



ROLE PROFILE

Job Title:	Assistant Director	Job Code:	
Department:		Version:	1.0
Reports To:	Director/Chief Operating Officer	Date Created:	May 2024
No. of direct reports:	4	Member of:	Leadership Team
No. in Directorate:	circa 50	Grade:	14
		Budget:	circa £5m

Is this a politically restricted Post?	Yes / No <i>(*if yes, see our policy on what this means)</i>
Is this a Vetted Post?	Yes / No Level: NPPV Level 2 (Abbreviated)

ORGANISATIONAL CONTEXT

Our Vision as an organisation is:

To create a West Yorkshire that is prosperous, well connected, safe, inclusive and a hotbed of creativity and sustainability.

The Vision of the West Yorkshire Plan is:

A brighter West Yorkshire - a place that works for all. An engine room of ideas and creativity, where anyone can make a home.

We are passionate about Equity Diversity and Inclusion, and we have a Vision:

To be a leader, recognised nationally for our focus and commitment to EDI.

To achieve this we will:

Work in partnership with local authorities and business partners to deliver policies and programmes which directly benefit the people of West Yorkshire.

Job Purpose:

- Ⓞ Operate as part of a cohesive leadership team for the West Yorkshire Combined Authority to inspire, lead and set the standards for the organisation
- Ⓞ Provide leadership and direction to the function by defining, developing and implementing objectives that deliver tangible outcomes for the Combined Authority
- Ⓞ Deliver effective functional strategies, programmes and systems to ensure the delivery of the vision and business plan
- Ⓞ Be a visible, proactive leader for the organisation and West Yorkshire both internally and externally, shaping policy and influencing, developing and motivating the team and stakeholders

CRITICAL SUCCESS FACTORS

We break each job down to explain the critical areas for success, ranked by importance. These indicate the end result or outputs for which the role holder is responsible.

People Management:

- Ⓞ Lead partnership working across the organisation and externally. Integrate the work of the function to the wider organisation and develop strategies to enable the function to support the achievement of the Combined Authority's vision
- Ⓞ Provide clear direction to your team, via your direct reports, developing, motivating and rewarding them appropriately in line with our values and behaviours
- Ⓞ Create and demonstrate a strong performance management culture, ensuring that people are accountable for the delivery of results
- Ⓞ Create the right working environment for your team, with a solid ethic of achievement of our vision, objectives and Corporate Plan, utilising the Combined Authority's policies and procedures
- Ⓞ Ensure appropriate communication channels are in place and effective between you and your direct reports

Technical Duties:

- Ⓞ Accountable for developing and delivering on the business plan and KPIs for the services in your area of responsibility, linked to the organisation's vision and business plan, including ensuring that outputs are on time, to budget and of high quality. Advise or take remedial action where necessary
- Ⓞ Ensure your function has the right procedures in place to achieve your strategic objectives, developing and amending processes as required to achieve greater efficiency
- Ⓞ Forward plan the workload of the function, thinking through potential contributions, opportunities and risks, identifying appropriate solutions and acting accordingly

Financial:

- Ⓞ Accountable, with other members of the leadership team, for taking a strategic overview of the organisation's finances and ensuring that these are well controlled
- Ⓞ Direct the organisation's resources to secure and manage funding streams that fit with the organisation's vision and business plan.
- Ⓞ Budget Controller, ensuring compliance with the Corporate Standing Orders and Financial Regulations
- Ⓞ Deliver financial results against Key Performance Indicators
- Ⓞ Analyse and appraise financial related information ensuring financial process deadlines are met

Impact & Influence:

- Ⓞ Manage communication challenges effectively in a dynamic and politically pressured environment.
- Ⓞ Responsible for providing accurate, compelling and strategic advice to political and officer leadership
- Ⓞ Responsible for effective and strategic employee engagement
- Ⓞ Lead and effectively manage all external stakeholder and supplier relationships

The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.

THE PERSON

To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.

Knowledge:

- Ⓞ Educated or experienced to masters degree/ postgraduate professional qualification level
- Ⓞ Extensive practical experience of your subject area, gained through comprehensive experience in the field
- Ⓞ Extensive practical experience of successfully developing an organisation through a strategic approach

People:

- Ⓞ Demonstrates a commitment to Equity, Diversity and Inclusion (EDI) at all times
- Ⓞ Lead partnership working across the organisation and externally. Integrate the work of the service area to the wider organisation and develop strategies to enable the function to support the achievement of the Combined Authority's vision
- Ⓞ Provide clear direction to teams, via your direct reports, developing, motivating and rewarding them appropriately in line with our values and behaviours
- Ⓞ Create and demonstrate a strong performance management culture, ensuring that people are accountable for the delivery of outcomes and outputs
- Ⓞ Create the right working environment for your team, with a solid ethic of achievement of our vision, utilising the Combined Authority's policies and procedures
- Ⓞ Ensure appropriate communication channels are in place and effective between you and your direct reports

Technical:

- Ⓞ Strong negotiation skills
- Ⓞ Analytical skills including strong data analysis and interpretation
- Ⓞ Strong communication skills and the ability to lead, influence and challenge

Financial:

- © Demonstrable experience of successfully managing large scale budgets
- © Experience identifying and acquiring appropriate funding streams
- © Ability to appraise financial related information and reporting appropriately

Impact & Influence:

- © Comprehensive experience of leading, negotiating and influencing stakeholders
- © Experienced in forming effective senior level working relationships with elected representatives, Members, Government and partner organisations
- © Comprehensive experience of providing leadership in a complex public-private sector partnership context

OUR VALUES & BEHAVIOURS

Championing Our Region | Working Intelligently | Easy to Do Business With | Positive About Change | Working Together

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here. Further information on this can be found on our website: <https://www.westyorks-ca.gov.uk/a-career-with-us/our-values-and-behaviours/>

Information regarding [Inclusivity at West Yorkshire Combined Authority](#) and [Equity, Diversity and Inclusion](#) can be located on our website.