



# **Chief Digital Information Officer**

**Leeds City Council**

# WELCOME

Thank you for showing an interest in the role of interim Chief Digital Information Officer at Leeds City Council.

Leeds is a large, contemporary, and thriving city - and these adjectives equally apply to the council. With over 14,000 staff delivering hundreds of different services to a population of 812,000 people, we work in a complex, diverse and fast-paced environment.

We are ambitious. Our [Best City Ambition](#) is our overall vision for the future of Leeds.

At its heart is our mission to tackle poverty and inequality and improve quality of life for everyone who calls Leeds home. We will achieve our mission by focusing on improving outcomes across the three pillars of the Best City Ambition:

- Health and wellbeing
- Inclusive growth
- Zero carbon

Our three pillars are at the centre of the Best City Ambition. They capture the things that will make the biggest difference to improving people's lives in Leeds – and many of the big challenges we face and the best opportunities we have relate to all three.

Our Organisational Plan sets out our vision to be the best council in the best city, with our staff supported to understand what we do, why we do it, and how we can all work together to achieve our ambitions and values.

As Chief Digital Information Officer you will lead our Integrated Digital Service (IDS), working across both Leeds City Council and the Leeds Integrated Care Board (ICB).

You'll have strategic and operational accountability for IDS and for the supply of services to the ICB Leeds, specifically the GP IT and Open Digital Architecture (ODA) functions. Your primary focus is to deliver integration, efficiencies and savings to the council and the NHS.

Thank you for taking the time to find out more about this opportunity to make a real and positive difference to the lives of the citizens of Leeds.

**Andy Dodman**

**Interim Deputy Chief Executive**





# Chief Digital Information Officer

£96,315 - £105,742

As our Chief Digital and Information Officer, you'll thrive on transforming public services through technology.

This role isn't just about keeping things ticking along. We're looking for an innovative leader that is dedicated to finding new and cost effective solutions to complex problems, ensuring Leeds is at the forefront of digital technology developments.

We're one of the largest employers in the region with over 14,000 employees, and we seek to recruit and develop talented individuals who embody our [council values](#) and [ambitions](#).

Leeds is renowned for excellence in the digital sector, so it's a great place to continue your career.

## About you

As our Chief Digital and Information Officer you will bring to the role:

- Innovation and a passion to transform IT, improving the services we provide and ensuring value for money.
- A relevant professional qualification or significant managerial experience in a similar environment.
- Ability to manage a number of substantial budgets and find solutions to complex financial challenges.
- Experience of successful leadership and management of large scale digital projects, successfully implementing transformational change.
- Excellent communication skills with the ability to influence, negotiate and establish credibility across sectors to enhance reputation and form positive relationships.

## About the role

As our next Chief Digital and Information Officer, you'll lead our Integrated Digital Service (IDS), working across both Leeds City Council and the Leeds Integrated Care Board (ICB).

You'll have strategic and operational accountability for IDS and for the supply of services to the ICB Leeds, specifically the GP IT and Open Digital Architecture (ODA) functions. Your primary focus is to deliver integration, efficiencies and savings to the council and the NHS.

You'll develop, own and deliver a Digital Strategy, which will underpin the achievement of the city's Health and Wellbeing, Inclusive Growth and Climate Emergency strategies.

IDS improves how services are delivered, using user research to inform technology based solutions that are accessible, easy to use and reliable. We are innovating and changing services by investing in automation through technologies such as power platform and RPA.

You'll be essential to the team as you support them to drive forward change, and you'll see how these changes significantly improve the lives of the Leeds residents that rely on our services.

## What we offer you

We take pride in offering the best employee experience, with benefits including:

- a competitive salary and annual leave entitlement plus statutory holidays
- membership of the West Yorkshire Pension Fund with generous employer contributions
- flexible and hybrid working arrangements subject to service requirements
- a clear career pathway and continuing professional development opportunities
- a range of [staff benefits](#) to help you boost your wellbeing and make your money go further

## How to apply

To apply, please upload your CV and personal statement via [our job site](#) ensuring your application reflects the requirements of the role as outlined in the role profile.

If you have any queries or would like an informal chat about the role please contact Andrew Dodman, Interim Assistant Chief Executive (People, Digital & Change) at email [Andrew.dodman@leeds.gov.uk](mailto:Andrew.dodman@leeds.gov.uk).

We promote diversity and want a workforce that reflects the population of Leeds. Leeds City Council is recognised in Stonewall's Workplace Equality Index 2024. We are also an Age-friendly Employer, a Mindful Employer and a Disability Confident Leader.

All new Leeds City Council appointments are made subject to the satisfactory completion of a six-month probationary period.

This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK - either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply.



# JOB PROFILE

## **Special Conditions:**

This position has been identified as a politically restricted post under the Local Government and Housing Act 1989. Therefore, you will be restricted from political activity. In some cases, it is possible to gain exemption for this provision.

## **Job purpose**

Strategic and operational accountability for Leeds City Council's Integrated Digital Services and for supply of services to the ICB Leeds, specifically the GPIT and ODA functions, providing services to Leeds City Council and the NHS to deliver integration and efficiencies and savings.

## **Responsibilities**

- Develop, own and deliver the Digital Strategy to underpin the achievement of the City's Health and Wellbeing, Inclusive Growth, Climate Emergency strategies and critically in the post COVID19 world.
- Responsible for placing LCC and Leeds Place ICB at the forefront of developments with regards to the application of digital technology, working with other support services.
- Provide strategic leadership, providing advice and expertise to decision makers across the Council.

- Provide outstanding leadership to develop a high performing, highly motivated workforce and manage resources to achieve service and overarching objectives in line with the city's agreed prioritisation.
- Work with key partners at national, regional and local level and in collaboration with colleagues and partners support the delivery of real change across the city.
- Manage the interface and maintain effective relationships with key stakeholders including the NHS, business and external agencies.
- Work closely with the NHS West Yorkshire ICB (Leeds place) Chief Clinical Information Officer to ensure service provision from IDS to the Health system is effective and efficient.
- Lead the definition and delivery of information and technology strategy on behalf of the Council, and linked to the wider system ensuring that we have the capabilities and skills to play a leading role on delivering better outcomes for people through IDS.
- Contribute to the business direction of services and execute required business change in support of digitisation, technology and information management excellence, defining and transitioning to new operating models and skill sets as appropriate.
- Drive digital leadership by building credibility as a leading authority in digital technology by establishing and maintaining professional advice internally and externally.
- As principal digital and ICT advisor and technical expert to the Council's Corporate Leadership Team and its Elected Members, ensure that organisational developments and improvements remain focused on delivering improved outcomes for local people.
- Be accountable for the delivery, continuity, information security, risk management and effective support of the Council's ICT infrastructure and business critical systems and cyber security.
- Provide professional strategic leadership to related project teams to ensure the council and NHS objectives are met and where possible exceeded.
- Be accountable for the achievement of service performance, outcomes, targets and objectives within approved budgets for the service and the City's and Council's portfolio of ICT enabled business projects and programmes.
- Embed a culture of continuous improvement, establishing stretching service and customer experience targets to deliver outstanding outcomes.

- Work closely with the Chief Officer Strategy & Performance to ensure digital related project and programme governance is in place and adhered to, to ensure optimal outcomes and maximum return from investment, and that this is coherent and connected to other wider changes such as workforce, finance etc.
- Be accountable for the systematic appraisal, evaluation, delivery and rigorous management of the ICT portfolio of programmes and projects in support of council outcomes.
- Be the principal post holder for delegated decision making in respect of the authority's Digital, Information and Technology functions.
- Lead and coordinate relevant research and monitor global trends and developments in the digital economy to enable the identification of relevant projects and activities to deliver digital outcomes for the council.
- Work with the Information Governance (IG) function to ensure risk assessment and management processes within the Organisation(s) and advise on the effectiveness of information governance and risk management across the Organisation(s) in line with national compliance regimes (e.g. PSN IA Condition, PCI DSS etc) in relation to the Digital responsibilities of the role.
- Fulfil the role of the Council's Deputy Senior Information Risk Owner, having responsibility for Information Risk whilst acting as the point of contact through which the Data Protection Officer reports to the Corporate Leadership Team in absence of or as directed by the SIRO.
- In absence of the SIRO or as directed, to appropriately consider all high-risk personal data breaches for notification to the Information Commissioner's Office and individuals with advice and guidance from the Data Protection Officer.
- 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.
- Lead, promote and deliver positive solutions to achieving diversity and inclusion in all aspects of service delivery, community engagement and human resource areas, focussing on equality of outcome.
- Lead and coordinate relevant research and monitor global trends and developments in the digital economy to enable the identification of relevant projects and activities to deliver digital outcomes for the city.
- Maintain knowledge of emerging innovations, introducing initiatives as appropriate to improve citizen/patient outcomes, citizen/patient experience and operational excellence.
- Initiate and implement a range of sensor technologies within the organisation and city to create an efficient and productive environment in line with City carbon and Health ambitions.

- Contribute to the development and maximisation of a modern data culture, enhancing already strong governance and compliance with a data architecture that enables self-service.
- Lead provision of dedicated traded services to external services.
- Work with elected members, service users and community representatives in ways which support open, responsive and accountable government providing 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.
- In line with the Budget Management Accountability Framework Ensure that effective budget management and control takes place across your service, the planned level and quality of service provided for within the revenue and capital budgets are delivered and that budget pressures are resolved.
- Responsibility for the direction and control of a significant budget, the financial integrity of the service and accountable for directing and implementing comprehensive risk management programmes and resources across the service(s).
- The service is delivered within budget; value for money is maximised, and operational, regulatory, statutory and financial risk is managed and monitored in compliance with council requirements and with Local Government and national working practices.
- The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate to the grade.

**Qualifications** MBA, degree level qualification or equivalent qualification in Information and Technology, or substantial experience in working in this field and membership of a relevant professional body is desirable.

**Working Context** Post holders will work flexibly both at home and at various locations across the City and region. All colleagues should work in line with our hybrid working principles and spend regular time in the workplace to support service delivery, meeting the needs of the team and the requirements of their individual role. The hours are worked mainly Monday to Friday. However, the post holder will be expected to work outside normal working hours, including attendance at evening/weekend meetings or events if required to meet the needs of the service.

**Essential requirements** Candidate should be able to demonstrate the following criteria. Candidates will only be shortlisted if they can demonstrate that they meet all the essential requirements.



- Comprehensive knowledge and understanding of the current local, regional and national issues and the legislative and political context relating to IDS.
- Demonstrate knowledge of applicable legislation, regulations, policies, inspections and performance information and relevant strategic functions e.g. health, safety and security, confidentiality and data protection.
- 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 Corporate Leadership Team.
- Evidence of working with partners and key stakeholders and of forging and driving successful partnership programmes to deliver cross sector priorities and outcomes.
- Understanding of and ability to maximise benefits and relationships with other partners in the NHS.
- Understanding of the legal, financial and national expectations of the NHS and the role of NHSE.
- Excellent communication skills with the ability to influence, negotiate and establish credibility across sectors to enhance reputation and form positive relationships.
- Experience of successful leadership and management of large scale complex change programmes with an understanding of the strategic issues that face integrated work.
- Evidence of ability to make reasoned and logical decisions allied with high level organisational skills.
- Significant successful senior leadership and management experience
- Substantial experience of operating in a political environment
- Extensive experience of exercising sound judgement and providing clear advice at senior level.
- Experience of developing and implementing highly complex strategies leading to successful outcomes

**Behavioural & other Characteristics required.**

- Understand and embrace [Leeds City Council Values and Behaviours](#) and codes of conduct.
- Committed to continuous improvement in all areas and work towards delivering the [Best City Ambition](#) of Health & Wellbeing, Inclusive Growth and Zero Carbon.
- Be aware of promote and comply with Leeds City Council policies and procedures e.g., health, safety and security, confidentiality, and data protection.
- Be aware of and support difference ensuring equality for all working in an anti-discriminatory manner, upholding, and promoting the behaviours, values and standards of Leeds City Council.

- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse, ensuring compliance with relevant policies and procedures.
- Understand, observe and actively promote Leeds City Council's approach to equality, diversity and inclusion.
- Carry out all duties having regard to an employee's responsibility under Health and Safety Policies.

**Desirable requirements** It is desirable that the candidate should be able to demonstrate the following criteria.

- Understanding of and ability to maximise benefits and relationships with other partners in the NHS.
- Understanding of the legal, financial and national expectations of the NHS and the role of NHSE.

**Date job description last reviewed:** October 2024



# ABOUT LEEDS CITY COUNCIL

We are a political organisation, with a responsibility for providing local services and facilities. There are 99 elected councillors across the city to represent our citizens at a local level and help drive change for the better.

We are proud of the work we do every day to deliver for our city, from keeping our streets clean to delivering major cultural and sporting events, and much more.

Whilst the [Best City Ambition](#) outlines our vision to be the Best Council in the UK, how we progress our ambitions is as important as what the ambitions are.

Our employees talk about the pride they feel in the work they do and in making a difference. In return for their dedication and contribution we offer a workplace where people feel supported, that celebrates difference and encourages everyone to grow like the city we love.

As with all other local authorities, the council faces financial challenges and demographic pressures. However, we continue to maintain high levels of performance and are making progress to deliver our priorities.



# OUR VALUES

Being open, honest and trusted — that's what our council is built on. Our aim is to recruit and develop talented people who share our council values and ambitions.

Our values and behaviours guide our individual approaches to our work, shape our working relationships with our colleagues and partners, and ensure we continue to move towards being a more efficient, enterprising, healthy and inclusive organisation. These complement the wider Team Leeds approach, set out in the [Best City Ambition](#). Supporting and underpinning the values and behaviours within the organisation is a proactive approach to internal communications engagement which reaches all council staff as well as the leadership and management cohort. The framework guiding this approach is below.



# OUR STRATEGY & RESOURCES LEADERSHIP





# THE STRATEGY & RESOURCES DIRECTORATE TEAM

Strategy & Resources provides both strong support services for the organisation together with key services providing traded expertise to the wider city.

The Strategy & Resources directorate is one of five directorates across Leeds City Council and comprises the following services: Human Resources, Shared Services, Financial Services, Integrated Digital Services, Strategy & Performance and Civic Enterprise Leeds

## **Human Resources**

HR support the workforce through the entirety of the employee lifecycle. Working in close partnership with key stakeholders such as the Trade Unions, staff networks, leaders and managers and the elected members to deliver an Efficient, Enterprising and Healthy organisation.

## **Financial Services**

Responsible for the delivery of the Council's financial management functions, supporting front line services to deliver priorities within their budget envelopes. Its key priority is to deliver the maximum service for the minimum cost, with the highest standards of integrity and probity, and working in partnership with all clients and stakeholders.

## **Shared Services**

Comprising the Business Support Centre and Business Administration delivering business support activities to a wide range of teams and services across the council. Its main priority is to deliver cost-effective, efficient, reliable and highly productive business support functions, simplifying operations, redesign processes and exploiting new technologies to modernise the way we work.

## **Integrated Digital Services**

The role of IDS is to ensure the council fully exploits its investment in information and communication. Its priority is to support transformation to more efficient and effective methods of working and capitalise on automation where possible. IDS is also responsible for trading its service and working with the NHS through partnership with the ICB.

## **Civic Enterprise Leeds**

CEL is a traded service which provides direct service across the council and to external organisations. One key priority of the service is to support commercial operations to generate income. Services include Catering, Cleaning, Facilities management, Fleet and Passenger transport.



# RESOURCES:

- Learn more about the [Strategy & Resources Directorate](#).
- [Our benefits | Leeds Jobs](#)
- Our [Best City Ambition](#)
- [Guidance notes on completing your application](#)



# HOW DO I APPLY?

For more information or to arrange a discussion with our Interim Assistant Chief Executive, Andy Dodman about the role, please contact [andy.dodman@leeds.gov.uk](mailto:andy.dodman@leeds.gov.uk)

To apply, please complete the online application form on our [job site](#).

Closing date: November 2024

**THANK YOU FOR CONSIDERING TEAM LEEDS.**

