  | <ul style="list-style-type: none"> <li>• Leading colleagues to achieve significant sustainable service improvements and outstanding results in a diverse environment</li> </ul>   |
| Being Open, Honest & Trusted | <ul style="list-style-type: none"> <li>• Develops trust with engaging, collaborative and inclusive ways of working and having confidence and perspective to facilitate open and honest relationships with elected Members, partners and colleagues</li> </ul> |
| Working with Communities     | <ul style="list-style-type: none"> <li>• Works with and champion the needs of diverse, communities with a commitment and focus to delivering improved outcomes for citizens, customers and stakeholders</li> </ul>  |

|  |  |
|--|--|
| <p>Treating People Fairly</p>  | <ul style="list-style-type: none"> <li>• Evidence of promoting and delivering positive solutions to achieve diversity, tackling inequality and preventing discrimination</li> <li>• Create a clear sense of direction and ownership of planned objectives through effective use of performance management</li> </ul> |
| <p>Spending Money Wisely</p>   | <ul style="list-style-type: none"> <li>• Managing resources to achieve improvements and excellence within financial and budgetary constraints, using innovation to deliver change</li> </ul>   |
| <p><b><u>Working Context</u></b></p>   |  |
| <ul style="list-style-type: none"> <li>• The role is primarily office based but post holders are expected to work flexibly both at home and at various locations across the City and region. Hours are worked mainly Monday to Friday, in accordance with the need of the service; however, the post holder will be expected to work regularly outside normal working hours, including attendance at evening/weekend meetings or events, including being part of the Corporate Leadership Team on call rota</li> </ul> |  |
| <p>The role profile and specification are an outline only and may vary from time to time without changing the character of the job or level of responsibility</p>  |  |