



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 Chief Officer is responsible and accountable for the 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.

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.

Aspect - For roles at this level, you must be able to show you ...	Outcome The result when all aspects are applied effectively
Know – Professionally accredited or with the equivalent extensive in depth and relevant expertise and significant knowledge gained through substantial managerial/practical experience Extensive 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.	You use your knowledge and significant experience to provide credible and trusted professional advice to the Leadership team, members, senior managers and partner organisations. 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 operational planning of the service(s), 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. 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 demonstrate visible and supportive leadership and create open, honest and trusted relationships that empower, enable, motivate and promote a high performing workforce. Service and business plans are developed, communicated and cascaded and there is evidence of excellent service performance where targets and objectives are met. You give direction to changing programmes and priorities where the team and service leads 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 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

Develop opportunities for partnership working both within and outside the council and lead a culture of innovation and enterprise across services. 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 related and unrelated issues. Influence a high performance culture across the service and are accountable for the achievement of service performance, outcomes, targets and objectives that provide continuous improvement and challenge within approved budgets. Lead consultation, engagement and communication of wide ranging and complex issues and influence, negotiate and establish credibility for services in order to deliver the strategic direction of the council and city priorities.	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, complex and highly sensitive situations are developed. 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 service. There is evidence of your success in delivering service improvements and that you manage and transform performance to achieve outcomes and objectives within agreed boundaries
Deliver – Plan and direct/sponsor 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 Ensure that there is capacity to respond positively to change, traditional thinking is challenged and innovative solutions are pursued within service responsibility. Provide leadership and direction that ensures the delivery of timely and appropriate services to customers	Through major change/complex multi-disciplinary programmes you provide directional and operational control ensuring the resources to deliver are secured and that projects and programmes have clear and assigned accountabilities to meet objectives. You demonstrate high levels of creativity in problem solving, idea generation and seeking out and disseminating successful practice, in order to effectively deal with diverse, complex and highly sensitive situations.
Resource management – Support a culture of excellence in service delivery, 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 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).	There is an environment of constructive challenge where the team and service leads work together to challenge existing ways of working to deliver better or equivalent outcomes for reduced costs The service is 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.

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Job title: Chief Officer Human Resources

Date: 20/03/2019

Ref:

Job Purpose

Provide strategic direction, leadership and professional advice on all aspects of HR to the Council's senior management team and Members, enabling the effective delivery of corporate objectives.

Manage the Council's HR support function with direct managerial responsibility for the HR division and professional responsibility for HR related functions undertaken within the Business Support Centre

Initiate and develop strategies, plans and policies to support the professional development of HR services ensuring the delivery of a compliant, proactive and highly effective, professional HR service to the Council.

Working as part of the Resources and Housing leadership team, you will live and model values and behaviours to help us be the best city council in the country.

Key Requirements

Qualifications and Experience

1. Relevant management and/or professional qualification and evidence of continued professional, managerial and personal development.
Desirable - Fellow or Chartered Membership of the CIPD.
2. A successful track record leading and managing HR issues at a senior level within an organisation of comparable scale and complexity including successfully developing and implementing People and OD strategies, policies and plans, employment law and the key issues relevant to effective human resource management.
3. Significant successful experience of engaging, negotiating and collaborating with diverse trade unions at organisational level to achieve improved organisational performance and culture.
4. Significant successful experience of exercising excellent judgement and providing high quality advice and support on challenging HR issues, including on employee relations, legislation, policy, and highly sensitive contractual and employment matters.
5. Significant experience of ensuring continuous improvement of user focused services, developing modern working processes and new technologies which drive up standards with effective performance management.
6. Evidence of successful resource and financial management, including evidence of formulating budgets, resolving conflicting priorities, and applying rigorous monitoring and control procedures.
7. Substantial experience of successful corporate working as part of a management team; formulating strategies, policies, objectives, and targets whilst building high quality and effective relationships.
8. Successful experience working effectively in cooperation and partnership with a wide range of communities, partner agencies, private sector providers, public agencies, voluntary bodies and statutory authorities.
9. A successful track record of leading and managing change within a large organisation in challenging market environments, displaying commerciality and a range of innovative approaches.
10. A proven track record of leading and motivating effective staff teams, promoting and ensuring diversity and equality while developing a culture that has achieved a high level of performance.

LCC Values

Working as a Team for Leeds

- Work collaboratively by developing and maintaining good working relationships with internal and external customers, other stakeholders and partners across the City and Region to achieve excellent outcomes for the citizens of Leeds

Being Open, Honest & Trusted

- Ensures citizens and council members are provided with all relevant information to make decisions; learns from mistakes and seeks to promote continuous improvement and best practice

Working with Communities

- Work with Corporate Leadership Team, elected members and senior managers to oversee, promote and deliver positive solutions to achieving an inclusive workforce that represents the Leeds community
- Works effectively with a variety of partners organisations to deliver services; communicates and involves stakeholders and the wider community in new developments to encourage ownership and commitment

Treating People Fairly

- Provide visible and supportive leadership, which empowers, enables and drives a high performing culture whereby everyone 'feels they count' and where the diversity of staff and the city and all its citizens are valued.

Spending Money Wisely

- Delivery of cost effective workforce solutions and strategies that contribute to the effective management of a substantial service budget.

Working Context

- *Working environment including any specific risks*

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