

Role Specification



Dir 45%



Job title: Contracts Manager	Date: 22/11/17	Ref: LS
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Job Purpose

The contracts manager will be responsible for managing and providing leadership to the PFI contract management team, and the postholder will hold responsibility for managing and delivering advice on all operational PFI contracts which (have a current asset value in excess of £1 billion). The postholder will be the primary interface between the council, external clients, contractors and Government Departments in relation to PFI contracts managed by the council. The postholder In addition to responsibilities in respect of PFI contracts, the postholder shall also include provide advice on a wider range of non- PFI council contracts as and when required. The postholder will provide leadership, support and challenge to colleagues and other internal and external stakeholders, and will provide strategic advice and guidance to the council, external clients and internal colleagues at all stages of contract management process..

The postholder will be responsible for the Council's approach to contract management plans, ensuring legal and financial compliance and delivering savings and efficiencies in line with the strategic direction of the Council objectives.

The postholder will report to relevant Council boards and specific PFI contract boards (such as Housing Contract Board for the Housing PFI projects) as well as dealing with queries from Members and stakeholders and ensuring good governance compliance with financial and contractual procedures.

The postholder may also be required to provide advice and support through all stages of a complex project and/or procurement in order to meet a range of commercial, statutory and regulatory undertakings and managing governance and regulatory aspects of contractual activity and supporting the interface with finance technical and project specific matters, as and when required.

Contribute to the management and business planning of the commercial and procurement team, including the planning and programming of work, liaison with customers, pursuit and development of new business opportunities and continuous service improvement particularly to deliver best value in contracts and achieve savings.

Key Requirements

- Solicitor or barrister holding or qualified to hold a current practicing certificate in England and Wales or CIMA/CIPFA/CCAB qualified preferred, however equivalent experience will be considered.
- Expert knowledge and experience of contract management including knowledge understanding and experience of financial management and performance management, and programme and project management methodology to drive service improvement
- Expert knowledge and experience of UK and EU procurement legislation, local government and public procurement, and the principles of contract procedure rules with working knowledge of relevant areas of the law.
- Demonstrable skills or experience in managing and directing a contract management team
- Experience of working effectively with others in a multidiscipline environment to deliver cross sector projects and procurements
- Experience of managing complex procurement projects and contracts throughout their lifecycle
- Ability to lead, coach and mentor others effectively to develop a culture of high performance

LCC Values

Working as a Team for Leeds	<ul style="list-style-type: none">Actively develop strong networks and partnerships with public and commercial organisations both regionally and nationally so as to promote the interests of the council and the city region to further their corporate objectives
Being Open, Honest & Trusted	<ul style="list-style-type: none">Support open, responsive and accountable government ensuring good governance compliance with financial and procurement procedures
Working with Communities	<ul style="list-style-type: none">Work effectively with a variety of partner organisations to deliver services; communicate and involve stakeholders and the wider community in new developments to encourage ownership and commitment
Treating People Fairly	<ul style="list-style-type: none">Recognise that everyone has an equally important part to play within the Council and valuing the diverse and vibrant nature of the city and all its citizens
Spending Money Wisely	<ul style="list-style-type: none">Set high expectations of achievement across a range of strategic outcomes, actively seek out opportunities to improve delivery of services through partnership and feedback from service users

Working Context

- The post holder will be dealing with other Council officers, Members of the Council, external Solicitors, and other professionals, members of the public, Central Government Departments, other public bodies, agencies and external organisations.
- The post is based in Leeds, but the post holder may be required to work in any other suitable office accommodation.
- The hours of this post are 37 but there may be a requirement in exceptional circumstances to work additional hours out of office hours.

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

Role Specification



Dir 60%



Job title: Head of Procurement and Contract Management

Date: 26.10.17

Ref:LS

Job Purpose

The post holder supports the Chief Officer Property and Contracts to deliver programmes of strategic significance to the Council in order to deliver services to customers in line with Council priorities. They will be responsible for the development and delivery of the service plan and drive continuous improvement initiatives through leading and contributing to cross Council projects, collaborative working with partners and supporting Directorate management teams. They will be required to work with elected members, service users, trade unions and partner stakeholders in ways which support inclusive open and accountable government through the provision of strategic advice on risk management and support them in their respective roles.

Key Requirements

- Significant experience of leading change programmes, including service quality and driving up standards and performance, demonstrating the ability to manage competing priorities whilst ensuring delivery on a range of programmes and adapting to changing circumstances.
- To lead on the strategic deliver an effective procurement strategy that delivers on business priorities
- To lead on the overall delivery of the housing PFI projects at Swarcliffe, Beeston Hill, Holbeck and Little London. This will include operational delivery, the customer interface and the commercial management of the contracts
- Substantial senior leadership and management experience in a service or operational area relevant to the area of service delivery
- Substantial experience of delivering a multi-disciplinary service at a senior level that is driven by service user requirements based on delivers customer focused outcomes and excellent customer satisfaction results.
- To represent SMT as and when required to provide briefings to local ward Members and MP's.
- Experience of successful strategic and operational resource management including the evaluation of competing priorities and managing accountabilities
- Ability to demonstrate a knowledge of legislation, regulations, policies, inspections and performance information applicable to the relevant strategic functions
- Ability to demonstrate examples of managing services, implementing change and achieving quality transformational outcomes, showing effective leadership and delivering outstanding results
- Ability to lead change programmes, improve service quality and support a culture that drives up standards and performance and take forward initiatives and policies from development to implementation using project management methodologies.
- Evidence of significant experience and commitment in relation to the engagement of relevant citizens, customers and stakeholders in decision making processes.
- To lead on the delivery of the Council Housing Growth programme across the City.

- Detailed knowledge and understanding of economic strategy and policy, understanding of local government political systems and experience of working on politically sensitive issues including significant experience of developing productive working relationships with Council Members, trade unions and members of the Corporate Leadership Team which commands respect trust and confidence

LCC Values

Working as a Team for Leeds	<ul style="list-style-type: none"> • Work in ways which are open, inclusive, responsive and accountable to develop and maintain good working relationships with internal and external customers, other stakeholders and partners to achieve excellent outcomes for the citizens of Leeds
Being Open, Honest & Trusted	<ul style="list-style-type: none"> • Ensure citizens and council members are provided with all relevant information to make decisions, learn from mistakes and seek to promote continuous improvement and best practice
Working with Communities	<ul style="list-style-type: none"> • Work effectively with the variety of partners to deliver services, communicate and involve stakeholders and the wider community in new developments to encourage ownership and commitment
Treating People Fairly	<ul style="list-style-type: none"> • Recognise that everyone has an equally important part to play within the Council and value the diverse and vibrant nature of the city and all its citizens
Spending Money Wisely	<ul style="list-style-type: none"> • Set high expectations of achievement across a range of strategic outcomes, actively seek out opportunities to improve delivery of services through partnership and feedback from service users

Working Context

- *Working environment including any specific risks*

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



Job title: Head of Economic Policy	Date: 01.02.2018	Ref:
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Job Purpose

To assist the Chief Officer Economic Development in planning, organising, managing and developing the provision of high quality effective Council’s policies and strategies in supporting the sustainable and inclusive economic growth for Leeds. This includes shaping, informing and helping to deliver our strategies for the growth of the Leeds economy, attracting investment, skills strategy and creating jobs.

Provide strategic leadership and management that add value and support the delivery of the Council’s strategic objectives as set out in the Best Council Plan.

The post holder will also play a key role in influencing policy at regional and local level by contributing to the development of the Northern Powerhouse, core cities and working collaboratively with the Local Enterprise Partnership and West Yorkshire Combined Authority.

Key Requirements

- A relevant degree or equivalent level qualification or relevant in depth expertise together with significant experience at a senior level within the economic development or other relevant areas.
- Successful experience turning strategy in or associated with economic growth into practical change.
- Comprehensive knowledge and understanding of the legislative, strategic and policy context of inclusive economic growth.
- Excellent communication skills with the ability to influence, negotiate and establish credibility for the Council and the service, to enhance its reputation and to form and convene positive and relationships.
- Evidence of ability to make reasoned and logical decisions allied with high level organisational skills
- Experience of building credible and effective collaborative relationships with internal and external stakeholders that deliver improvements in economic performance, within economic development or key sectors.
- Experience of exercising sound judgement and providing clear advice at board level.
- Ability to co-ordinate input from Leeds City Council into the Leeds City Region LEP, the West Yorkshire Combined Authority, and the Core Cities Group, and maximise the benefits to Leeds of major national policy initiatives to promote economic growth such as HS2 and the Northern Powerhouse.
- Ability to promote and maximise all opportunities to enhance the economy and support local employment (for example through facilitating the delivery of major developments in the city)
- Evidence of developing and driving a culture which puts customers first and where everyone can realise their potential and ‘feels they count’.

LCC Values

Working as a Team for Leeds	<ul style="list-style-type: none"> • Provide direction and support to individuals and teams promoting a ‘high performing’ ‘can do’ attitude within a coaching style • Developing the Council’s relationships with the private sector, working with and through others, across the council and partnerships to ensure the delivery of all relevant strategic outcomes and objectives.
Being Open, Honest & Trusted	<ul style="list-style-type: none"> • Ensure citizens, council members, trade union representatives and key external stakeholders e.g. private sector are provided with all relevant

	<p>information to ensure meaningful engagement and consultation in order to make decisions.</p> <ul style="list-style-type: none"> • Learn from mistakes and seek to promote continuous improvement and best practice. • Creating a culture of excellence in service delivery, continuous improvement and a focus on outcomes which maximises the use of resources and actively promotes the council's values.
Working with Communities	<ul style="list-style-type: none"> • Work effectively with a variety of partner organisations to deliver outcomes; communicate and involve stakeholders and the wider community in new developments to encourage ownership and commitment. • Increase the levels and quality of employment across the city, support the sustainable growth of the Leeds economy, and enhance the skill level of the workforce across the entire city to fulfil individual and economic potential.
Treating People Fairly	<ul style="list-style-type: none"> • Recognise that everyone has an equally important part to play and values the diverse and vibrant nature of the city and all its citizens
Spending Money Wisely	<ul style="list-style-type: none"> • Lead, direct and manage a range of budgets and resources made available, ensuring that resources are deployed to best effect; provide value for money and are well monitored and controlled • Increase innovation and entrepreneurial activity across the city on Council's work on economic policy and research, and economic innovation including relevant links with universities.
<u>Working Context</u>	
<ul style="list-style-type: none"> • 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 needs 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. 	
<ul style="list-style-type: none"> • 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 	

Role Specification



Dir 60%



Job title: Head of Programmes and Projects	Date: 26.10.17	Ref: LS
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Job Purpose

The postholder will assist the Chief Officer Asset Management and Regeneration in the leadership, development and management of major capital, infrastructure and other related programmes - ensuring that these are developed in line with local and city wide priorities across the Council.

The postholder will lead on a portfolio of programmes and lead multi-disciplinary teams to achieve outcomes. Work will be undertaken on a flexible basis to reflect the delivery needs of the Council's capital programme. This currently includes the Changing the Workplace Programme and Basic Needs School places. In addition advice and support will be given to the Directorate and Council as a whole regarding allied pieces of work coming under the Chief Officer Asset Management.

Key Requirements

- Substantial senior leadership and management experience in a service or operational area relevant to the area of service delivery
- Experience of successful strategic and operational resource management including the evaluation of competing priorities and managing accountabilities
- Ability to demonstrate a knowledge of legislation, regulations, policies, inspections and performance information applicable to the relevant strategic functions
- Ability to demonstrate examples of managing services, implementing change and achieving quality transformational outcomes, showing effective leadership and delivering outstanding results
- Ability to lead change programmes, improve service quality and support a culture that drives up standards and performance and take forward initiatives and policies from development to implementation using project management methodologies.
- Evidence of significant experience and commitment in relation to the engagement of relevant citizens, customers and stakeholders in decision making processes.
- Detailed knowledge and understanding of economic strategy and policy, understanding of local government political systems and experience of working on politically sensitive issues including significant experience of developing productive working relationships with Council Members, trade unions and members of the Corporate Leadership Team which commands respect trust and confidence

LCC Values

Working as a Team for Leeds	<ul style="list-style-type: none"> • Work in ways which are open, inclusive, responsive and accountable to develop and maintain good working relationships with internal and external customers, other stakeholders and partners to achieve excellent outcomes for the citizens of Leeds
Being Open, Honest & Trusted	<ul style="list-style-type: none"> • Ensure citizens and council members are provided with all relevant information to make decisions, learn from mistakes and seek to promote continuous improvement and best practice

Working with Communities	<ul style="list-style-type: none"> • Work effectively with the variety of partners to deliver services, communicate and involve stakeholders and the wider community in new developments to encourage ownership and commitment
Treating People Fairly	<ul style="list-style-type: none"> • Recognise that everyone has an equally important part to play within the Council and value the diverse and vibrant nature of the city and all its citizens
Spending Money Wisely	<ul style="list-style-type: none"> • Set high expectations of achievement across a range of strategic outcomes, actively seek out opportunities to improve delivery of services through partnership and feedback from service users
<u>Working Context</u>	
<ul style="list-style-type: none"> • <i>Working environment including any specific risks</i> 	
<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>	

Role Specification



Dir 60%



Job title: Head of Station Development	Date: 26.10.17	Ref: LS
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Job Purpose

The postholder will assist the Chief Officer Asset Management and Regeneration to optimise the investment that will be made by the High Speed Rail 2 programme.

This will include being the Council's lead day to day representative regarding all HS2 development affecting Leeds. The postholder will ensure that the development of a new rail link and station will benefit the city by supporting the planning and delivery of the development to ensure a return on investment. This includes ensuring that the location and introduction of a new facility is effectively integrated into the city as a whole. This will ensure both the development of a new asset, and that the upgrading of transport links offer wider economic benefits; ranging from the construction of a new station facility through to leveraging further investments that will be associated with the project coming to Leeds.

The postholder will work with all stakeholders involved in the development of HS2 in Leeds to ensure we optimise benefits in terms of inclusive growth and a sustainability.

Key Requirements

- Substantial senior leadership and management experience in a service or operational area relevant to the area of service delivery
- Experience of successful strategic and operational resource management including the evaluation of competing priorities and managing accountabilities
- Ability to demonstrate a knowledge of legislation, regulations, policies, inspections and performance information applicable to the relevant strategic functions
- Ability to demonstrate examples of managing services, implementing change and achieving quality transformational outcomes, showing effective leadership and delivering outstanding results
- Ability to lead change programmes, improve service quality and support a culture that drives up standards and performance and take forward initiatives and policies from development to implementation using project management methodologies.
- Evidence of significant experience and commitment in relation to the engagement of relevant citizens, customers and stakeholders in decision making processes; especially in relation to transport and development
- Detailed knowledge and understanding of economic strategy and policy, understanding of local government political systems and experience of working on politically sensitive issues including significant experience of developing productive working relationships with Council Members, trade unions and members of the Corporate Leadership Team which commands respect trust and confidence

LCC Values

Working as a Team for Leeds	<ul style="list-style-type: none"> • Work in ways which are open, inclusive, responsive and accountable to develop and maintain good working relationships
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	with internal and external customers, other stakeholders and partners to achieve excellent outcomes for the citizens of Leeds
Being Open, Honest & Trusted	<ul style="list-style-type: none"> • Ensure citizens and council members are provided with all relevant information to make decisions, learn from mistakes and seek to promote continuous improvement and best practice
Working with Communities	<ul style="list-style-type: none"> • Work effectively with the variety of partners to deliver services, communicate and involve stakeholders and the wider community in new developments to encourage ownership and commitment
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Spending Money Wisely	<ul style="list-style-type: none"> • Set high expectations of achievement across a range of strategic outcomes, actively seek out opportunities to improve delivery of services through partnership and feedback from service users
<u>Working Context</u>	
<ul style="list-style-type: none"> • <i>Working environment including any specific risks</i> 	
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Role Specification



Dir 45%



Job title: Legal Manager	Date: 22.11.2017	Ref: LS
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Job Purpose

The Legal Manager will be responsible for managing and delivering legal advice and legal services (including strategic advice and guidance) through all stages of a complex project and/or procurement process in order to meet a range of commercial, statutory and regulatory undertakings and managing governance and regulatory aspects of contractual activity and supporting the interface with finance technical and project specific matters.

The postholder will be responsible for providing leadership and management to the commercial legal team, and will also contribute to the management and leadership of the wider commercial, finance and procurement team.

The postholder will provide leadership, support and challenge to colleagues and other internal and external stakeholders within multidisciplinary teams to ensure the Council Business Plan is achieved.

They will develop and promote new ways of partnership working and long term relationships both internal and external to the council to improve corporate priority outcomes and to ensure that developments and improvements remain focused on local people. They will manage all aspects of risk, providing robust solutions on areas of risk and be responsible for the safety of all staff, stakeholders and partners and ensure good governance compliance with contractual and procurement procedures (including writing and contributing to reports to decision making Boards/officers and check and challenge of project progress as a whole).

Contribute to the management and business planning of the commercial and procurement team, including the planning and programming of work, liaison with customers, pursuit and development of new business opportunities and continuous service improvement particularly to deliver best value in contracts and achieve savings.

The postholder will provide regional support to the Council's partners (developing strong networks and partnerships).

The postholder will support the development of and compliance with the Council's procurement strategy and documentation, and be responsible for overseeing governance in respect of the same (including responsibility for CPRs, standard Council contracts and other related documents). They will be accountable for the Council's procurement spend in respect of relevant projects/procurements.

Such other duties commensurate to the employee's grade.

Key Requirements

- Solicitor or barrister holding or qualified to hold a current practising certificate in England and Wales
- Expert knowledge and experience of public procurement law, UK and EU procurement legislation and the principles of contract procedure rules with working knowledge of relevant areas of the law
- Demonstrable skills or experience in managing and directing a procurement legal advisory service and resource management

- Experience of working effectively with others in a multidiscipline environment to deliver cross sector projects and procurements.
- Experience of managing complex procurement projects and contracts throughout their life cycle
- Knowledge understanding and experience of financial management, performance management and programme and project management methodology to drive service improvement
- Ability to lead, coach and mentor others effectively to develop a culture of high performance

LCC Values

Working as a Team for Leeds

- Actively develop strong networks and partnerships with public and commercial organisations both regionally and nationally so as to promote the interests of the council and the city region to further their corporate objectives

Being Open, Honest & Trusted

- Support open, responsive and accountable government ensuring good governance compliance with financial and procurement procedures

Working with Communities

- Work effectively with a variety of partner organisations to deliver services; communicate and involve stakeholders and the wider community in new developments to encourage ownership and commitment

Treating People Fairly

- Recognise that everyone has an equally important part to play within the Council and valuing the diverse and vibrant nature of the city and all its citizens

Spending Money Wisely

- Set high expectations of achievement across a range of strategic outcomes, actively seek out opportunities to improve delivery of services through partnership and feedback from service users

Working Context

- The post holder will be dealing with other Council officers, Members of the Council, external Solicitors, and other professionals, members of the public, Central Government Departments, other public bodies, agencies and external organisations.
- The post is based in Leeds, but the post holder may be required to work in any other suitable office accommodation.
- The hours of this post are 37 but there may be a requirement in exceptional circumstances to work additional hours out of office hours.

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

Role Specification



Dir 45 %



Job title: Procurement Manager	Date: 22/11/17	Ref: LS
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Job Purpose

The Procurement Manager will be responsible for managing and delivering procurement and legal advice and services through all stages of a complex project and/or procurement process in order to meet a range of commercial, statutory and regulatory undertakings and managing governance and regulatory aspects of procurement activity and supporting the interface with finance technical and project specific matters.

The postholder will be responsible for providing leadership and management to procurement professionals, and (as required) the commercial legal team. The postholder will provide leadership, support and challenge to colleagues and other internal and external stakeholders within multidisciplinary teams to ensure the Council Business Plan is achieved. They will develop and promote new ways of partnership working and long term relationships both internal and external to the council to improve corporate priority outcomes and to ensure that developments and improvements remain focused on local people. They will manage all aspects of risk, providing robust solutions on procurement risk issues and be responsible for the safety of all staff, stakeholders and partners and ensure good governance compliance with financial and procurement procedures.

Contribute to the management and business planning of the commercial and procurement team including the planning and programming of work, liaison with customers, pursuit and development of new business opportunities and continuous service improvement particularly to deliver best value in procurement contracts and achieve savings.

The postholder will be expected to provide regional support to the Council's partners in respect of procurement matters, and represent the Council and provide leadership in respect of regional and national procurement forums and activity. They will be responsible for developing and ensuring compliance with the Council's procurement strategy and documentation, and governance in respect of the same. They will be accountable for the Council's procurement spend.

Key Requirements

- Solicitor or barrister holding or qualified to hold a current practising certificate in England and Wales or MCIPS qualified
- Expert knowledge and experience of public procurement law, UK and EU procurement legislation and the principles of contract procedure rules with working knowledge of relevant areas of the law
- Demonstrable skills or experience in managing and directing a procurement legal advisory service and resource management
- Experience of working effectively with others in a multidiscipline environment to deliver cross sector projects and procurements.
- Experience of managing complex procurement projects and contracts throughout their life cycle
- Knowledge understanding and experience of financial management, performance management and programme and project management methodology to drive service improvement
- Ability to lead, coach and mentor others effectively to develop a culture of high performance

LCC Values

Working as a Team for Leeds

- Actively develop strong networks and partnerships with public and commercial organisations both regionally and nationally so as to

	promote the interests of the council and the city region to further their corporate objectives
Being Open, Honest & Trusted	<ul style="list-style-type: none"> Support open, responsive and accountable government ensuring good governance compliance with financial and procurement procedures
Working with Communities	<ul style="list-style-type: none"> Work effectively with a variety of partner organisations to deliver services; communicate and involve stakeholders and the wider community in new developments to encourage ownership and commitment
Treating People Fairly	<ul style="list-style-type: none"> Recognise that everyone has an equally important part to play within the Council and valuing the diverse and vibrant nature of the city and all its citizens
Spending Money Wisely	<ul style="list-style-type: none"> Set high expectations of achievement across a range of strategic outcomes, actively seek out opportunities to improve delivery of services through partnership and feedback from service users
<u>Working Context</u>	
<ul style="list-style-type: none"> The post holder will be dealing with other Council officers, Members of the Council, external Solicitors, and other professionals, members of the public, Central Government Departments, other public bodies, agencies and external organisations. The post is based in Leeds, but the post holder may be required to work in any other suitable office accommodation. The hours of this post are 37 but there may be a requirement in exceptional circumstances to work additional hours out of office hours. 	
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	

Role Specification



Dir 45%



Job title: Senior Project Manager (Low Carbon)	Date: 22/11/17	Ref: LS
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Job Purpose

The postholder will be accountable for professional and leadership functions in respect of projects as well as meeting a range of statutory and undertakings in relation to work programmes. They will be expected to lead on projects or programmes or manage a sub-project within a complex project on behalf of the Council, utilising and coordinating resources from across the Authority. They will have responsibility for setting and delivering projects, planning, organising, co-ordinating, delivering, controlling and monitoring areas of work. There will be an expectation that they will develop innovative ways to achieve best value and make savings and efficiencies in line with Council priorities though promoting new ways of working and working in partnership with key clients both internal and external to the Council. They will manage all aspects of risk and provide leadership and direction in identifying and resolving risk issues in all projects they manage.

Key Requirements

- Degree and/or significant experience in project and programme management at a level equivalent to APM Level C and/or MAPM
- Experience of managing complex commercial projects e.g. PPP/PFI managing programmes or complex procurement to financial close and a commercial approach from feasibility to service delivery
- Ability to present complex information in a clear and concise manner using a variety of presentational formats to all levels
- Experience of working in a multi-agency environment and forging and driving successful partnerships
- Ability to find, analyse, and implement creative and innovative solutions to complex problems in a complex project environment
- Knowledge understanding and experience of leading and developing performance management and programme and project methodology to drive service improvement
- Experience of working effectively with others to deliver cross sector or service projects

LCC Values

Working as a Team for Leeds	<ul style="list-style-type: none"> • Actively develop strong networks and partnerships with public and commercial organisations both regionally and nationally so as to promote the interests of the council and the city region to further their corporate objectives
Being Open, Honest & Trusted	<ul style="list-style-type: none"> • Support open, responsive and accountable government ensuring good governance compliance with financial and procurement procedures
Working with Communities	<ul style="list-style-type: none"> • Work effectively with a variety of partner organisations to deliver services; communicate and involve stakeholders and the wider community in new developments to encourage ownership and commitment

<p>Treating People Fairly</p>	<ul style="list-style-type: none"> Recognise that everyone has an equally important part to play within the Council and valuing the diverse and vibrant nature of the city and all its citizens
<p>Spending Money Wisely</p>	<ul style="list-style-type: none"> Set high expectations of achievement across a range of strategic outcomes, actively seek out opportunities to improve delivery of services through partnership and feedback from service users
<p><u>Working Context</u></p>	
<ul style="list-style-type: none"> The post holder will be dealing with other Council officers, Members of the Council, external Solicitors, and other professionals, members of the public, Central Government Departments, other public bodies, agencies and external organisations. The post is based in Leeds, but the post holder may be required to work in any other suitable office accommodation. The hours of this post are 37 but there may be a requirement in exceptional circumstances to work additional hours out of office hours. 	
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Role Specification



Dir 45%



Job title: Technical Client Manager		Date: 28/11/17	Ref: LS
Job Purpose			
<p>The potholder will be accountable for professional and leadership functions in respect of how the Council commissions architectural and design services.</p> <p>This will include managing day to day aspects of our NPS contract and developing options for the future. Advising on any procurement of any design work and helping services to develop briefs and where appropriate giving pre-feasibility advice on schemes. The post holder will also ensure LCCs CDM obligations are properly fulfilled.</p>			
Key Requirements			
<p>Degree or relevant professional qualification, or equivalent expert knowledge, in an area covered by the post</p> <ul style="list-style-type: none"> • Experience of working in a multi-agency environment and forging and driving successful partnerships • Ability to find, analyse, and implement creative and innovative solutions to complex problems in a complex project environment • Knowledge understanding and experience of leading, developing and implementing contract and performance management to drive service improvement • Experience of working effectively with others to deliver cross sector or service projects in a concise manner using a variety of presentational formats to all levels • Support open, responsive and accountable government ensuring good governance compliance with financial, procurement and legal procedures 			
LCC Values			
Working as a Team for Leeds	<ul style="list-style-type: none"> • Actively develop strong networks and partnerships with public and commercial organisations both regionally and nationally so as to promote the interests of the council and the city region to further their corporate objectives 		
Being Open, Honest & Trusted	<ul style="list-style-type: none"> • Support open, responsive and accountable government ensuring good governance compliance with financial and procurement procedures 		
Working with Communities	<ul style="list-style-type: none"> • Work effectively with a variety of partner organisations to deliver services; communicate and involve stakeholders and the wider community in new developments to encourage ownership and commitment 		
Treating People Fairly	<ul style="list-style-type: none"> • Recognise that everyone has an equally important part to play within the Council and valuing the diverse and vibrant nature of the city and all its citizens 		

Spending Money Wisely

- Set high expectations of achievement across a range of strategic outcomes, actively seek out opportunities to improve delivery of services through partnership and feedback from service users

Working Context

- The post holder will be dealing with other Council officers, Members of the Council, external Solicitors, and other professionals, members of the public, Central Government Departments, other public bodies, agencies and external organisations.
- The post is based in Leeds, but the post holder may be required to work in any other suitable office accommodation.
- The hours of this post are 37 but there may be a requirement in exceptional circumstances to work additional hours out of office hours.

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