



Role Profile

Role Title	Leadership	
Role Ref:		
Overall Purpose of Role:	<p>As a key member of the Council's Corporate Leadership Team, to contribute to the prosperity and growth of Doncaster as a key economic hub in the Yorkshire region.</p> <p>To lead by example, providing energetic, visible and inspiring leadership, taking personal responsibility on all aspects of the Council's services to the residents, businesses and visitors of Doncaster, while empowering others to do the same.</p>	

Role Specific Accountabilities

Key Areas	Key Elements
<p>Delivering Results</p> <p>Delivering high quality services to the people of Doncaster</p>	<ul style="list-style-type: none"> • Provide the leadership that enables the Council to deliver its objectives. • Deliver results to meet the needs of the Community and Customers through effective leadership of people and ensuring strong relationships with partner organisations. • Ensure delivery of Council Objectives, Mayoral priorities and Shared ambitions that enable all people in Doncaster to thrive. • Monitor, evaluate and provide feedback on the performance management of the Council and take the actions necessary to achieve agreed outcomes. • Through the expertise available in the Council provide professional advice to ensure the Council complies with legislation, statutory duties, and makes effective strategic decisions. • Provide clear leadership and direction to Directorate Managers and staff to achieve excellence in performance management and develop a positive and enabling performance culture • Deliver the tasks agreed annually in your Professional Development Review and agree how any changes are to be addressed.
<p>Collaboration and Relationships</p> <p>Creating a climate that enables people to achieve business objectives</p>	<ul style="list-style-type: none"> • Ensure the effective engagement of citizens, communities, businesses, members, partners and peers are the most effective for achieving shared ambitions for the people of Doncaster. • Develop effective working relationships and provide leadership in ensuring an integrated and strategic approach to meeting the needs of the area. • Develop an organisational culture that enables staff collaboration and mutually beneficial internal and external working relationships.

	<ul style="list-style-type: none"> • Develop effective external relationships, within the region, more widely with neighbouring cities and boroughs, and with central government and its agencies • Promote and market Council and Doncaster the place so that it is perceived in a positive way. • Develop a network of strategic partnerships and foster a productive culture of collaboration and transformation across the area. • Collaborate with external partners, individuals and groups to achieve priorities for Growing Doncaster Together.
<p>Managing Resources</p> <p>Utilising resources effectively</p>	<ul style="list-style-type: none"> • Work collaboratively with other leaders to ensure that the area effectively utilises all the resources at its disposal in the delivery of area and corporate plans. • Lead, engage and motivate employees and partners to deliver a high performing and effective service. • Ensure that the resources are commissioned and utilised in the most effective and efficient manner. • Ensure effective governance, decision making and overview and scrutiny throughout the Council's work. • Lead on investigating, identifying and maximising investment opportunities for Doncaster and the Directorate with partners, funding bodies, central government and the private sector. • Ensure involvement and consultation with stakeholders in the planning, commissioning and delivery of services • Ensure effective and value for money design and delivery of council-wide and partnership services. • Fostering a culture of creativity, innovation and accountability across the Council and its partnerships leading the way in collaboration, knowledge sharing and knowledge mobilisation • Make most effective use of own available time.
<p>Solution Focus</p> <p>Ensuring high standards, best practice and business improvement</p>	<ul style="list-style-type: none"> • Work collaboratively to provide collective leadership in the development, delivery and implementation of corporate change and continuous improvement strategies for the Council, and wider public services. • Ensure corporate policies, processes, practices and systems are of an appropriate standard, comply with legislation and meet Doncaster's needs. • Apply risk and knowledge management in setting strategy, identifying and managing key risks to the achievement of objectives for Team Doncaster and the Council and ensure that the Council's duties and interests are met. • Maintain effective systems for monitoring, reviewing and evaluating own performance against the Service Plan and Professional Development Review.
<p>Strategic Focus</p> <p>Providing a sustainable future</p>	<ul style="list-style-type: none"> • To take a lead role in the transformation and evolution of public services in Doncaster, by developing forward-looking strategies based on a thorough understanding of the needs, assets and opportunities of the Borough in the context of the national economy. • Provide effective strategic leadership, and timely, professional guidance to the Mayor and Council on matters of strategy and policy relating to the provision of a range of diverse services across the Doncaster place • Work with other leaders to build a sustainable future for the community.

	<ul style="list-style-type: none"> • Contribute to development and lead the delivery of strategic plans for the Doncaster area. • Ensure that the Council and its partners are well- adapted to meet future demands within the changing external environment.
--	---

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post-holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Person Specification

Necessary role related knowledge, skills and experience at selection	
<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge and understanding of principles, tools, techniques and developments in leadership and management, including quality improvements, organisational change and staff motivation and evidence of management development through qualification or continuous development • Understanding of Equality, Diversity, and Inclusion in employment and service delivery • Significant understanding of the regional and national agenda influencing Local Government and the wider public services. • Knowledge and significant understanding of legislation and the national agenda relating to areas of responsibility. • Knowledge of and significant understanding of Value for Money in the delivery of services. 	<p>Skills and abilities</p> <ul style="list-style-type: none"> • Ability to work with communities and other stakeholders including partners and elected members to deliver community-based solutions • Ability to establish positive relationships with the Mayor, Elected Members, Partners, Staff, Trade Unions, and Government that generate confidence and respect. • Ability to lead, inspire and motivate others to respond positively to organisational and cultural change • Ability to lead the planning and management of programmes of work, commission and manage the work of internal and external service providers • Ability to develop practical and creative solutions to the management of strategic issues in a progressive and complex organisation
<p>Experience</p> <ul style="list-style-type: none"> • A proven track record of achievement, exploiting new opportunities and winning commitment as a leader in a large, complex and challenging organisation. This will include substantial experience of leading service delivery in the relevant specialist area. • Successful strategic and operational budget management in a large complex organisation. • Successful strategic leadership and a proven track record of delivering tangible results and value for money services. • A demonstrable track record of leading, motivating and inspiring large multi-disciplinary and multiagency teams to 	<p>Personal Values and Circumstances</p> <ul style="list-style-type: none"> • Good judgement, strong analytical skills and the ability to use data and information intelligently and innovatively. • Ability to communicate and gain ownership of a clear vision and direction. • Ability to act as an energetic and inspirational role model, lead, manage, empower, nurture talent, and motivate employees. • Strong inter-personal and communication skills, including the ability to consult, negotiate, persuade and influence others. • Self-aware and understands how own style and behaviour impacts on the performance of others.

<p>achieve.</p> <ul style="list-style-type: none"> • A record of working successfully in collaboration with partners, both internally and externally, to achieve common goals. • A track record of working to manage conflicting national and local priorities. • A track record of leading successful major organisational and culture change including effective industrial relations to put the customer at the heart of service delivery. • Evidence of building and maintaining reputation management. 	<ul style="list-style-type: none"> • Prepared to adapt working time at short notice in response to legitimate expectations of others including occasional evening or weekend work
---	--

Skills required

Core Skills	Level
Self-Motivation	3
Adaptability	3
Quality and Standards	3
Customer Care	3

Role Specific Skills	Level
Influencing & Communication	3
Financial/Commercial awareness	3
Planning & Project Management	3
Problem Solving	3
People Management	3
Decision Making	3
Strategic Thinking	3
Creativity & Innovation	3