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LEEDS CITY COUNCIL - JOB DESCRIPTION

Directorate: Adults and Health

Service Area: Transformation and Innovation

Job Title: Chief Officer Transformation and Innovation

Grade: Director 60%

Responsible To: Director of Adults and Health

Responsible For: Transformation and Innovation team

Conditions of Service: JNC Conditions apply

Role specification

Job Purpose:

The post holder will support the Adults and Health Directorate to deliver programmes of strategic significance to the Council in order to deliver services and interventions in line with Council & Directorate priorities. They will take the lead and be responsible for managing and implementing the service plans of the Service Transformation Team and the Enterprise Development Team (including Asset Based Community Development). The post holder will drive continuous improvement initiatives through leading and contributing to cross Council projects, collaborative working with partners and supporting the Directorate Management Team.

They will take the lead and be responsible for the development and delivery of the Service Transformation Team work programme to support the Adults and Health Directorate and cross partnership working with other directorates and partners across the health and care sector. Programmes of transformational change will be delivered through a range of approaches that support service improvement, co-creation and service design that enables the directorate to further build on its strengths-based approach.

In addition to the management of the Service Transformation Team and Enterprise Team the post holder will also be responsible for driving innovation within the Adults and Health directorate specifically in relation to digital health and wellbeing, equality and diversity, creative arts and health, and horizon scanning to develop new and innovative ways to enhance the delivery of directorate, Leeds City Council and wider strategic partner objectives.

Key Requirements :

To be the senior officer responsible for driving programmes that deliver the Council's ambitions for Adults and Health. There will be a focus on transformational change, in terms of time, budget, ways of working, quality and quantity that fits with the Council's wider strategic goals and values.

To take the lead and build strong and dynamic relationships and networks and build trust with citizens, partner agencies and external organisations to facilitate innovation and deliver better outcomes.

Substantial experience in building credible and effective collaborative relationships with internal and external stakeholders including Directors, elected members, Trade Unions, communities, colleagues and partner organisations to understand future challenges.

To maximise the use of digital innovation, to identify opportunities to stimulate innovative ways of working and to further proliferate asset based community development and asset based approaches.

To bring together and provide leadership to the wider internal disciplines essential to the success of the service, including (but not limited to) support from finance, HR, digital information, legal and procurement.

To ensure effective service delivery through effective line management, communication, governance, project, budget and risk management.

Evidence of developing and driving a culture which puts customers and citizens first and focuses on a strengthsbased approach where everyone can realise their potential and 'feels they count'.

To build confidence with senior officers, elected members and partners, ensuring that they are appropriately briefed and involved in relation to any service issues and that information is available and accessible to senior internal stakeholders.

Responsibility and accountability for developing appropriate, proportionate and effective financial solutions to be implemented across the service.

Take a lead role on behalf of the Adults and Health Directorate to 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.

To represent the Director of Adults and Health locally, regionally, nationally, and internationally where required but specifically in relation to Asset Based Community Development, digital innovation and Equality.

<u>Leeds City Council Values</u>	
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

Working Context:

The post-holder reports directly to the Director of Adults and Health. The post is primarily based at Merrion House in Leeds City Centre, but the service promotes a flexible working environment supported by technology which enables remote working. A key role of the post is networking, and so this involves travelling/visiting a wide range of services/locations in the city, attending national conferences, and occasional international (European) travel for conferences etc.

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

Role Profile:

Roles at this level support the Chief Officer/Director in setting the purpose and strategic direction and in leading, developing and ensuring the effective delivery of service, directorate and corporate priorities, which contribute to the achievement of the Council's vision and strategic outcomes. This involves leading the planning, organising, transforming and commissioning the delivery of services to and on behalf of the organisation and all partners and stakeholders in the medium to long term. Roles at this level are also accountable for the delivery of council statutory functions relative to the specific service.

People in these roles have a proficiency in a specialised field or a broad understanding of relationships between different functions and services. They have the ability to select, develop and assess the suitability of ways of working; and will have highly developed skills in persuading, influencing, developing and motivating people and establishing effective partnerships to achieve service objectives.

As part of a directorate/service leadership team; roles at this level live and model values and behaviours to help the council to achieve the ambition to become the best city council in the country.

Aspect For roles at this level, you must be able to show you...	Outcome The result when all aspects are applied effectively
Knowledge – have an appropriate professional qualification or equivalent substantial knowledge gained through significant managerial experience across the service area	You use your diverse knowledge and expertise, including Asset Based Community Development (ABCD), to evaluate business practice and assess and influence innovative ways of working and to plan and enable the highest levels and standards in the delivery of work within your professional area or across services and organisations
Have a comprehensive knowledge of local, regional and national issues which influence the city and council policy and practice, and strategy within your service area	You lead on change programmes and priorities based on in depth expertise and knowledge of the economic, business, cultural and political environment within the city and region. You enhance the capacity to respond positively to change through visioning, inspiration, influence, motivation and modelling values and behaviours

Leadership & strategic planning – Demonstrate strong leadership and management skills that create a high performance culture across the service(s) and delivers the most efficient and effective business solutions around people, process and statutory functions Manage confidential, complex, challenging and highly sensitive issues/situations which involve negotiation, persuasion and influencing skills to plan and prioritise the strategic direction of the service area Develop, implement, promote and evaluate strategies and key plans, projects and programmes of significant importance to the Council and contribute to overarching strategies for the organisation and its partners and stakeholders	There is evidence of a high performing engaged and productive workforce where everyone achieves their potential and ‘feel they count’ and where there is a drive to deliver solutions focussed quality outcomes You successfully influence and motivate in your interactions with others. Business and service plans are in place and contingencies are identified so that objectives can be met You lead the operational and strategic decisions and direction for the service and for project/programme management and service transformation of cross cutting and partnership initiatives that balance all stakeholder needs and outcomes
Collaboration & innovation – Create a vision and direction that challenges and looks beyond the obvious and inspires and motivates others to achieve by driving change, leading by example and promoting the ambition to become the best city in the UK Establish, develop and maintain effective and collaborative working relationships with a range of internal and external stakeholders and partners to improve and enhance service delivery and innovation	You provide visionary leadership, promoting and articulating key priorities. You model the behaviours expected of others. You enable others to act, and you foster collaboration and build trust. You confront issues and challenge assumptions, having regard for risks and seizing opportunities to innovate and implement solutions on complex issues. You broker collaborative working relationships, co-producing jointly owned outcomes with partners and stakeholders across the city and region
Problem solving & decision making – You use a breadth of vision and innovative problem solving within the strategic framework in situations which can often be ambiguous, unstructured or intangible Understand the need to balance corporate requirements with operational responsibilities for the implementation of appropriate, proportionate and effective solutions to complex service delivery problems	Accurately analyse information and make timely well-judged decisions by understanding different interests, weighing options, mitigating risk and seizing opportunities, using different methods in order to achieve successful outcomes across a diverse range of, related and unrelated issues You meet key business and organisational objectives and influence and contribute to the broader responsibilities of the directorate and wider council priorities by building consensus within a multi-agency/partnership environment
Deliver – Develop and maintain good working relationships with partner organisations, internal and external customers and wider networks to enhance services and deliver the councils vision and corporate and directorate objectives Lead the development, delivery, implementation and management of a number of complex and potentially conflicting strategies and operational issues/priorities to meet required service outcomes at directorate, organisational and local levels Lead on the understanding, execution and delivery of statutory functions	You promote the Council’s values through the delivery of strategic objectives. Policy direction is translated into service outcomes; service and business plans and targets are communicated cascaded and monitored Activities within the service are directed and controlled to ensure that the required outcomes and standards are delivered. Service quality, customer satisfaction, efficiency and continuity are maximised. The council meets its legal and statutory responsibilities and compliance is assured

Resource & people management – Review and monitor the performance of services, systems, budgets, teams and individuals against standards and agreed outcomes in a cost effective and flexible way that is responsive to a dynamic national, local and political context	You have a thorough understanding of the issues facing the Council within its economic, business, cultural and political environment. Plans are in place to ensure that there is an efficient and sustainable use of resources, employees are effectively employed and budgets are maximised
Engage, develop and performance manage resources that support adaptable ways of working and create strong more flexible teams with the right people in the right place with the right skills	You use a coaching and mentoring approach to motivate, enthuse and drive individuals within the directorate to create a high performing workforce and an organisational culture of shared accountability and continuous improvement
Management of a number of substantial budgets, including developing and supporting bids for external funding, within assigned service area through effective delegation and shared decision making	You will develop and use a range of evaluation methods and frameworks to better understand the impact of interventions
	You demonstrate sound financial scenario planning and a cost conscious approach to the development of business cases to support service transformation and to bring in additional resources to LCC

Job Description Prepared/Reviewed by : HR

Job Description Approved by: C Roff