

# Assistant Director for Strategy and Transformation

## Grade 16

### **Our Vision**

To be an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

### **Our Outcomes**

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefits of economic growth.
- Live in thriving and sustainable communities.
- Be healthier and independent for longer.

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

### **About the Role**

Staffordshire County Council's Assistant Director for Strategy and Transformation is a key individual within the Transformation Directorate. They are an important influencer and adviser within the County Council and a leader within the wider Staffordshire public sector. They are

70000475/G16/TR3

accountable, alongside other Wider Leadership Team members for working collaboratively to support the County Council's administration, the Chief Executive and Senior Leadership Team (SLT) to deliver improved outcomes for Staffordshire.

The Assistant Director Strategy and Transformation is the Council's Chief Strategy Officer who will provide leadership to the Director, SLT and Cabinet in identifying the key challenges facing Staffordshire and the Council, in developing the vision and strategic direction that will enable Staffordshire to meet these challenges. The Assistant Director for Strategy and Transformation will have a leading role in developing the corporate narrative to support its vision, with key accountability to develop and define the council's strategic plan, delivery plan and monitoring

The Assistant Director Strategy and Transformation will also ensure that the Council has the skills and resources need to transform successfully so that it remains relevant and fit for purpose, particularly in the context of using digital and people helping people as key enablers in developing a new model for public service in Staffordshire.

The role will provide compelling visionary leadership with regards to the recent government devolution white paper: [English Devolution White Paper - GOV.UK](#)

The role will provide leadership to the Council to create a strong performance culture and a focus on securing better outcomes through working with others. The role will take the lead on developing a strategic insight and performance management function aimed at positively contributing the organisation's objectives and improving outcomes.

The Assistant Director Strategy and Transformation will ensure that the Strategy and Transformation Department is flexible and responsive to the changing environment and will ensure that the Team plays its full part in driving and supporting the transformation of the County Council and the public sector in Staffordshire, aligning itself at all times to the Council business plan and priorities.

**Political Restriction:** This position is considered as a Politically Restricted Post under the Local Government and Housing Act 1989 and subsequent amendments introduced by the Local Democracy, Economic Development and Construction Act 2009.

70000475/G16/TR3

## Reporting Relationships

**Responsible to:** Director for Transformation

**Responsible for:**

Area	Responsibilities
Teams	Strategy Strategic Policy and Partnerships Strategic Delivery Managers Insight Change Digital Staffordshire Centre for data analytics
Number of employees reporting to role	Responsible for circa 56 employees
Annual Budget Accountability	£3.123m net revenue budget

## Key Accountabilities:

1. Supporting SLT and Cabinet to develop a strong and coherent vision, narrative, strategy and business plan to ensure an effective response to the significant challenges and opportunities facing Staffordshire.
2. Providing leadership, challenge and support to SLT and members to lead and develop the outcomes of the government's devolution white paper.
3. Providing leadership, challenge and support to Commissioners and senior colleagues from across the Council to translate organisational priorities, shape commissioning strategies with a clear outcome and locality focus.
4. Strategic lead on working with other key organisations and ensuring a shared approach to the challenges and opportunities ahead and a clear strategy for collaboration and public sector reform.

70000475/G16/TR3

5. Leading the Change function to ensure that it is fully aligned and supportive of the Council's vision, narrative, strategy and business plan.
6. Lead the Digital transformation of the Council, ensuring that the Council has the skills and technologies to take advantage of digital opportunities to better serve residents and communities.
7. Lead the development of locality working across the Council, with organisations in all sectors and local communities to deliver better focused local outcomes through an integrated and targeted approach that builds community resilience.
8. Ensuring that the Council meets the real needs of citizens by managing conversations between residents and the Council and encouraging residents to get involved in developing effective public services and community self-reliance.
9. Creating and embedding high quality corporate community engagement and customer insight strategies to ensure evidence-based planning.
10. Taking overall responsibility for the delivery of meaningful and accurate insight and information to all levels of management including members, directors, strategic commissioners and other managers.
11. Ensuring that all corporate objectives are translated into realistic and operational business plans which are underpinned by robust and reliable research.
12. Manage financial, human and other resources efficiently and effectively ensuring compliance with relevant regulations and policies.

## **Other Information**

**This post attracts a car user allowance of £4,395 per annum**

### **Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

70000475/G16/TR3

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and antidiscriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.








The content of this Job Description and Person Specification will be reviewed on a regular basis.



## Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

<b>Minimum Criteria for Disability Confident</b>  <b>Scheme *</b>	<b>Criteria</b>	<b>Measured by</b>
	<p><b>Qualifications/Professional membership</b></p> <p>1. Degree or equivalent level qualification or experience.</p>	<p>A</p>
     	<p><b>Knowledge and Experience</b></p> <p>2. Proven track record of leading and managing a complex public sector function.</p> <p>3. A demonstrable understanding of the political context of service delivery and its challenges in the public sector ensuring effective support to Elected Members</p> <p>4. Substantial experience of creating and maintaining effective and influential networks that work collaboratively to shape and deliver better outcomes for residents.</p> <p>5. Significant experience of successfully leading, developing and implementing corporate strategies and change in a large, complex public sector organisation.</p> <p>6. A detailed understanding and grasp of the public sector reform agenda and a track record of shaping and implementing local strategies and solutions.</p> <p>7. Significant corporate leadership and management experience and the ability to lead, empower and drive culture change and transformation working with Senior Members, Commissioners and</p>	<p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p>

	colleagues across the Council.	
  	<p><b>Skills</b></p> <p>8. Ability to evaluate performance routinely and regularly across the services</p> <p>9. Highly developed communication skills and skilled at influencing and negotiating at the highest levels to deliver change and improvement.</p> <p>10. Flexible, passionate and adaptive leadership approach that is genuinely interested and curious about others and what motivates / drives people</p> <p>11. Intellectual rigour, which is used to 'cut through the noise' to identify what the 'real' priorities are and harnesses key talent and capacity to deliver this</p> <p>12. Invigorates and refreshes people through demanding and continuous transformation maintains momentum and passion over the long term</p> <p>13. Visible presence and influence in the places that matter most, to secure outcomes</p> <p>14. Creates collaboration and commitment, through a diplomatic and engaging style whilst comfortably holding others to account</p> <p>15. Believes in the art of possible, not the actions of the past – actively challenges and motivates others to be their best all of the time – accepts failure and success as learning</p>	<p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p>





If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre Plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting  
Talent & Resourcing Team 01785 278300