



# **Interim Director of City Development**

**Leeds City Council**



# WELCOME

Thank you for showing an interest in the role of interim Director of City Development 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. We are building Team Leeds – made up of the people who live or work here, and those who champion the city nationally and internationally and support one another to make Leeds the best it can be.

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 interim Director of City Development you will have a leadership role spanning a wide area covering the physical, economic and cultural development of Leeds. This includes responsibility for the economic growth of the city including regeneration work, support to businesses and jobs and skills. You will also be responsible for planning, strategic management of the council's land and property estate, highways, museums, galleries, sports and leisure, markets and cultural events.

You will have the credibility to represent the city at all levels, promoting its continued economic success and competitiveness, locally, nationally and internationally.

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.

**Tom Riordan CBE**

**Chief Executive, Leeds City Council**



# Interim Director of City Development

**£155,900**

Leeds is home to a thriving and dynamic economy. As our interim Director of City Development you will relish the opportunity to champion Leeds, its economy and physical infrastructure, securing the long-term future of the city as an attractive and vibrant place for citizens and business.

You will take the lead as the city's representative to build stronger and productive partnerships with the business community and key partners, promoting the ongoing development and sustainability of the city of Leeds as a key commercial and cultural centre within the Yorkshire and Humber region.

You will be responsible for the economic growth of the city including regeneration work, support to businesses and jobs and skills, in addition to planning, asset management, highways, museums, galleries, sports and leisure, markets and cultural events.

You should be someone who collaborates well and has credibility across the private, public and voluntary sectors – working with colleagues, partners, and the community to really understand what people need. You will take a whole city approach and collaborate with external partners, including the West Yorkshire Combined Authority (WYCA) and Leeds Business Anchors. You should also have experience of leadership within a 'high support, high challenge' culture and a sound knowledge and understanding of the development, economic and cultural sectors.

At Leeds City Council we have a culture of excellence and are continually striving to drive up standards. We are building on the recommendations of a positive peer review in November 2022 to help us deliver the next phase of our Best City Ambition.

Leeds is an ambitious city and if you can offer a compelling record and the desire to build on good practice, it is the ideal place to influence and shape innovation.

**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.**

For more information or to arrange a discussion with Tom Riordan CBE, Chief Executive, about the role, please contact [PA.ChiefExec@leeds.gov.uk](mailto:PA.ChiefExec@leeds.gov.uk)



# 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**

Provide strategic leadership, advice and expertise to decision makers. Working with key partners at national, regional and local level, the role will champion initiatives within the organisation and in collaboration with colleagues and partners, support the delivery of real change across the city.

## **Responsibilities**

- Champion Leeds, its economy and physical infrastructure; securing the long-term future of the city as an attractive and vibrant place for citizens and business, promoting its continued economic success and competitiveness.
- Champion the ongoing development and sustainability of Leeds as a key commercial and cultural centre within the Yorkshire and Humber region, which operates at a global scale.
- Create a service culture that engages and involves all stakeholders in the immediate and longer-term success of Leeds.
- Ensure those in charge of delivering or commissioning services and decision making are accountable for assessing needs, and the delivery of improved and sustained economic well-being and competitiveness.
- Ensure services contribute to wider partnership objectives regarding the regional, national and the international role and profile of Leeds.
- Support cultural and organisational change, facilitating improvement in the way that services are provided and working across all sectors to achieve this.

- Oversee the development and regeneration of all areas within the City of Leeds and the successful delivery of major projects for the city.
- Take the lead as the city's representative to build stronger and productive partnerships with the business community and key partners.
- Oversee the statutory responsibilities of the Council as the Local Planning Authority, ensuring effective use of land.
- Address the sustainability agenda including climate change issues.
- Ensure the effective delivery of services related to traffic, highways and transportation; improving infrastructure to meet statutory requirements and optimise partnerships across relevant sectors.
- Ensure that the cultural, sport and recreation policies and strategies of the council and its partners, are delivered to promote Leeds and the well-being of our citizens.
- Delivery of Sustainable Economy and Culture Partnership Priority Plans.
- Ensure all City Development activity is properly aligned to wider objectives of the Council regarding people and communities.
- Work with senior politicians to achieve outcomes regarding city development, building strong relationships with appropriate Executive Board Members
- With an emphasis on strong leadership, this role operates within the context of the [Best City Ambition](#) and the city's broader strategic objectives.
- Provide strategic leadership, providing advice and expertise to decision makers across the Council.
- 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.
- 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.
- In line with the Budget Management Accountability Framework Ensure that effective budget management and control takes place across the Directorate and the planned level and quality of service provided is within revenue and capital budgets and that budget pressures are resolved.
- 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** Relevant degree qualification or substantial experience in working in this field together with substantial senior leadership and management experience.

A professional qualification in a field relevant to the sectors covered by the post 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. The Director of City Development is a member of the Corporate Leadership Team and as such will participate in the leadership on-call rota.

**Essential requirements** It is essential that the candidate should be able to demonstrate the following criteria for the post. Candidates will only be shortlisted if they can demonstrate that they meet all the essential requirements.

- Able to work successfully with a wide range of stakeholders to develop, communicate and gain ownership of a shared vision and direction.
- Able to promote the Council, its reputation and status at a regional and national level.
- Able to lead and embed a performance management culture.
- Able to develop and sustain a culture that meets the needs of and engages with a range of diverse communities and staff.
- Evidence of taking the strategic lead in forging and driving successful partnerships with a wide range of internal and external bodies including governmental and non-governmental organisations, the private and voluntary sectors to successfully deliver cross sector projects.
- Evidence of success in building and enhancing the reputation of an organisation, locally and nationally with external bodies, the community and the media.
- Evidence of successful strategic and operational resource management, including evaluating competing priorities within tight financial limits and managing progressive and innovative budgetary arrangements.
- Evidence of successful significant senior leadership experience and a successful track record of leadership in a large multi-disciplinary organisation, with a developed understanding of the issues facing areas of accountability.
- Demonstrable credibility within leadership that has enabled teams to achieve significant, sustainable service improvements and outstanding results whilst retaining a culture that recognises the needs of customers and staff.
- Evidence of leading, shaping and influencing cutting edge thinking and innovative practice within current organisation.
- 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, networking, partnership and presentation 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.
- 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.
- 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.

### **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.
- Able to understand and observe Leeds City Council equality and diversity policies.
- Carry out all duties having regard to an employee's responsibility under Health and Safety Policies.

**Date Job description last reviewed:** February 2024



# ABOUT LEEDS CITY COUNCIL

We are a politically led 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 city 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.





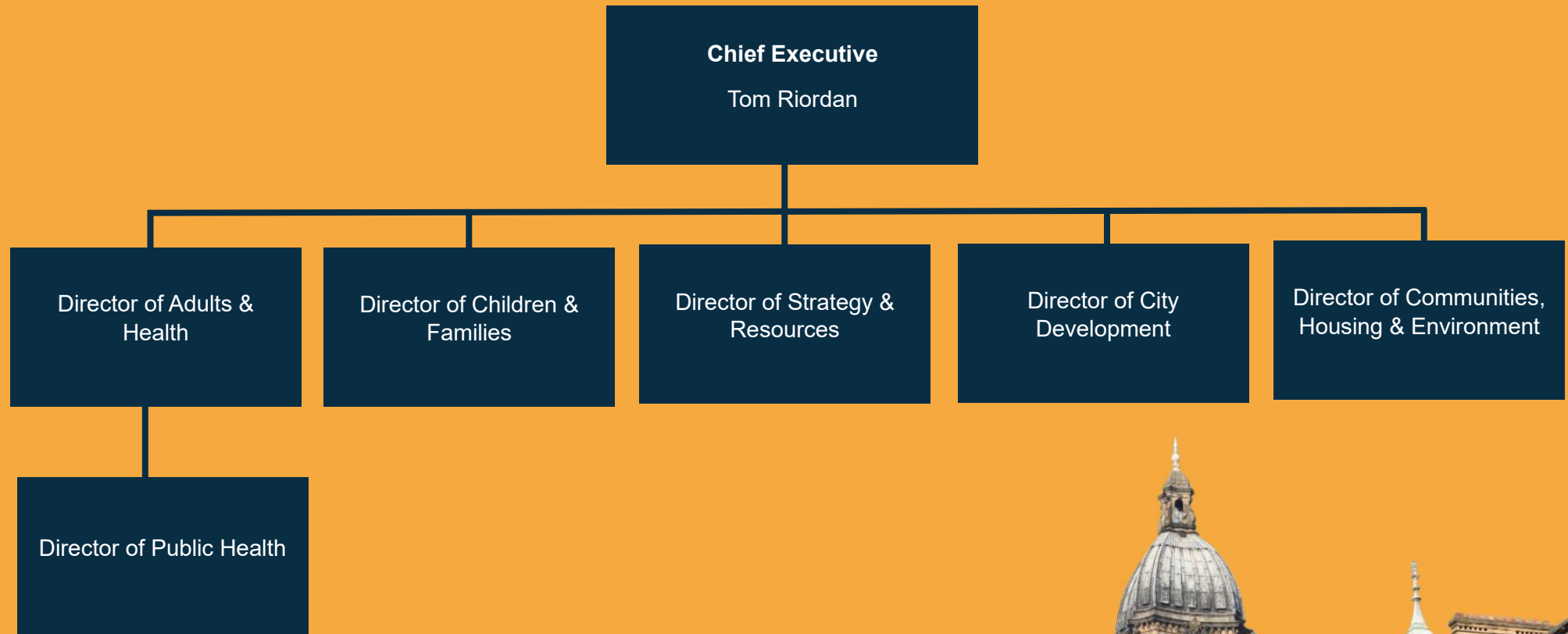
# OUR VALUES

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 CORPORATE LEADERSHIP TEAM





# THE CITY DEVELOPMENT DIRECTORATE TEAM

City Development provides a wide and diverse range of services which make a significant contribution to shaping the future of the city, making it a great place to live, visit and do business.

The City Development directorate is one of five directorates across Leeds City Council and comprises the following services: Asset Management and Regeneration, Culture and Economy, Highways and Transportation, Planning and Sustainable Development and Operations and Active Leeds. As our interim director you will provide strategic leadership to build on the success of these services and elevate them to the next level as part of the directorate leadership team.

## **Asset Management and Regeneration**

The Asset Management and Regeneration team lead on the delivery of a wide range of placed based projects and programmes of scale to support regeneration and the city's ambitions. The service is also responsible for the strategic planning of the council's property portfolio, including the disposal and leasing of properties.

## **Culture and Economy**

The Culture and Economy team programmes and supports arts, cultural activity and events across the city and manages all our museums and venues.

The team lead the work to grow the Leeds economy through the development of our Inclusive Growth Strategy. This includes coordinating work aimed at creating new jobs, supporting businesses, growing economic sectors, promoting enterprise and developing economic policy.

With a range of partners, our Ofsted outstanding Employment and Skills service supports local people into work, training or education opportunities, working with businesses to help them recruit, retain and develop a skilled and inclusive workforce and contribute to the city's economic growth.

## Highways and Transportation

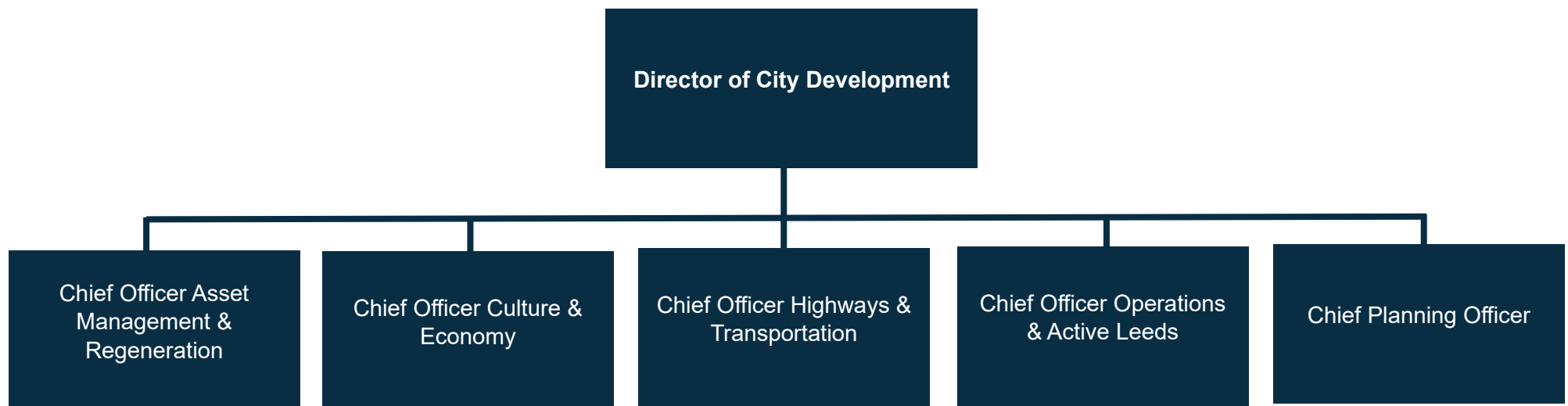
The Highways and Transportation team manages the city's highway network. This includes the delivery of large scale transport projects, a highway maintenance service, including street lighting and road sign installation, and delivers a winter service, a highway traffic management system and manages the road space. The service also leads on the delivery of our flood alleviation and flood risk management programmes. In addition the team are seeking to develop and deliver major schemes alongside bringing forward sustainable traffic and travel improvements. There is a huge range in this area of work, including bus reform, West Yorkshire mass transit and our [Leeds Local Plan](#).

## Planning and Sustainable Development

The Planning and Sustainable Development team deal with planning and building regulation applications including enforcement. The team also deal with dangerous structures, safety at sports grounds, minerals and waste and provides specialist advice on contaminated land, urban design, landscape, conservation, trees and ecology. The team are responsible for statutory development plans and policies, community infrastructure levy and facilitating neighbourhood plans.

## Operations and Active Leeds

The Operations team manage and oversee retail markets and street trading and manage Leeds city centre, including co-ordination with Leeds BiD. The team also lead on the directorate's change activity and work with colleagues in Resources and Housing to ensure effective support services to the directorate. The Active Leeds team provides opportunities for people living in Leeds to enjoy the benefits of an active lifestyle.





# RESOURCES:

- Learn more about the [City Development 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 Chief Executive, Tom Riordan about the role, please contact [pa.chiefexec@leeds.gov.uk](mailto:pa.chiefexec@leeds.gov.uk)

To apply, please upload your CV and personal statement via [our job site](#)

Closing date: 4 March 2024

**THANK YOU FOR CONSIDERING TEAM LEEDS.**

