

October 2022

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<b>JOB TITLE:</b>	<b>Director of Resources</b>
<b>RESPONSIBLE TO:</b>	<b>Chief Executive</b>
<b>RESPONSIBLE FOR:</b>	<b>Resources Directorate</b>

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**PURPOSE OF JOB:** The Director of Resources will provide senior leadership to the organisation through building relationships, leading on transformational change, and delivering quality services that will make a real difference to people's lives.

This will be done through:

- Providing inspiring and collaborative leadership who will support the Chief Executive with delivering the culture, values and ambitions of the organisation and city.
  - Leading, directing and engaging professional and support services to deliver effective and innovative services and partnerships.
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**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. To provide strong leadership to work collaboratively with the Corporate Leadership Team, Elected Members and teams to ensure the #TeamLeeds values, priorities and ambitions are realised through maximising the resources and delivering potential across the Council, whether this is through strategy, policy, governance, workforce, digital, culture, finance or data/performance.
2. Embed a culture which empowers services within the Resources Directorate to have a commercial and customer focus that delivers service improvement and innovation.
3. To lead across key professional and support services ensuring all teams work together to effectively deliver the ambitions of our Organisation Plan. The services within the Director's portfolio of responsibilities include:
  - Finance, Audit & Procurement
  - Human Resources, Organisational Development and Health & Safety
  - ICT and Digital Services
  - Marketing & Communications
  - Policy & Intelligence
  - Legal & Democratic Services

- Shared Services (this includes the Business Administration Service, Business Support Centre and Contact Centre – the latter deals with wide-ranging and often complex enquiries covering most of our key services including Environmental Services, Adult and Children’s social service, Housing, Council Tax).
  - Zero Carbon, Sustainability & Air Quality
  - Civic Enterprise Leeds (provides direct services across the council and trades externally, including catering, cleaning, fleet, facilities management and specialist property services).
4. In addition to providing functional leadership, the postholder will be a key corporate leader within the Council, designing and delivering cross-cutting strategies that significantly improve business practices across the organisation. The Director will create high quality integrated services that have the provision of excellent customer service at their heart.
  5. To ensure that public money is always safeguarded and used appropriately, economically, efficiently, and effectively. Through supporting the Chief Finance Officer (s 151 officer) the postholder will adopt a strategic approach to managing our finances, pushing forward an exciting agenda of change and transformation, challenging what has been done in the past, and what can be done in the future.
  6. To lead and realise our commercial and business development ambitions to maximise cost effectiveness and income generation opportunities.
  7. Be accountable to the Chief Executive and Elected Members on the delegated and statutory responsibilities of the role to deliver the Council’s Organisation Plan and Best City Ambitions.
  8. Work collaboratively with other partners in the city, region and nationally to make the most of opportunities for residents and communities. The postholder will initiate, develop and influence strong relationships with our Anchor and NHS partners to nurture systems-wide alignment and integration.
  9. To represent the Council externally as a key leader and ambassador for the organisation, promoting and enhancing the authority’s reputation and impact.
  10. To develop solutions to new and emerging issues within a challenging financial and economic landscape, a tight labour market and within a changing local and regional social-political and environmental context.
  11. Act as the lead officer on the delivery of the Council’s ambitious zero carbon agenda, undertaking transformative action on sustainable ways of working, energy efficiency and green technologies.
  12. Through drive and determination, make further significant progress towards our ambitious net zero carbon target through focusing on improving energy efficiency, inclusive growth, and sustainable systems and processes.

13. Embrace the council's commitment to equality, diversity and inclusion by initiating, supporting and embedding improved outcomes in the workplace and our communities.
  14. Support the Council's Executive and Scrutiny by acting as principal advisor on all aspects of strategy and resources related matters through collaborative working with elected members.
  15. Contribute to the corporate leadership and management of the Local Authority as a whole, leading, planning and delivering the Council's corporate strategic priorities.
  16. Always display the values and behaviours of the Council, and actively promote them in others.
  17. The duties and responsibilities may vary over time, and the postholder is expected to undertake other responsibilities commensurate to the nature, scope and grade of this post, including Director on-call and Emergency Planning/Business Continuity/Incident Management cover at Gold level. The postholder will regularly cover and deputise for the Chief Executive.
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**PERSON SPECIFICATION:**

**Part One: Experience**

1. Demonstrate credibility in a senior leadership position working collaboratively to lead and embed a performance management culture, achieving significant sustainable service improvements which deliver outstanding results and high quality outcomes in a diverse and complex environment.
2. A proven track record of successful senior management of diverse professional teams including the achievement of a positive, high performing culture, service improvement and corporate objectives in a complex environment.
3. Evidence of success in leading on major transformational change which puts customers first, delivers high quality outcomes and values colleagues.
4. Evidence of being able to exercise good judgement in decision making at a senior organisational level.
5. Extensive experience of operating successfully at a strategic and corporate management level, with a proven track record in the development of corporate objectives, policies and strategies.
6. Evidence of leading, shaping and influencing cutting edge thinking and innovative practice.
7. Evidence of forging and driving successful partnerships with a wide range of internal and external bodies to successfully deliver cross-sector projects and quality outcomes, building and enhancing organisational reputation.
8. Experience of working successfully in a political context and transparent governance framework at a senior level, building productive and collaborative, open relationships that inspire confidence.

9. Experience of successful strategic and operational resource management, including the evaluation of competing priorities, the application of rigorous performance monitoring and control arrangements, and the achievement of improvements and excellence within financial constraints.
10. A record of promoting and delivering positive solutions to achieve diversity, inclusion and anti-discrimination.

### **Part Two: Ability, Skills and Knowledge**

1. Ability to work successfully with a wide range of stakeholders to develop, communicate and gain ownership of a shared vision and direction.
2. Ability to lead and motivate others through difficult times and periods of significant change.
3. Ability to work collaboratively with partners and colleagues whilst also being able to exercise judgement where strong decisive decision making is required.
4. Understanding, developing and sustaining a culture that meets the needs of and engages with a range of diverse communities and staff.
5. Ability to promote the council, its reputation and status at a local, regional and national level.
6. Understanding of and sensitivity to working successfully within a political context and governance framework.
7. Ability to develop and maintain constructive relationships with Elected Members, giving timely and appropriate advice and influencing policy in a variety of forums.
8. Able to develop, embrace and promote, practical, innovative and creative solutions to service and corporate challenges, including in response to the climate emergency.
9. An ability to navigate through large size, scale and scope, whilst ensuring engaging and authentic communication and engagement with staff, partners and service users.
10. Understanding and application of risk management and health and safety principles and requirements.
11. Ability and enthusiasm to embrace the use and potential of digital technology for better outcomes.
12. A good understanding of and strong commitment to the zero carbon/sustainability agenda.
13. An ability to champion individual and collective learning opportunities enriching the development of the workforce to maximise engagement and productivity.
14. Understanding of the legal, financial, human resource and political workings of local government and current good practice on tackling the kind of challenges that face local government services.

15. Maintain and apply an up-to-date knowledge of current thinking and developments within their professional area with an ability to maximise their contribution by having a broader outlook than their own profession.

**Part Three: Personal Qualities**

1. Strategic thinking with a strong corporate orientation balanced with operational responsibility and accountability.
2. Develops trust with an engaging, collaborative and inclusive way of working.
3. Communicates effectively using straightforward language adapting style as appropriate to ensure engagement by others.
4. Highly developed networking, partnership, advocacy, influencing, negotiating and presentation skills.
5. High degree of personal integrity with commitment to fairness, equality, diversity and inclusion.
6. Commitment to the organisation, being an ambassador and representative of the city and the council.
7. Diplomatic, approachable and respectful, being open, honest and responsive.
8. Seeking agreement and consensus, but prepared to constructively challenge.
9. Resolving problems creatively, pragmatically, flexibly and with compassion.
10. Commitment to a collaborative and visible style of working, with a willingness to ask for and act upon feedback, and engendering a sense of team working.
11. Able to make strong, decisive, and informed decisions.
12. Professional integrity, commitment to maintaining and sharing own knowledge.
13. Works with kindness and compassion towards all service users, members of staff, elected members and partners.

We take inclusivity seriously and would like to improve the diversity of our senior team to better reflect the people we serve, so we are particularly keen to hear from you if you are a person of colour, from the LGBTQ+ community or have a disability. We are a values-driven organisation and will make you feel welcomed, supported and enable you to bring your full and best self to work.

## OUR VALUES AND BEHAVIOURS

