

Post title:	Assistant Director of Transformation
Grade:	AD2
Responsible to:	Corporate Director of Resources
Staff managed:	Manages a group of managers
Directorate:	Strategic Resources
Service:	Transformation
Job family:	SM - Senior Management
Date of issue:	April 2025

Job context

As the Assistant Director of Transformation, you are responsible with colleagues and Management Board to ensure the successful delivery of the Council's Transformation Strategy that builds upon local government reform. This requires strategic leadership to steer the council through a significant transformation programme.

As the Assistant Director of Transformation, you will be leading on the largest transformation programme local government has experienced within North Yorkshire. This is an excellent opportunity to shape the future of local government for our residents.

Given the nature and size of the transformation programme this role will involve close working with the Chief Executive, Corporate Director, Resources, other Corporate Directors, and other senior colleagues across the council. This will involve significant autonomy in order to co-ordinate activity and priorities.

You will lead a dedicated transformation team within the Resources Directorate, but you will also draw upon resources across all areas of the council in order to ensure successful implementation. This will require close liaison and influence with Management Teams across the council.

As the Assistant Director of Transformation, you will also lead as a research and development centre in organisational change, innovation and transformation tasked with ensuring that the Council remains at the forefront of important and emerging opportunities.

- Responsible for:
 - Leading a multi-disciplinary team which supports the Council's approach to change management including programme and project management, business analysis, business improvement and data and insight.
 - Drawing together a wider set of resources from across the council to deliver in line with the transformational priorities (i.e. areas not under direct control)
 - Develop and deliver a strategic approach to the commissioning of change management, identifying opportunities for improving efficiency and effectiveness through a mix of in-house provision, externally contracted services, and partnership arrangements with other organisations.

- To engage with partners in public and private sectors to deliver quality outcomes. To deliver constant improvements across the range of services through innovation, applying best practice and promoting customer care improvements.

This job is a politically restricted post as defined by the Local Government and Housing Act 1989.

Job Purpose:	To be responsible for the effective delivery of the Transformation across the Council post Local Government Reform, the delivery of benefits and improvements to service quality and outcomes.
Operational management:	<ul style="list-style-type: none"> • To lead the Councils Corporate Change and Programme Management functions to deliver the Councils Transformation Strategy and Programme. • To deliver the required Programme Management arrangements to ensure a successful delivery of targets and objectives. • To ensure that priorities are established within the Councils Transformation Programme and to deploy resources that are high performing. • To deliver the monitoring arrangements for the delivery of the Transformation Programme to ensure that Management Board are well sighted on key issues. • To deliver a Programme Plan that encompasses all key clients of the Transformation Strategy. • To lead on delivery of such initiatives deemed to be complementary to Transformation. • Ensure that complaints within each of the service's functions are dealt with efficiently and positively. • Advise the Director and Management Team in relation to legislation and relevant service issues. • Maximise commercialisation of services provided, demonstrating strong commercial awareness and the ability to balance this alongside competing priorities. • Promote diversity and inclusion throughout the council and through partnership and relationship with other stakeholders. • To carry out roles identified within the resilience and emergencies and business continuity policies. Take a lead where required on single and/or multi agency response to emergencies both in and out of hours.
Resource management:	<ul style="list-style-type: none"> • Be responsible as the budget holder for resources in respect of allocated budgets within the Council's scheme of delegation of financial responsibility. Account to the Corporate Director for financial performance of the service, ensuring a balanced budget and efficiency targets are met. • Actively influence resources across the whole Council, and outside of direct control, in order to ensure optimal delivery of transformation and change. • To lead and manage staff ensuring that they are consulted, supported, motivated, appraised and developed to enable them to fulfil their roles effectively, to the highest standards possible and meet current and future service needs. • Ensure the health and safety of all persons and premises under your control are in accordance with the provisions of Health and Safety legislation.
Partnerships:	<ul style="list-style-type: none"> • Develop partnership arrangements to maximise the service potential, commerciality and in delivering corporate objectives where benefits to delivery can be achieved. • Ensure appropriate representation on directorate and inter-agency working groups, in order to ensure effective strategic management and planning of services. • Build strong and dynamic relationships and trust with elected Members, partners, stakeholders, contractors, communities, and external agencies to enhance profile, relationships, and reputation. • Understand the needs of communities, and a commitment to delivering outcomes with and for citizens, customers, and stakeholders.

	<ul style="list-style-type: none"> • Represent the Corporate Director and the directorate at service policy, operational & co-ordination forums with external organisations where added value for the Council can be gained by sharing and working collaboratively. • Act as lead and/or represent the Council on specific initiatives and areas to continually drive and improve the performance of the partnership.
Strategic management:	<ul style="list-style-type: none"> • To contribute to the formulation, and lead on the delivery, of the Transformation strategy in the aftermath of LGR and to deliver the required improvements and savings. • To ensure that plans, resources, and all necessary arrangements are in place to execute the Transformation strategy and Programme. • To ensure production and updating of the Transformation Strategy • To produce and support delivery of the Councils Target Operating Model • To develop governance arrangements that maximise delivery of the Transformation Strategy and its objectives and to then oversee delivery of such arrangements. • To identify the needs of the service, produce and implement a future-focused business and performance plan, set challenging goals that focus on step change improvements and ensure that its objectives are achieved. • To develop and promote the service's contribution to corporate and directorate level priorities and objectives, aligning with political direction and decision making, ensuring that the Council's plans and priorities are integrated and developed as part of a comprehensive directorate service plan. • Advising Management Board on formulation and monitoring of progress relating to all aspects of the Transformation agenda • Supporting the Corporate Director at a management level and be an active member of the Directorate Management Team with collective responsibility for establishing a culture which promotes the values and behaviours of the council. • As a member of the directorate management team, provide general support on service matters to the Corporate Director and Chief Executive of the Council. • Drive transformational organisational change in own areas of responsibility in addition to wider corporate responsibilities in order to achieve excellent member, customer and partner relationships while delivering cost-effective, high-quality services to residents.
Communications:	<ul style="list-style-type: none"> • Ensure and contribute towards a communications plan is in place to deliver the Councils Transformation Strategy across the Council • Communicate and engage with staff a clear and consistent vision of the service's targets and activities, identify, and incorporate best practice. • Encourage good communication and effective working relationships across services/directorates. • Consult with the Corporate Director on service proposals which have significant financial or political implications for the Council. • Represent the Council at high level inquiries. • Represent, through provision of specialist advice, the preparation of reports and information, the work of the service to Members and senior officers of the Council so that they can perform their executive, scrutiny and representational responsibilities and ensure that decisions are appropriately informed, and services delivered according to council priorities. • To promote the reputation and image of the Council positively when responding to complaints or to media queries. This may include responding to matters of a sensitive or controversial nature. • To lead and manage consultation and engagement activities relating to the service with staff, service users, councillors, Management Board, trade unions, partners, communities, and citizens in accordance with Council policy. • Communicate effectively across the Council on corporate changes of policy.

Systems and information:

- Provide information to inform strategy and support the delivery and monitoring of transformational plans.
- Analyse complex data and information to inform transformational decision making.
- Use the current business processes, and make improvements where possible, in relation to record keeping, financial monitoring and ICT.
- Sponsor the development of technology, other communication, and data management processes to ensure the service remains effective, efficient, and modern.
- Commission a range of systems improvements across the Council.
- Ensure all service systems are operated in accordance with policy and procedure.

Safeguarding:

- To be committed to safeguarding and promote the welfare of children, young people, and adults, ensuring concerns are actioned as appropriate.

Person Specification:

Essential

Knowledge and Experience

- A clear understanding of the workings of local government and the current issues to be faced in a large, diverse Authority, particularly the financial, legal, and political context of public sector management.
- Significant experience of strategic planning and implementation, policy development and management in a local authority, major independent service organisation or equivalent.
- Knowledge of project management including business planning
- An excellent understanding of policy formulation and implementation.
- Proven track record of effective supplier, financial and workforce management
- Knowledge/experience of current best practice standards both at local and national level.
- Experienced in developing and implementing organisational culture change strategies within a large diverse organisation.
- Professional qualification at degree level or equivalent in a relevant subject and management qualification.

Occupational Skills

- Strong credible leadership with a passion for delivering improvement in services.
- Excellent communication skills, strong negotiation and influencing skills and ability to effectively deal with the media.
- Budget management skills to co-ordinate, monitor and review financial resources, evaluating competing budgetary priorities and establish effective performance measures.
- Business planning and ability to develop, communicate and secure ownership of a clear vision and direction.
- Takes ownership for informed decisions and delivering outcomes.
- Development of practical and creative solutions to the management of strategic issues, resolves problems creatively, pragmatically, and flexibly.
- Political awareness and capacity for partnership working in a highly devolved and accountable service.
- Strong people management skills and leadership qualities including the ability to develop and motivate others.

Behaviours

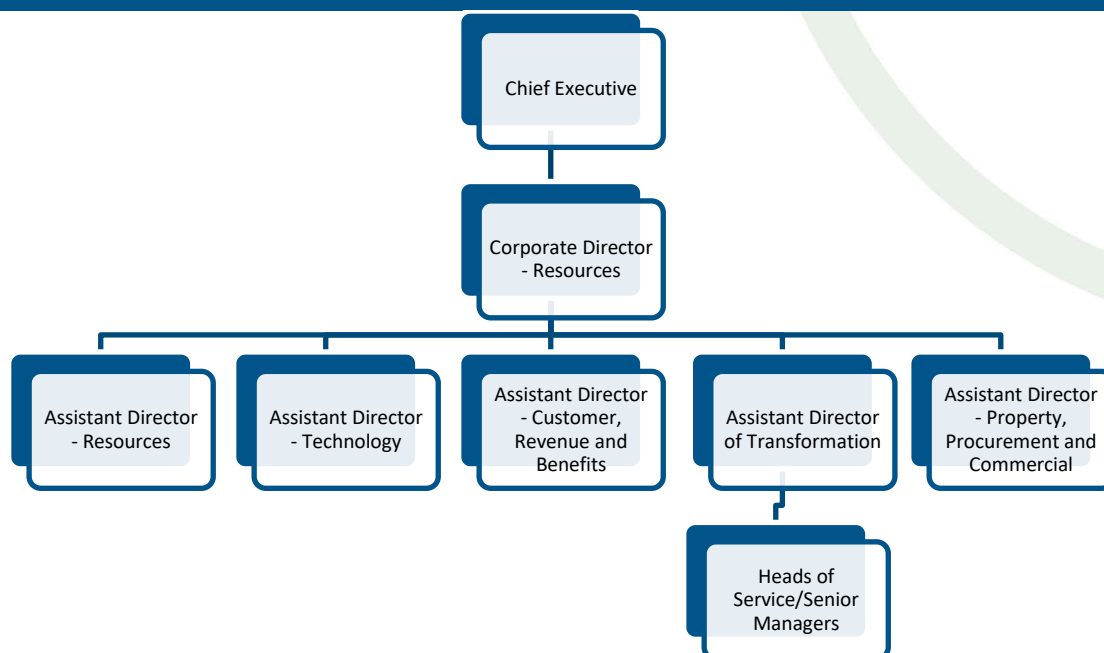
Desirable

- Prince 2 Practitioner or equivalent or appropriate experience.

- Able to work flexibly to meet the demands of the job including some out of hours working at either evenings or weekends.
- Committed to the Council's corporate vision and objectives.
- Highly motivated and not easily discouraged.
- Personal and professional demeanour and credibility which commands the confidence of members, senior managers, staff, external partners, and other stakeholders.
- A high degree of probity and integrity.
- A commitment to learning and achievement.
- Able to travel for business purposes.

Link

Structure



NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.