

# Job description and specification

<b>Job Title:</b>	<b>DIRECTOR OF TRANSFORMATION</b>
<b>Service:</b>	CORPORATE
<b>Grade:</b>	D
<b>Reports to:</b>	Executive Director – Corporate Services
<b>Location:</b>	Sandbach

## Your job

To provide strategic leadership in the delivery of the Council's ambitious transformation programme ensuring clear cohesion across the Council's Staff, Officers and Members. Leading the management and development of high performing teams with the required requisite capabilities and skills for the future to deliver the Corporate Strategy and People Strategy,. Service areas include:

- Driving the Brighter Futures change programme and delivery of business change.
- Managing Human Resources (including HR Delivery, Organisational Development and Workforce Development) and transactional HR through a shared service arrangement
- Internal and external communications to support the Council and it's transformation programme )
- Optimising the use of the Programme Management Office
- Supporting the Council's ICT infrastructure and digital change programme.

## In this job you will

- Lead the development and delivery of the Council's whole organisation transformation programme and its defined work streams (Brighter Future Together)
  - Culture
  - Estates and ICT
  - Customer Experience
  - Commercial Strategy
  - Governance and Engagementto support cultural and business change across the Council
- Work with senior colleagues across the Council's directorates and services to nurture and foster a culture of accountability and responsibility driving productivity and performance. Ensuring there is clarity of purpose and defined priorities within team plans and officer roles to delivery business change
- Develop and drive a high performance cross Council culture promoting continuous improvement, transformation, productivity, innovation and evidence based decision making which will ultimately support the Council in delivering its Vision for the Council and Place by 2028.
- Be responsible for leading and developing Council capability to enable managers to operate effectively, and provide high quality professional services, within a fast paced

and changing environment.

- Champion, exemplify and drive innovation and transformation across areas of strategic responsibility, working across the Council and with strategic partners.
- Core areas of responsibility also include:
  - the design, development and implementation of organisation development.
  - provision of expert advice to the Leader, Chief Executive, Corporate Leadership Team, Cabinet and elected Members on all workforce matters
  - support delivery of strategic and proactive communications and public engagement activities that enhance or impact the reputation of the Council.
  - drive and direct the development and implementation of a stakeholder management framework supporting the Council's six corporate outcomes
  - reflect key policy changes and relevant external matters support strategic relationships and operational service delivery, identifying priorities for action and influencing strategic decision makers.
  - development and implementation of the Council's Equality, Diversity and Inclusion Strategy; in line with the Equality Act 2010 public sector equality duty
  - supporting the development of digital change strategies and an efficient ICT infrastructure
  - driving business efficiency through LEAN process reviews to create a culture of flexibility and improvement throughout the Council
  - delivering effective project management support to operational directorates
  - developing timely, accurate performance information and relevant business intelligence to support effective decision making
- Ensure that services/functions are delivered within and to budget, and to set and manage appropriate financial and other controls, which enable decisions to be made directly and quickly at the frontline (within agreed delegated authority).
- Manage all aspects of the team and individual staff performances including use of resources against agreed shared and personal targets.
- Work closely with elected Members at local level, to support them in undertaking their Community Leadership role effectively and confidently.
- Ensure that services/functions within the remit are delivered within and to budget, and to set and manage appropriate financial and other controls, which enable decisions to be made directly and quickly at the frontline (within agreed delegated authority).
- Attend Cabinet and Committee meetings, provide necessary reports and, manage, under the Executive Director of Corporate Services' leadership and direction, relationships with relevant members of Cabinet
- Be the lead manager for any peer reviews/ audit or inspection processes within the designated portfolio of services.
- Represent Cheshire East Council externally and internally, being an effective ambassador for the Council as required
- Assist the Executive Director - Corporate Services, deputising at both local and national levels and, carrying out other duties and responsibilities as may be required from time to time while displaying the skills, experience and flexibility expected of a Director.

From time to time you may be asked to undertake work as may be determined by the Executive Director of Corporate Services. This will be up to or at a level that is consistent with your job role. This supports our joint commitment in our employee deal to work together as one team and one council to deliver the best service for our customers and communities.

## In this job you will need

You must be able to demonstrate the following essential requirements:

- Educated to degree level, MBA or equivalent
- Significant experience and demonstrable success in leading major organisational and cultural change, with evidence of innovative and transformational thinking.
- Considerable clear demonstrable experience of managing a major change management programme within a large, complex organisation..
- Experience and consistent achievement at a senior management level in an organisation of comparable scope and complexity pursuing a transformational agenda.
- Experience of performance management in a customer focused business/organisation
- Experience of leading, motivating and managing services with multi-disciplinary teams to achieve significant, sustainable improvements and positive outcomes through internal and external partnerships.
- Transferable skills in leading complex services in local authority settings and delivering effective change and service improvement.
- Experience of leading the delivery of strategic objectives and policies through effective service planning.
- Planning, prioritising, persevering and delivering improvements to achieve objectives within timescales.
- Proven ability to lead teams, focused on delivering change and improvement across partnerships and organisational boundaries.

It would also be desirable if you hold the following experience::

- Substantial evidence of political awareness and experience of successful management in a senior position at the political/management interface
- High levels of analytical, creative and interpersonal skills and an understanding of the political environment of the Council
- Experience of leading communications, performance, HR and or ICT at a senior level.
- Ability to explore innovative and creative means of delivering improved service outcomes through effective constructive challenge.
- Ability to operate effectively within the democratic processes, with the political acumen and skills to develop productive working relationships with Council members that command respect, trust and confidence. An excellent understanding of local democracy and the processes, practices ad culture required delivering strong, health local governance.
- Ability to provide visible and supportive leadership, empowering, motivating and developing staff and fostering a positive organisational culture, focusing on delivering improved outcomes for service users.

## Our culture

For us, it is not just about our achievements as an organisation, but about how we do it. At Cheshire East Council we are working for a brighter future together –

- **We have a shared purpose**
- **We are supported and well led**
- **We are treated fairly and highly valued**
- **We succeed together**

This is all underpinned in our employee deal and everyone is expected to uphold their commitments by

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living by our values and demonstrating our behaviours.

## Our values

**Flexibility:** adaptable, open to learning and resilient

**Innovation:** creative, challenges convention and always looks to improve

**Responsibility:** delivers on promises, efficient and has integrity

**Service:** listens, delivers quality, is reliable and enables others

**Teamwork:** respectful, inclusive and contributes at all levels

## Employee deal

### Our COMMITMENT

#### Shared purpose

- Provide a safe and positive working environment
- Setting clear performance objectives with realistic timescales for delivery
- Having fair and efficient policies and procedures in place and applying them consistently
- Listen, respond and act appropriately when you tell us about something that is inappropriate or wrong

#### Well led

- Provide honest, respectful and responsible leadership
- Be fair, consistent and timely in our decision making
- Work with you, enabling you to do your best work every day with the right resources, tools and technology

#### Valued people

- Have regular, useful team meetings, keep you informed and provide an opportunity for everyone to share their views
- Treat you as individuals, be respectful, flexible and supportive
- Care for your health and well-being
- Provide you with regular, meaningful and constructive feedback on your performance through one-to-ones and performance review meetings

#### Succeeding together

- Offer you opportunities for learning and developing
- Recognise and value your hard work and contribution
- Work together as one team and one council to deliver the best service for our customers and communities

### Your COMMITMENT

#### Shared purpose

- Bring a positive and can do attitude into work
- Be proactive and always responsive to our customers and communities
- Work responsibly and ask for help if you need it
- Tell us if you see or experience anything that is inappropriate or wrong

#### Well led

- Be honest and reliable
- Get involved, keep informed, make suggestions and share your ideas
- Embrace technology and new ways of working

#### Valued people

- Participate fully and make helpful contributions to team meetings
- Be respectful of others and work flexibly and collaboratively with colleagues and partners
- Care for your health and well-being enabling you to maximise your attendance at work
- Value helpful constructive feedback and act upon it

#### Succeeding together

- Take the opportunity to learn and develop
- Be supportive and appreciate others
- Work together as one team and one council to deliver the best service for our customers and communities

# Working for a brighter future together

