

**Role Specification****Dir 70%****Job title: Chief Officer – Strategy and Performance****Date: April 2023**

**Job Purpose** The Chief Officer Strategy and Performance will provide strategic leadership on a range of strategic functions including strategy, policy, performance, risk, communications, marketing, consultation, corporate support, and resilience and emergency planning. The postholder will lead these teams and provide advice and expertise to decision makers across the Council.

Working with key partners at national, regional and local level the Chief Officer will champion strategic planning and engagement for the council and deliver a wide range of proactive and reactive initiatives within the organisation and in collaboration with the full range of partners to support the delivery of real change across the city.

The post holder is accountable to the Director of Resources for the delivery of agreed outcomes, targets and objectives, including:

- Developing and delivering the Best City Ambition and the council's organisational planning arrangements.
- Developing and delivering the communication and engagement framework for the council and with the city, including for example stakeholder comms, media, creative and marketing.
- Delivering a wide range of projects including State of the City, support for inspections, transformation projects and organisational development initiatives, as well as reactive high profile events such as royal visits and incidents such as severe weather.
- Ensuring that the right discussions happen at the right time with the right people to effectively progress the ambitions of the council and the city.
- Leadership for a range of high-quality professional support services, within budget, with well-motivated teams and leading by example on the values and behaviours.

**Key Requirements**

Support the Director of Resources 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 Ambition and Organisational Plan and comply with Government Standards.

Lead the strategy, corporate support and communications functions in an enabling and collaborative style to ensure delivery of the ambition and values, alongside being a key part of the council's corporate leadership arrangements and providing proactive support to the Chief Executive and executive elected members.

Motivate, develop and coach managers within your area of the Directorate so that they manage the Directorate staff and other resources to achieve Corporate and Service Plan objectives.

Monitor and review the achievement of targets within your areas of responsibility and take action to ensure targets are met and improvements achieved.

Secure the achievement of the Directorate's plans and targets in relation to Equality, Diversity and Inclusion within your areas of responsibility and influence.

Relevant degree qualification or substantial experience in working in this field together with substantial senior leadership and management experience.

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

Comprehensive knowledge and understanding of the current local, regional and national issues and the legislative and political context relating to strategic planning, communications and engagement, policy development and emergency planning.

Evidence of working with partners and key stakeholders and of forging and driving successful partnership programmes to deliver cross sector priorities and outcomes.

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.

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.

Responsible 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.

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

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

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

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.

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.

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.

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

**Working Context** - Post holders will be based in Leeds City Centre but 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.

## **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, the Chief Officer is accountable to the Director and is strategically responsible for the leadership, development and coordination of change. 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 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. Identifying 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.

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. 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 good 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 outcomes for citizens and. 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.

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.

Supporting 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.

## **LCC Values**

Leeds City Council expects all its employees and councillors to observe our core values and to understand our codes of conduct for ethical behaviour, correct use of the Integrated Digital Service (IDS) facilities and protection of sensitive information.

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 and 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.