

Leeds City Council

Role Specification

Dir 75%

Job title: Chief Officer – Operations and Active Leeds

Job Purpose The Chief Officer Operations and Active Leeds will provide strategic leadership within their portfolio area, providing advice and expertise to decision makers across the Council. Working with key partners at national, regional and local level. The Chief Officer Operations and Active Leeds will champion initiatives within the organisation and, in collaboration with key stakeholders will support the delivery of real change across the city. They will provide strategic leadership on all aspects of resource management and business support. There will be a particular focus on financial management and strategy. The Chief Officer Operations and Active Leeds will create a synergy of commercial activity across Markets, City Centre Management and Active Leeds.

Key Requirements

To support the Director by leading a major area of the Directorate to ensure delivery of Best Value services to customers, to meet the objectives of the Council's Best City Ambitions and Organisation Plan, and comply with Government Standards.

Ability to promote and manage Leeds City Centre as a business location and retail, leisure and tourism destination; including coordinating the Council's relationship with the Leeds Business Improvement District. Maximise all opportunities to enhance the economy by ensuring effective delivery of the Markets strategy and provision of an effective Market service at various sites throughout the City.

Ability to identify, promote and develop new initiatives and opportunities that increase commercial activity whilst also promoting participation for all within Active Leeds.

Ability to support excellent joined-up delivery in relation to resource management and business support activity.

Degree and post graduate qualification together with in depth experience at a senior level within relevant services or relevant environment.

Significant successful senior leadership experience within the relevant field or other associated area.

Substantial experience of operating in a political environment, including across multiple local authorities.

To take the strategic lead in developing the service in the context of city, regional and national priorities.

Evidence of working in a multi-agency environment and of forging and driving successful partnership programmes to deliver cross sector priorities and outcomes

Experience of successful leadership and management of large scale complex change programmes with an understanding of the strategic issues that face integrated work

Extensive successful experience of exercising sound judgement and providing clear advice at senior level.

Comprehensive knowledge and understanding of the current local, regional and national issues and the legislative and political context

Highly developed influencing skills; able to create and shape strategic alliances to benefit the Leeds City Region.

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 positive partnerships and relationships.

Ability to raise the profile of the city of Leeds nationally and internationally

Experience of having developed and implemented highly complex strategies leading to successful outcomes.

Excellent communication skills with the ability to influence, negotiate and establish credibility for the service, to enhance its reputation, and to form positive relationships with all stakeholders which includes working directly with elected members.

Evidence of ability to make reasoned and logical decisions allied with high level organisational skills

Actively support Corporate Management Team in achieving continuous improvement across the Council and; as a member of Directorate Management team, develop and implement initiatives to support continuous improvement in the Directorate Services.

Demonstrate knowledge of legislation, regulations, policies, inspections and performance information applicable to the relevant strategic functions e.g. child protection, health, safety and security, confidentiality and data protection. Promoting compliance with Leeds City Council policies and procedures.

In line with the Budget Management Accountability Framework to be responsible and accountable for developing appropriate, proportionate and effective financial solutions to be implemented across the Directorate.

To be accountable for and provide appropriate strategic advice relating to the work of the Directorate to Members and council officers and other stakeholders so as to manage risk and support them in their respective roles.

To take responsibility for maintaining effective communications and engagement with staff, service users, councillors, trade unions, partners and other stakeholders and which supports open, inclusive, responsive and accountable government.

To work with elected members, service users and community representatives in ways which support open, responsive and accountable government

To provide appropriate advice relating to the work of the Directorate to Members and council officers so as to manage risk and support them in their respective roles.

To actively drive and deliver continuous improvement initiatives through leading and contributing to cross Council projects, collaborative working with partners and supporting Directorate Management Teams.

Working Context - 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.

Role Profile

People in roles at this level are responsible for the strategic leadership and direction and delivery of specific functions and services as appropriate.

Specifically Chief Officer supports the Director to promote and progress the Leeds corporate vision and support the Chief Executive of Leeds City Council in their role to deliver the Best City Ambitions and Organisation Plan for the city and region. The Chief Officer is accountable to the Director, and is strategically responsible for the leadership, development and coordination of a coherent agenda of city-wide change and ongoing service development with partners for continuous improvement of services. Working as part of the Best Council leadership team; roles at this level live and model values and behaviours to help the council to achieve the ambition to become the best city council in the country and the best city in the UK.

For roles at this level, you must be able to show

Knowledge - Appropriate professional qualification or equivalent in depth diverse expertise with significant managerial/ practical experience across service areas you use your knowledge and expertise to plan and develop strategies and frameworks to shape future service provision in partnership with others

Extensive knowledge of local, regional and national issues that influence the city and region and impact upon health and social care strategy, policy and practice. You identify links between societal and economic trends and anticipate emerging issues to influence the strategic direction and delivery of shared outcomes

Thorough understanding of the economic, business, cultural and political environment within the city and region and the ability to give direction to changing programmes and priorities. You understand the significance of building strong and dynamic relationships at all levels that build trust and enhance profile and reputation

Leadership & strategic planning – Lead by example, cultivating strong relationships and effective joint working within the Council, politicians and with partners and stakeholders across the City, region and nationally. You develop and enhance public and private sector partnership relationships to help to bring the city together and to join up the approaches of different stakeholders

Set and deliver complex change and transformational goals with broad perspectives and long term timelines, that impact across the Council. You use a range of leadership styles which focus on achieving results, building trust and generating energy and support during periods of significant cross sector, services and system change

Develop innovative strategies that support the achievement of a high performing culture, where everyone can realise their potential and 'feel they count' and where there is a drive to deliver excellent service performance, planned outcomes, targets and objectives. You demonstrate visible and supportive leadership with excellent communication skills creating a climate of learning and improvement leading to high levels of performance and improved outcomes

Collaboration & innovation – In partnership with others, develop strategies and frameworks to shape future service provision, share best practice, add value and improve outcomes in line with significant strategic programmes and plans. You use your influence to develop ways of working that lead to creative and innovative solutions to complex strategic problems

Develop opportunities to work collaboratively across the local authority and partners to facilitate and support an approach that is needs led and focussed on client feedback. You develop ways of working that encourages and supports engagement with stakeholders and which leads to the delivery of services with a focus on individual needs and outcomes

In partnership develop and lead innovative and enterprising models of service delivery across sectors and services. Engage with multi agency teams, partners and communities to influence and shape the vision to meet city priorities. There is evidence of how you effectively collaborate and engage with all stakeholders that leads to priorities and objectives being met.

Problem solving & decision making - Undertake a key role at Best Council leadership level identifying opportunities, initiating and developing strategic plans and projects and delivering solution focused outcomes across a diverse range of related and unrelated issues. You demonstrate commitment to working and leading across sectors and services, to enable transformation, and implement change and deliver agreed outcomes, targets and objectives

You anticipate emerging issues and changing context and develop strategies and policies to solve related or unrelated problems or seize opportunities across services. There is evidence that you take diverse issues requiring development of solutions and implement strategies that lead to successful outcomes

Deliver - Working in partnership with the Council, you take a lead role in influencing, informing and assisting the development of strategies, policy, functions and structures for the delivery of the Directorate strategy. You ensure that local and regional level plans and policies are influencing and being influenced by developments nationally and locally

Inform, support and assist the Director, coordinating work across Council directorates and managing relationships across services and with partners and other stakeholders. There is evidence of your ability to lead and manage large scale change. You demonstrate credibility, integrity and openness and ability to work collaboratively to deliver outcomes

Resource management - Set and deliver transformational goals with broad perspectives and long term timelines, which maximises effective resource management, ensures financial compliance and is

responsive to sector and city priorities. Plans are in place to meet priorities, budgets are maximised and there is an efficient and sustainable use of resources.

Support a culture of excellence in service delivery, continuous improvement and a focus on outcomes which maximises the effectiveness of the workforce through workforce planning and actively promotes organisational values, supports adaptable ways of working and creates strong flexible teams. You empower, enable and develop individuals and teams, promoting a 'can do' attitude within an environment of supported and continuous improvement

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

Our Values

Leeds City Council expects all its employees and councillors to observe our core values and to understand and strengthen our ambitions for equality, diversity and inclusion, ethical behaviour, correct use of digital information, facilities, protection of sensitive information and codes of conduct.

Leeds City Council values are at the heart of everything we do. They inform the way we design and deliver our services and the way we all work and behave.

Our shared values help everyone be their best:

Being open, honest and trusted

I can be my best.

- bring out the best in everyone, and provide opportunity for all
- have quality appraisal conversations
- keep everyone informed and up to date
- give people a voice, and listen and act on what they say
- look out for my own wellbeing and that of others

Treating people fairly

I feel valued for who I am.

- respect all, give everyone a fair chance, and root out inequality and discrimination
- encourage everyone to be themselves at work
- be kind and compassionate
- support others well through change
- appreciate others, celebrate success and say thank you for a job well done

Spending money wisely

I make every pound go further.

- make the most of what we have
- stick within budget
- manage money and resources well
- deliver more efficient ways of working
- work with partners to get best value

Working as a team for Leeds

I'm part of a 'can do' team.

- set high standards and get the best from the team
- get the basics right, do things well, on time and consistently
- encourage learning, innovation and improvement
- make work fun and productive
- empower people and give real accountability
- actively monitor and manage workloads

Working with all communities

I make a difference.

- do things with people, not to them
- deliver on outcomes
- provide great customer service
- build strong working relationships with councillors
- make the most of partnership working
- bring people together in the city.