

Role Profile



People in roles at this level are responsible for the strategic leadership and direction and delivery of specific functions and services as appropriate.

Specifically Chief Officer supports the Director to promote and progress the Leeds corporate vision and support the Chief Executive of Leeds City Council in their role to deliver the Corporate Plan for the city and region. The Chief Officer is accountable to the Director, and is strategically responsible for the leadership, development and coordination of a coherent agenda of city-wide change and ongoing service development with partners for continuous improvement of services.

Working as part of the Best Council 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 and the best city in the UK.

Aspect For roles at this level, you must be able to show you have:	Outcome The result when all aspects are applied effectively
<p>Know – Appropriate professional qualification or equivalent in depth diverse expertise with significant managerial/ practical experience across service areas</p> <p>Extensive knowledge of local, regional and national issues that influence the city and region and impact upon health and social care strategy, policy and practice.</p> <p>Thorough understanding of the economic, business, cultural and political environment within the city and region and the ability to give direction to changing programmes and priorities</p>	<p>You use your knowledge and expertise to plan and develop strategies and frameworks to shape future service provision in partnership with others</p> <p>You identify links between societal and economic trends and anticipate emerging issues to influence the strategic direction and delivery of shared outcomes</p> <p>You understand the significance of building strong and dynamic relationships at all levels that build trust and enhance profile and reputation</p>
<p>Leadership & strategic planning – Lead by example, cultivating strong relationships and effective joint working within the Council, politicians and with partners and stakeholders across the City, region and nationally</p> <p>Set and deliver complex change and transformational goals with broad perspectives and long term timelines, that impact across the Council</p> <p>Develop innovative strategies that support the achievement of a high performing culture, where everyone can realise their potential and 'feel they count' and where there is a drive to deliver excellent service performance, planned outcomes, targets and objectives.</p>	<p>You develop and enhance public and private sector partnership relationships to help to bring the city together and to join up the approaches of different stakeholders</p> <p>You use a range of leadership styles which focus on achieving results, building trust and generating energy and support during periods of significant cross sector, services and system change</p> <p>You demonstrate visible and supportive leadership with excellent communication skills creating a climate of learning and improvement leading to high levels of performance and improved outcomes</p>

<p>Collaboration & innovation – In partnership with others, develop strategies and frameworks to shape future service provision, share best practice, add value and improve outcomes in line with significant strategic programmes and plans.</p> <p>Develop opportunities to work collaboratively across the local authority and partners to facilitate and support an approach that is needs led and focussed on client feedback</p> <p>In partnership develop and lead innovative and enterprising models of service delivery across sectors and services. Engage with multi agency teams, partners and communities to influence and shape the vision to meet city priorities</p>	<p>You use your influence to develop ways of working that lead to creative and innovative solutions to complex strategic problems.</p> <p>You develop ways of working that encourages and supports engagement with stakeholders and which leads to the delivery of services with a focus on individual needs and outcomes</p> <p>There is evidence of how you effectively collaborate and engage with all stakeholders that leads to priorities and objectives being met.</p>
<p>Problem solving & decision making - Undertake a key role at Best Council leadership level identifying opportunities, initiating and developing strategic plans and projects and delivering solution focused outcomes across a diverse range of related and unrelated issues</p> <p>Anticipate emerging issues and changing context and develop strategies and policies to solve related or unrelated problems or seize opportunities across services</p>	<p>You demonstrate commitment to working and leading across sectors and services, to enable transformation, and implement change and deliver agreed outcomes, targets and objectives</p> <p>There is evidence that you take diverse issues requiring development of solutions and implement strategies that lead to successful outcomes</p>
<p>Deliver - Working in partnership with the Council, you take a lead role in influencing, informing and assisting the development of strategies, policy, functions and structures for the delivery of the Directorate strategy</p> <p>Inform, support and assist the Director, coordinating work across Council directorates and managing relationships across services and with partners and other stakeholders</p>	<p>You ensure that local and regional level plans and policies are influencing and being influenced by developments nationally and locally</p> <p>There is evidence of your ability to lead and manage large scale change. You demonstrate credibility, integrity and openness and ability to work collaboratively to deliver outcomes</p>
<p>Resource management - Set and deliver transformational goals with broad perspectives and long term timelines, which maximises effective resource management, ensures financial compliance and is responsive to sector and city priorities.</p> <p>Support a culture of excellence in service delivery, continuous improvement and a focus on outcomes which maximises the effectiveness of the workforce through workforce planning and actively promotes organisational values, supports adaptable ways of working and creates strong flexible teams</p>	<p>Plans are in place to meet priorities, budgets are maximised and there is an efficient and sustainable use of resources.</p> <p>You empower, enable and develop individuals and teams, promoting a 'can do' attitude within an environment of supported and continuous improvement</p>

Role Specification



Dir 75%



Job title: Chief Officer Economic Development

Date: 15.01.18

Ref:LS

Job Purpose

The Chief Officer Economic Development is a member of the City Development Directorate leadership team. The post holder will lead on the Council's policies and strategies to support the sustainable and inclusive economic growth for Leeds including strategic responsibility for the growth of the Leeds economy, attracting investment, skills strategy and creating jobs. The post holder will also play a key role in influencing policy at international, national, regional and local level by contributing to the strategic development of the Northern Powerhouse, core cities and working collaboratively with the Local Enterprise Partnership and West Yorkshire Combined Authority.

Key Requirements

Part 1: Qualifications and Experience

1. A relevant degree or equivalent level qualification or relevant in-depth expertise
2. Significant successful leadership experience at a senior level within economic development or other associated area on a comparable scale and in a relevant context
3. Successful experience turning strategy in or associated with economic growth into practical change
4. Significant successful experience building highly effective partnerships that deliver improvements in economic performance, within economic development or key sectors relevant to the Leeds City Region
5. A significant track record of initiating innovative and creative solutions to address market gaps and failure, support inclusive growth or improve future economic performance
6. Extensive successful experience of exercising sound judgement and providing clear advice at board level
7. Extensive successful experience of acting as an organisational ambassador at board level

Part 2: Knowledge, Skills and Abilities

1. Comprehensive knowledge and understanding of the legislative, strategic and policy context of inclusive economic growth and taking responsibility, through concurrent delegation authority arrangements, for relevant statutory economic development related matters.
2. Highly developed influencing skills; able to create and shape strategic alliances to benefit the Leeds City Region
3. Ability to develop the Council's strategy and priorities and influence city region and national policy on economic growth.
4. Excellent communication skills with the ability to influence, negotiate and establish credibility for the Council and the service, to enhance its reputation and to form positive partnerships and relationships.
5. Ability to raise the profile of the city of Leeds nationally and internationally to attract inward investment, support trade and grow the visitor economy (in conjunction with the Leeds City Region inward investment and trade function, and partners such as Welcome to Yorkshire), implementing international communications, marketing and business support activities to promote the city and attract investment, and overseeing the Visit Leeds function.
6. Ability to promote and manage Leeds City Centre as a business location and retail, leisure and tourism destination, including coordinating the Council's relationship with the Leeds Business Improvement District.
7. Ability to co-ordinate input from Leeds City Council into the Leeds City Region LEP, the West Yorkshire Combined Authority, and the Core Cities Group, and maximise the benefits to Leeds of major national policy initiatives to promote economic growth such as HS2 and the Northern Powerhouse.
8. Highly developed ability to 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)

LCC Values

Working as a Team for Leeds

- Provide direction and support to individuals and teams promoting a 'high performing' 'can do' attitude within a coaching style
- Developing the Council's relationships with the private sector, working with and through others, across the council and partnerships to ensure the delivery of all relevant strategic outcomes and objectives.

Being Open, Honest & Trusted

- Ensure citizens, council members, trade union representatives and key external stakeholders e.g. private sector are provided with all relevant information to ensure meaningful engagement and consultation in order to make decisions.
- Learn from mistakes and seek to promote continuous improvement and best practice.
- Creating a culture of excellence in service delivery, continuous improvement and a focus on outcomes which maximises the use of resources and actively promotes the council's values.

Working with Communities

- Work effectively with a variety of partner organisations to deliver outcomes; communicate and involve stakeholders and the wider community in new developments to encourage ownership and commitment.
- Increase the levels and quality of employment across the city, support the sustainable growth of the Leeds economy, and enhance the skill level of the workforce across the entire city to fulfil individual and economic potential.

Treating People Fairly

- Recognise that everyone has an equally important part to play and values the diverse and vibrant nature of the city and all its citizens

Spending Money Wisely

- Lead, direct and manage a range of budgets and resources made available, ensuring that resources are deployed to best effect; provide value for money and are well monitored and controlled
- Increase innovation and entrepreneurial activity across the city, by leading the Council's work on economic policy and research, and economic innovation (including relevant links with universities), and work on business support and grants programmes, and the roll-out and take-up of superfast broadband.

Working Context

- The role is primarily office based but post holders are expected to work flexibly both at home and at various locations across the City and region. Hours are worked mainly Monday to Friday, in accordance with the needs of the service; however the post holder will be expected to work regularly outside normal working hours, including attendance at evening / weekend meetings or events.

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