

## Role Specification

**Dir 95% £110,897 - £119,594**

**Job title:** Deputy Director Learning, Children & Families Directorate

**Date:** March 2021 **Ref:**

**Job Purpose:** The Deputy Director will provide strategic leadership, providing advice and expertise to decision makers across the Council. Working with key partners at national, regional and local level championing initiatives within the organisation and supporting the delivery of real change across the city. Working as part of the senior leadership team, the role will live and model values and behaviours to help achieve our ambition to become the best city council in the country and our aspiration, shared across our partners, to become the first truly child friendly city.

The Deputy Director will draw together services across the City that work with children and young people identified as being particularly vulnerable and having the most complex need. The Deputy Director is jointly and directly responsible for ensuring all children and young people are safe from harm; do well in learning and have skills for life; choose healthy lifestyles; have fun growing up; and are active citizens who feel they have voice and influence.

The Deputy Director will build strong and dynamic relationships and trust with politicians, partners, stakeholders, children and families, communities and external agencies to enhance profile and reputation. With an emphasis on strong leadership, this role operates within the context of the Vision for Leeds, the Best Council Plan and the city's broader strategic objectives. The post holder is accountable to the Director of Children & Families for the delivery of agreed outcomes, targets and objectives.

### Key Requirements

Support the Director in leading the Children & Families Directorate to develop a high performing workforce and manage resources to achieve service and overarching objectives in line with the city's agreed prioritisation.

Degree and post graduate qualification or equivalent, membership of relevant professional bodies and evidence of ongoing professional development.

Actively drive and deliver continuous improvement initiatives taking the strategic lead in developing the service in the context of city, regional and national priorities.

Actively support the 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.

Comprehensive knowledge and understanding of the current local, regional and national issues and the legislative and political context relating to education.

Undertake effective consultation and engagement activities and communications with staff, service users, councillors, trade unions, partners and other stakeholders in accordance with Council policy.

Evidence of significant successful leadership experience at a senior level within education, children's services or another relevant environment including experience of change management and resource management.

Experience of having developed and implemented strategies leading to successful outcomes for children and young people.

Excellent communication skills with the ability to influence, negotiate and establish credibility for the service, to enhance its reputation and to form positive relationships.

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

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

Lead managers within the service to develop a high performing workforce and manage resources to achieve service and overarching objectives in line with the city's agreed prioritisation.

Monitor and review the achievement of targets in a major area of the Directorate activity and take action to ensure targets are met and improvements achieved

Meet agreed objectives, ensuring compliance with legislation and, where appropriate, national standards, in pursuit of excellence in service delivery.

Motivate, develop and coach senior managers within the Directorate so that they manage the Directorate staff and other resources to achieve Directorate and Corporate objectives

Manage all aspects of risk and be accountable for the safety of staff, and service users in accordance with all statutory obligations and relevant health, safety and wellbeing policies.

Manage, 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.

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 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.

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.

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.

**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

With an emphasis on strong leadership this role operates within the context of the Best Council Plan and the City's broader strategic objectives. People in roles at this level support the Director in setting the purpose and strategic direction of the directorate and for the delivery of statutory obligations, functions and services, as appropriate.

The post holder is responsible and accountable for the full leadership and management of a service, or range of services and functions, and for creating a culture of excellence in service delivery and continuous improvement that focusses on maximising resources and delivers agreed outcomes and objectives in accordance with the values, vision and service priorities. You will deputise for the Director and negotiate and resolve issues that impact on the council by working with the public, Members, partners and other key stakeholders. As part of the directorate leadership team, you will live and model values and behaviours to help the council to achieve the ambition to become the best city council.

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

**Knowledge** – Professionally accredited or with the equivalent extensive in depth and relevant expertise and significant knowledge gained through substantial managerial/practical experience. You use your knowledge and significant experience to provide credible and trusted professional advice to the Leadership team, members, customers and partner organisations.

Extensive in depth knowledge of local, regional and national issues and a thorough understanding of the economic, business, cultural and political environment within the city and region that influence and impact

upon council strategy, statutory provision, policy and practice. Your knowledge of existing and emerging legislation means that you anticipate issues and financial challenges and create an environment of constructive challenge.

**Leadership & strategic planning** – lead the strategic and corporate planning of the services, setting and delivering change and transformational goals, ensuring there are agreed strategies and policies in place for the delivery and performance monitoring of service objectives, targets and outcomes. You demonstrate highly visible and supportive leadership and create open, honest and trusted relationships that empower, enable, motivate and promote a high performing workforce. Directorate plans are developed, communicated and cascaded and there is evidence of excellent performance where targets and objectives are met.

Provide leadership and direction; cultivating strong relationships and effective joint working within the Council, with politicians, partners and stakeholders across the city, region and nationally to support the delivery of transformational change that results in high quality/high value effective services. You give strategic direction to changing programmes and priorities where the Chief Officers work together to challenge existing ways of working to deliver better outcomes for citizens, customers and communities

**Collaboration & innovation** – Understanding, sensitivity and experience of working successfully within a political context and governance framework having confidence and perspective to facilitate open and honest relationships with elected members. Your extensive experience of productive collaborative working at senior leadership level, ensures that organisational developments remain focused on delivering improved outcomes for customers and citizens within the city and region

Create opportunities for partnership working both within and outside the council and lead a culture of innovation and enterprise across the directorate. Working with multi agency teams to build services and deliver outcomes that are sustainable, flexible and adaptable and that ensure all legal, professional and statutory functions are met. You demonstrate clear passion in promoting Leeds as a major centre, on the national and international stage, and develop trust with an engaging, collaborative and inclusive way of working

**Problem solving & decision making** – identify opportunities, initiate and develop strategic plans and projects and deliver solution focused outcomes across a diverse range of highly complex related and unrelated issues. You anticipate emerging issues and changing context, and use high levels of creativity both in problem solving, idea generation and in seeking out and disseminating successful practice. Strategies and policies that effectively deal with diverse, highly complex and highly sensitive situations are developed.

Influence a high performance culture across the directorate and be accountable for the achievement of performance, outcomes, targets and objectives that provide continuous improvement and challenge within approved budgets for the services. Using a coaching style you create a culture of high performance where strategic outcomes and plans are translated into clear objectives. You provide strategic advice, critical challenge and moderation in relation to all aspects of the work of the directorate.

Lead consultation, engagement and communication of wide ranging and complex issues and influence, negotiate and establish credibility for the directorate in order to deliver the corporate strategic direction of the council and city priorities. There is evidence of your success in delivering directorate improvements and that you manage and transform performance to achieve outcomes and objectives within boundaries agreed with the most senior managers and/or elected members

**Deliver** – Plan and direct/sponsor highly significant strategic programmes, projects and initiatives and commission services for and on behalf of the council and across the region; working in partnership with customers, citizens and communities to deliver better outcomes and, make a difference to local people Through major change/complex multi-disciplinary programmes you provide directional control ensuring the resources to deliver are secured and that projects and programmes have clear and assigned accountabilities to meet objectives.

Ensure that there is capacity to respond positively to change, traditional thinking is challenged and innovative solutions are pursued within the directorate responsibility. Provide leadership and direction that ensures the delivery of timely and appropriate services to customers. You demonstrate high levels of creativity in highly complex problem solving, idea generation and seeking out and disseminating successful practice, in order to effectively deal with diverse, very complex and highly sensitive situations.

**Resource management** – Support a culture of excellence in service delivery of strategic plans, continuous improvement and a focus on transformational goals and outcomes which maximises the use of resources and actively promotes the council's values, supports adaptable ways of working and creates strong flexible teams. There is an environment of constructive challenge where the Chief Officers work together to challenge existing ways of working to deliver better or equivalent outcomes for reduced costs

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 services. Strategic plans are 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 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 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. 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 Digital Information Service (DIS) facilities and protection of sensitive information.

They reflect the current needs of the city. In a period of immense change and real challenge we must be both confident and decisive about what we do and how we do it. Observing our values can help us:

**Working as a Team for Leeds** 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** 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** 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** 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** 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