

Appointment of the Chief Officer Asset Management and Regeneration

Date: 3 July 2024

Report of: Chief Executive

Report to: Employment Committee - Interview

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

This report outlines the reasons for the recruitment and selection to the post of Chief Officer Asset Management and Regeneration.

Recruiting to this role will build on the ongoing development and sustainability of the city of Leeds as a key commercial and cultural centre within the Yorkshire and Humber region, which operates at a global scale. The role has responsibility for the delivery of a range of place-based projects and programmes to support regeneration and growth in the city in addition to responsibility for the council's property portfolio, including strategic planning, disposal and leasing of properties.

The post is an established post and within budget provision for 2024/25 and beyond.

Recommendations

- a) Note the process for the recruitment and selection to the post of Chief Officer Asset Management and Regeneration on an interim basis.

and

- b) Following the selection process, should an appropriate candidate be identified, make an offer of appointment, subject to the associated notification processes, as set out within the Officer Employment Procedure Rules.

What is this report about?

- 1 This report outlines the reasons for the recruitment to the post of Chief Officer Asset Management and Regeneration.

- 2 The current post holder has been appointed to the post of Director of City Development on an interim basis and will take up this role in August 2024. In order to cover the role of Chief Officer Asset Management and Regeneration during this interim period, it is proposed to appoint to the role on a 12 month temporary basis in the first instance.
- 3 The role of Chief Officer Asset Management and Regeneration provides strategic leadership, advice and expertise to decision makers across the Council. Working with key partners at national, regional and local level the Chief Officer champions the use of the Council's land and property assets within the organisation and in collaboration with external landowners and developers.
- 4 The post holder is accountable to the Director of City Development and their work falls under the Executive Members for; 'Housing', 'Economy, Transport and Sustainable Development' and 'Resources'.

What impact will this proposal have?

- 5 Appointment to this post will ensure continued contribution to the Best City Ambition - our overall vision for the future of Leeds.

How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing Inclusive Growth Zero Carbon

- 6 Making this appointment will also ensure relevant issues in relation to the above three pillars are considered across the City Development Directorate.

What consultation and engagement has taken place?

Wards affected: None

Have ward members been consulted? Yes No

- 7 The proposals contained in this report have been agreed by the relevant Executive Board Members.

What are the resource implications?

- 8 The Chief Officer Asset Management and Regeneration is an established post and is within budget provision for 2024/25, and therefore no additional costs will be incurred in making this interim appointment.

What are the legal implications?

- 9 The Chief Officer Asset Management and Regeneration plays a significant role in delivering the strategic aims of the Council, city, region as well as national strategic aims and priorities. Failing to fill the post could negatively impact upon the ability of the Council to manage the council's land and property assets, deliver housing growth and wider place delivery programmes and lead on ambitious regeneration projects across the city.

- 10 This post is an Employment Committee appointment in line with the criteria set out in the Officer Employment Procedure Rules and will be recruited to in accordance with those Procedure Rules.
- 11 Candidate information as part of this recruitment and selection exercise will be detailed within Appendix 2 and will be sent to Committee Members separately. This information relates to individuals' personal and employment details and will be exempt from publication.
- 12 Also, it is considered that the release of such information in Appendix 2 would be likely to prejudice the Council's ability to recruit effectively to similar posts in the future. It is therefore considered that it is in the public interest for future candidate information in Appendix 2 to be treated as exempt from publication under the provisions of paragraphs 10.4 (1) and (2) of the Access to Information Procedure Rules.

Options, timescales and measuring success

What other options were considered?

- 13 Interim internal recruitment was identified as the best option, to ensure strategic leadership stability and continuity during an interim period whilst the substantive postholder is undertaking the role of Director of City Development.

How will success be measured?

- 14 Recruiting to this role will build on the continued economic success and competitiveness of the city, through the building of stronger and productive partnerships with the business community and key partners, ensuring the council's aims and objectives are being met and that government standards are adhered to.

What is the timetable and who will be responsible for implementation?

- 15 The recruitment and selection process is being co-ordinated by the Human Resources team. The post has been advertised on the Leeds City Council jobsite as an internal vacancy. The recruitment and selection timeline is as follows:
 - Job advertisement live on LCC Jobsite – 21st June 2024.
 - Job advertisement closes – 1st July 2024.
 - Shortlist by Employment Committee – 3rd July 2024.
 - Internal Stakeholder Panel – 9th July 2024
 - External Stakeholder Panel – 9th July 2024
 - Selection Interviews by Employment Committee – 9th July 2024.
- 16 Following the selection process, should an appropriate candidate be identified, the Employment Committee is asked to make an offer of appointment, subject to the associated notification processes, as set out within the Officer Employment Procedure Rules.

Appendices

- Appendix 1 Advert and job profile.
- Appendix 2 - Applicant details (to follow) - designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4 (1) and (2).

Background papers

- None

Appendix 1 – Advert

Chief Officer Asset Management and Regeneration

Dir 80%

As our Chief Officer Asset Management and Regeneration, you'll thrive on using your strong leadership skills to deliver transformational place led change across our city and help the council achieve its [ambitions](#).

You'll manage the council's land and property assets, deliver our housing growth and wider place delivery programmes and lead on ambitious regeneration projects across the city.

You'll be a confident and passionate leader with the ability to influence, negotiate, and collaborate with a wide range of stakeholders across many place disciplines.

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

About you

As our Chief Officer Asset Management and Regeneration, you will bring to the role:

- A relevant Place degree qualification or equivalent substantial knowledge gained through experience working in this field.
- Significant leadership and managerial experience.
- A proved track record of delivery across complex place schemes and programmes.
- Excellent communication skills with the ability to influence, negotiate and establish credibility across sectors and disciplines to enhance reputation and form positive relationships.
- Evidence of working with partners and key stakeholders to drive successful partnerships that deliver cross-sector priorities and outcomes.

About the role

As our Chief Officer Asset Management and Regeneration, you'll lead on the delivery of a range of place-based projects and programmes to support regeneration and growth in the city. You'll also be responsible for the council's property portfolio, including strategic planning, disposal and leasing of properties.

You'll provide advice and expertise to decision makers across the council, ensuring that the council's aims and objectives are being met and that government standards are adhered to.

You'll lead a team who are equally as passionate about the future of Leeds, supporting them to be their best and driving forward positive change.

You'll report to the Director of City Development and will play a key role in our Best Council Leadership Team, doing your bit to ensure the council achieves its ambition to be the Best City in the UK.

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 range of [staff benefits](#) to help you boost your wellbeing and make your money go further

How to apply

Please upload your CV and complete a personal statement (of no more than 500 words) and upload via our jobsite ensuring your application reflects the requirements of the role as outlined in the role profile.

[Read our guidance](#) for further advice. Please check your information carefully and ensure you complete all sections before submitting your application.

If you have any queries or would like an informal chat about the role please contact Angela Barnicle, Interim Director of City Development at Angela.Barnicle@leeds.gov.uk.

We promote diversity and want a workforce that reflects the population of Leeds. Leeds City Council is ranked 70 on the Stonewall Equality Index 2023. 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.

Leeds City Council Job Profile

Directorate	City Development
Service Area	Asset Management and Regeneration
Job Title	Chief Officer
Grade	Dir 80%
Conditions of service	JNC Terms and Conditions
Reports to	Director of City Development
Responsible for	Strategic leadership on Asset Management and Regeneration

Job purpose 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 the use of the Council's land and property assets within the organisation and in collaboration with external land owners and developers.

Responsibilities

- With an emphasis on strong leadership, this role operates within the context of the ambition for Leeds, 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.
- Support the Director by leading a major area of the Directorate to ensure delivery of Equalities plans, Best Value services and meet the objectives of the Council's Corporate Plan and comply with Government Standards.
- Support the delivery of real change across the city. With an emphasis on strong leadership, this role operates within the context of The Best City Plan and the city's broader strategic objectives.
- Accountable for the delivery of agreed outcomes, targets and objectives including strategic management of the Council's land and property assets, programme and project management of property and regeneration based projects, strategic leadership of the Regeneration activity of the Council and the delivery of the Council's Housing growth programme.
- Play a key role in the Best Council Leadership Team and actively support the Council's Corporate Leadership Team in ensuring organisational developments and improvements remain focused on delivering improved outcomes for local people.
- Meet agreed objectives as laid out in Annual Appraisals ensuring compliance with legislation and, where appropriate, national standards, in pursuit of excellence in service delivery.
- Work collaboratively across the council to contribute to the leadership and management of the city and take the lead for relevant priority areas.
- 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.
- Undertake effective consultation and engagement activities and communications with staff, service users, councillors, trade unions, partners and other stakeholders in accordance with Council policy.
- Support open, responsive and accountable government, ensuring good governance compliance with financial and procurement procedures.

- Manage all aspects of risk and be accountable for the safety of staff, service users and contractors in accordance with all statutory obligations and relevant health and safety policies.
- As a member of the Strategic Leadership Team, support the Director of and other Chief Officers in the achievement of city wide outcomes.
- Promote and maximise all opportunities to enhance the economy and support local employment (for example through facilitating the delivery of major developments in the city)
- Motivate, develop and coach managers within your major area of the Directorate so that they manage the Directorate staff and other resources to achieve Corporate Plan and Service Plan objectives.
- Drive and deliver continuous improvement initiatives taking the strategic lead in developing the service in the context of city, regional and national priorities.
- Work with partners and key stakeholders and of forging and driving successful partnership programmes to deliver cross sector priorities and outcomes.
- 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.
- Actively support 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.
- 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.
- 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 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). Delivering 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 Relevant degree qualification, professional qualification or substantial experience in working in this field together with substantial senior leadership and management experience is essential.

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 It is essential that the 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 Asset Management and Regeneration.
- 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.
- 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 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.
- 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: June 2024

Name L Megson	Designation	Deputy Head of HR
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