



The City of Edinburgh Council
**Executive Director - Place
Recruitment Pack**

edinburgh - an outstanding international capital city





Contents

Introduction from the Council Leader	1
Edinburgh – an outstanding European capital city	2
Edinburgh key facts	3
The City of Edinburgh Council	4
The political structure	7
Job description	8
Person specification	11
Appointment arrangements	15
Summary of terms and conditions of employment	17

Contents

Introduction from the Council Leader

Thank you for your interest in becoming Executive Director - Place of the City of Edinburgh Council.

Edinburgh is an outstanding capital city, recognised across the globe as a leader in business, the arts, science and education. The city centre is a UNESCO World Heritage site and our cityscape provides a unique architectural and natural backdrop to city living. Home to the internationally renowned Edinburgh festivals and the Scottish Parliament, it is an excellent city in which to live, work, study, visit and invest.

The city's population is increasing, with growing numbers of young children and older people placing an increasing demand on Council services. Yet like any major city, Edinburgh has issues of social inequality, poverty and vulnerable citizens, and we are committed to addressing these issues.

The Council plays a central role in shaping the continued success of Edinburgh as a 21st century capital city. Our responsibilities are wide-ranging, from our superb school system through to social work, housing, economic development, parks and green spaces, culture and sport, festivals and events and roads and transport.

Like many UK local authorities, the Council faces a significant financial challenge and must reduce its annual operating costs by £107m over the next five years. Work is already underway to implement a transformation programme which aims to ensure services are delivered effectively at neighbourhood level, with the support of a strong corporate centre. Successful delivery of this programme will be central to our new leadership roles.

If you feel you have the experience, energy and enthusiasm then we would welcome your application. If you would like an informal discussion about the role please contact Ken Dalgleish at Aspen People on 0141 212 7555.



Andrew Burns
Leader
The City of Edinburgh Council





edinburgh



- an
outstanding
international
capital city

Edinburgh is the inspiring capital of Scotland, where centuries of history meet a vibrant, cosmopolitan city in an unforgettable setting. The city is home to the world's biggest arts festival and offers an excellent quality of life.

Edinburgh is a successful business city. It is the UK's most prosperous city outside of London, the UK's second largest financial centre and has long held a reputation for high quality education and academic excellence. Edinburgh life science research is among the best in the world, being part of one of the largest and fastest growing life science communities in Europe. Edinburgh has been ranked the top mid-sized city in Europe overall in Foreign Direct Investment magazine's European Cities and Regions of the Future 2014/15 awards.

Over £1.1bn worth of major infrastructure projects supporting the city were completed in 2014, and a further £2.4bn, including the Queensferry Crossing and the Borders Railway, are due for completion in the next two years, helping to make Edinburgh an even more attractive place for business.

Edinburgh is a major tourism centre and gateway to the rest of Scotland. The Rough Guide recently voted Edinburgh the fourth most beautiful city in the world and four million tourists visit the city each year, contributing over £1.2bn to the local economy.

Edinburgh key facts

Edinburgh has a **growing population**, currently 487,500 and is projected to grow to over 537,000 by 2022.



Edinburgh residents' **life expectancy is higher** than the Scottish average.

42% of the working population in Edinburgh is educated to degree level or above.

Edinburgh's **four universities are internationally renowned** for their academic research base. The University of Edinburgh was recently voted the 7th best university in the UK and 48th best in the world. The city is home to more than 82,000 university and college students, including more than 17,000 international students.

Edinburgh is the **UK's second largest financial centre**, a major European centre for asset management and asset servicing and home to the headquarters of the UK Green Investment Bank.

Edinburgh is **home to Scotland's first \$1bn internet business, Skyscanner**.

Edinburgh is **The Festival City** and home to the world's largest summer and winter festivals. The 12 major festivals contribute over £260m to the Scottish economy.



Eleven of the top 20 Scottish visitor attractions are located within the city region.



The Edinburgh 12, **key strategic development sites** located across the city, with the capacity to deliver over £2.14bn of GVA and 20,000 new jobs, are either under construction or in development.

Edinburgh Airport is **Scotland's largest airport** and the fifth largest in the UK by passenger movements (over 10 million), with over 40 carriers servicing more than 100 destinations.

Price Waterhouse Cooper predicts **Edinburgh will have the highest hotel occupancy rates in Europe in 2015**.



Foreign Direct Investments in the city were up 20% in the 12 months to January 2015.

Edinburgh **currently has an unemployment rate of 1.9%**.

See our **Edinburgh Key Facts** publication for more information on the city's economy, status and achievements.

Key facts



customer
first

working
together

forward
thinking

honest and
transparent

The City of Edinburgh Council

The City of Edinburgh Council is the second largest council in Scotland and the ninth largest in the UK, with a workforce of around 19,000 staff (approx 16,000 FTE) and a gross revenue budget of over £1.5bn (net approx £949m) for the financial year 2015/16.

The Council is committed to playing a dynamic role on the local, national and international stage. The Council has a strong commitment to corporate management, a willingness to innovate and a determination to set the highest standards.

Bringing services closer to customers

The Council's transformation programme aims to bring a greater focus on neighbourhood working. The Council also works closely with neighbouring local authorities, the voluntary sector and other partners in the delivery of services. At the same time, the Council is leading the way in online transactions for customers, and seeking to achieve better customer service and greater efficiencies through increasing use of online transactions and customer service, over the next few years.

In the Edinburgh People's Survey 2014, 89 per cent of Edinburgh residents stated that they were either very or fairly satisfied with the city as a place to live. The proportion of respondents who said that they were very satisfied was 58 per cent.

Meeting the challenges

Like many local authorities, the City of Edinburgh Council is operating in a challenging environment with increasing demand for Council services and ongoing financial constraints. The Council needs to reduce its cost base by £107m over a five year period. To respond to the changing internal and external climate, the Council's vision and strategic delivery model are evolving. A transformation programme is underway and successful delivery of this programme will be central to the role.

The Council's Business Plan for 2015-20 is built around a single vision for the city and three strategic themes that drive the work of all services. This strategic vision drives all Council strategies and plans, including our transformation programme.

COUNCIL VISION 2015 – 2020

Our vision is to ensure that Edinburgh is a thriving, successful and sustainable capital city

To deliver this vision, Council services focus work around three complementary strategic themes. These are:

Improve quality of life

Ensure economic vitality

Build excellent places

To ensure delivery of the Council vision and strategic themes and underpinning all work, the Council aims to:

Deliver lean and agile Council services

The political structure

The lead political committee – The City of Edinburgh Council – is made up of 58 elected councillors. They represent 17 wards, with 10 wards having three councillors each and seven wards having four councillors each.

Following the local government election in 2012, the 58 councillors represent the political groups as follows:

	Labour Group	20 councillors
	SNP Group	17 councillors
	Conservative Group	11 councillors
	Green Group	6 councillors
	Liberal Democrat Group	3 councillors
	Independent	1 councillor

The Labour Group and the SNP Group together form the Capital Coalition which is made up of 37 of the 58 Councillors. The Coalition leads the Council, filling the roles of Lord Provost, Leader of the Council and many other positions as committee conveners. The Council takes decisions on important issues such as the Council budget. The Council also delegates decisions to committees. More information on the committee structure and memberships is on our [website](#).



Job description

Role summary

The post has lead responsibility for ensuring the development and delivery of a range of front line locality based services and city wide services; ensuring these services meet the highest standards of governance, finance, people, risk management, probity, legal and service delivery.

The post holder requires the highest levels of political astuteness and personal integrity, alongside the ability to apply strong critical thinking skills to enable the organisation to deliver its objectives within statutory, constitutional and value for money requirements. This post also has responsibility for the development and delivery of the overall strategic objectives of the Council, working as 'one Council' across the organisation.

Main duties and responsibilities

The post is responsible for a range of major Council services that include:

- travel and transport
- roads asset management
- roads STO
- planning
- private housing
- environment
- housing

- local transport services
- parks and street cleaning.

In addition to their specifically allocated responsibilities the post will have a range of corporate accountabilities:

- Takes a key role in the strategic direction, financing and culture of the Council via contribution to the Council Strategic Plan, budget and policy framework as a core member of the Corporate Leadership Group (CLG).
- Ensures that resource management and financial planning are at the heart of strategic decision making so that services are delivered as efficiently and effectively as possible and the Council's long term financial viability is assured.
- Oversees and drives organisational modernisation in line with the transformation agenda to support delivery of efficient, high quality services which enable citizen choice and a 'one Council' approach.
- Manages relationships with stakeholders, other authorities, partner organisations and other agencies to enhance the Council's performance, reputation and image externally and input into national policy.
- Provides clear, strong and motivational leadership to create a high performance culture, both across the Council and within the Directorate that drives continual improvement, efficiency savings and high levels of citizen satisfaction.

This will include a range of service excellence accountabilities, as follows

- Manages financial, human and other resources efficiently and effectively, ensuring there are sufficient available to discharge the Service's functions in line with published priorities, performance standards and budget requirements.
- Determines the structures, roles and processes required to deliver services in line with corporate priorities and ensures that appropriately skilled and motivated resources are deployed at each level so that targets for performance, efficiency, customer satisfaction and value for money are met.
- Sets the direction for the Council services managed; based on the principles of enablement, localisation, citizen choice and best value, to ensure the Council delivers against its strategic aims and statutory responsibilities.
- Act as lead advisor to CLG and other stakeholders on matters relating to their area of responsibility, to ensure the Council delivers high quality, cost effective services to its citizens.
- Radically transforms the way in which Council services are delivered through the creation of consolidated services and new delivery models to deliver efficiency savings and high quality, customer focussed services.
- Leads the development and maintenance of strategic relationships with key external stakeholders in the public, private and voluntary sectors, to optimise opportunities for delivering services in

partnership or via shared service arrangements and take forward the 'one public sector' approach.

- Ensures the Council fulfils its duties in relation to standards, complaints, scrutiny and fraud establishing a culture of accountability and service effectiveness.

This post does not qualify for flexible working, flexitime and flexible retirement under the Council's policies.

This post will participate in any organisational arrangement designed to ensure the proper and efficient running of the organisation.

The Council must abide by relevant health and safety and employment law, as well as the common law duty of care. All members of staff are required to take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/ procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

Where you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety

rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Scope of the post

The post is responsible for directing a number of heads of service and will ultimately be responsible for large numbers of staff across a range of Council services.

Given the range of services led by the post (including housing, transport, parks and budgets), the total value of resources managed will be in the region of £450m (figures indicative and subject to confirmation). The post will also have responsibility for around 2,600 FTEs.

Person specification

Qualifications and training

Relevant degree or professional qualification and/or member of professional institution/association	Essential
Evidence of continuous professional and management development	Essential
A further management qualification (eg MBA)	Desirable
Relevant professional qualification	Desirable
Evidence of career progression taking on roles of increasing scale, complexity and importance	Essential

The successful candidate will demonstrate evidence of the following experience:

Setting strategy and vision

Developing and driving strategy and policy to deliver sustainable and successful outcomes	Essential
Business and commercial acumen to support strategic delivery of service to clients and partners	Essential
Setting the direction for the services managed, based on the principles of enablement, localisation, citizen choice and best value	Desirable

Building culture

Experience of developing strong links between professional groupings to bring together services linked by locality and liveability issues	Essential
Successful partnership working and networking with key stakeholders eg citizens, voluntary sector, business communities, government and public agencies	Essential
Experience of working in a political environment	Desirable
Experience of promoting the health and safety and welfare of a large workforce	Essential

Change and transformation

Experience of successfully leading radical transformation of services through inception to delivery	Essential
Ability to manage multiple complex projects within statutory, constitutional and value for money requirements	Essential

Leadership

Significant experience of leading and managing large scale services (such as transport, roads, planning, housing, environment etc) within an organisation of comparable scope, size and complexity within the public or private sector

Essential

Inclusive and visible role model providing inspiration to empower others

Essential

Leading employee and stakeholder engagement

Essential

Effectively developing and nurturing talent in the organisation

Essential

Evidence of the following knowledge, skills and understanding will be sought for selection purposes:

Setting strategy and vision

Evidence of sound financial management skills and commercial awareness with the ability to interpret and understand complex financial and budgetary information

Essential

The ability to create and drive a sustainable organisational strategy, delivering client centred outcomes which enable citizen choice

Desirable

Building culture

A personal and professional credibility that promotes and enhances the organisation's reputation locally, nationally and internationally

Essential

High standard of personal and professional integrity

Essential

Has ethics, values and personal qualities consistent with the vision, culture and values of the Council

Essential

Leadership

Evidence of the ability to provide clear, strong and motivational leadership to create a high performance culture

Essential

An inspirational leader with integrity at their core, able to create a clear sense of purpose

Desirable

Detailed knowledge of major legislative and other issues facing local government with a particular focus on achieving effective delivery of services at a time of significant change and financial challenges

Desirable

Change and transformation

Strong evidence of the ability to conceptualise the need for change and transformation and to lead the organisation effectively from current to future state Essential

Ability to manage change effectively within a political and sensitive environment Desirable

Competencies

Applicants will also be measured against the following competencies:

Leading others

- Is inspirational as a leader, encourages trusts and respect, is ethical and self aware
- Creates a positive atmosphere which motivates people to improve their performance
- Displays a high level of determination, energy and resilience

Political sensitivity

- Takes a holistic view of events and the interests of citizens and elected members
- Is diplomatic in dealing with a wide range of politicians and leaders
- Is politically astute

Taking ownership and responsibility

- Displays drive and determination to make things happen
- Is target and objective driven and sees things through to completion
- Delegates responsibility appropriately
- Accepts accountability and holds others to account

Managing change

- Looks to the future of the organisation and its vital contribution to the city
- Provides a shared vision and direction to all stakeholders in order to achieve transformational change
- Seeks innovative ways to improve services and encourages others to come up with new ideas and new ways of working
- Ability to lead and sell change and bring others with them

Communicating effectively

- Ability to communicate in a calm balanced way at all levels of society
- Ability to negotiate effectively
- High level of interpersonal and presentational skills
- Ability to work across a variety of different media eg television, video conferencing

Planning and decision-making

- Translates strategy into specific plans to deliver outstanding results
- See the bigger picture, both internally and externally, can takes this into account when making decisions
- Is prepared to take managed risks
- Demonstrates financial capability

Works effectively with others

- Evidences the ability to work collaboratively
- Encourages good working relationships
- Provides a shared vision and direction

Customer focused

- Works collaboratively across organisation boundaries to deliver excellent customer services
- Takes into account customer needs and expectations and strives to meet those expectations where possible
- Actively seeks out customer feedback to identify service improvements

Managing performance and developing others

- Is supportive and encouraging of others
- Sets clear objectives for heads or service and continually monitors progress



Appointment arrangements

Applications

You must complete a Council application form. An electronic version is available on www.aspenpeople.co.uk/edinburghcouncil or telephone 0141 212 7555 for a paper copy.

Employment references

Please include name, address and telephone number of two referees. Candidates should state their relationship with each referee. Employment references will be taken up for candidates who are short-listed. If candidates wish to be advised before we contact their referees, this should be indicated clearly beside their names.

Evidence of qualifications

Candidates will be required to bring evidence of their qualifications to the short-list interview.

Completed application

Applications should be sent to Katy Gall at Aspen People email kgall@aspenpeople.co.uk and will be acknowledged on receipt. Your application should be submitted on or before 26 June 2015.

Medical examination

The preferred candidate following the short-list interview will be required to undergo pre-employment health screening.

Criminal conviction check

Due to the nature of this post, it is exempt from the Rehabilitation of Offenders Act 1974 and convictions, whether spent or unspent, must be declared. Candidates called for a short-list interview will therefore be required to complete a declaration form. Guidance will be provided with the invitation to the short-list interview. A Basic Disclosure Scotland check will also be required for the successful candidate.

Immigration, Asylum and Nationality Act 2006 – Prevention of illegal working

Candidates must be eligible to work in the UK. The successful candidate will be required to provide original evidence of his/her eligibility to work in the UK. Guidance on suitable documentation will be provided.

Canvassing

Candidates should note that canvassing councillors in support of their application, either directly or indirectly, in connection with this post will lead to disqualification.

Provision of false information

Candidates should also note that the provision of false information or the omission of material information in their application, or at interview may lead to the offer of employment being withdrawn or summary dismissal.

Interview arrangements and provisional timetable

Short-list interviews will be carried out by the Council's Recruitment Committee, consisting of a representative group of councillors, chaired by the Council Leader.

Please note that there will be testing of candidates' competence at the short-list stages.

The recruitment timetable is as follows:

Closing date for returned applications	26 June 2015
Notification to applicants selected for short-list	11 August 2015
On-line testing of short-list applicants	11 August 2015
Assessment Centre	17 August 2015
Short-list interviews	17/18 August 2015
Successful candidate identified and offer made	18 August 2015
Council approves appointment	20 August 2015



Summary of terms and conditions of employment

The conditions of service applicable to the post are those set out in the National Agreement on Pay and Conditions of Service of the Joint Negotiating Committee for Chief Officials of Local Authorities (Scotland), as adopted by the City of Edinburgh Council.

Salary

Remuneration will reflect the responsibilities of the role.

Pension fund

Employees may join the Lothian Pension Fund which is part of the Local Government Pension Scheme (LGPS). The Scheme is a statutory local government scheme and the Council pays some of the cost. Employee contributions are tiered and depend on an individual's pay. The rates are reviewed annually. The rate for this post is approximately 10.8% of salary.

More information about the fund can be found at www.lpf.org.uk

Sick pay

In accordance with the above Scheme of Salaries and Conditions of Service which provides, during the first year of service, five weeks at full allowance and five weeks at half allowance, rising after five years to 26 weeks at full allowance and 26 weeks at half allowance.

Hours of work

Flexibility on hours necessary to meet the demands of the post. This position is exempt from the Working Time Regulations.

Holiday entitlement

Annual holiday entitlement is 33 days. There are also six public holidays in a year.

Relocation

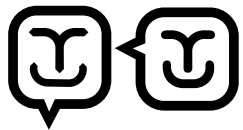
The Council will provide appropriate financial support to meet relocation expenses incurred of up to £10,000.

Period of notice

Appointment is subject to termination by either side giving 12 weeks' written notice.

Political restriction

The post is politically restricted under the terms of the Local Government Housing Act 1989. This means that the post holder is restricted in his/her activity with a political party.



HAPPY TO TRANSLATE

You can get this document on tape, in Braille, large print and various computer formats if you ask us. Please contact the Interpretation and Translation Service (ITS) on 0131 242 8181 and quote reference number 15-0237. ITS can also give information on community language translations. You can get more copies of this document by calling 0131 469 5555.



Designed by the City of Edinburgh Council Corporate Governance 15.105/CG/RT/May 2015

