

DUNDEE

Recruitment Pack

Executive Director of Corporate Services

Dundee City Council

Dundee is a dynamic, ambitious
city with a remarkable history
and an exciting future.

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Welcome from the Chief Executive

Are you a visionary leader with a passion for driving transformational change, do you have the strategic acumen to steer a diverse portfolio of services towards excellence? If so, then thank you for your interest in the role of Executive Director of Corporate Services.

We are a council with big ambitions because we want the best for all our citizens. We want Dundee to be the best place to grow up, study, work and live long and happy lives.

Dundee has transformed itself into a growing city on a journey of major economic, social and cultural development, including its world renowned £1bn Waterfront development with V&A Dundee at its heart. Further opportunities lie ahead such as the £300 million Tay Cities Deal, a Life Sciences Innovation District and the Eden Project - all examples of Dundee's bold and creative ambition. As a result, Dundee has been named as one of the world's top "places of the future" (21 Places of the Future Report).

The Council has a vital role in enabling transformational change to meet the needs of the city and at the same time maintain the financial sustainability of local services. We continue to work with partners, businesses, citizens and communities to tackle challenges and grasp opportunities.

We pay particular attention to the impact on the local economy; on the funding of employability, social inclusion, regeneration and support for key business sectors; and on the work of our universities and colleges, which play such a key role in the city.

As a Council, we provide best value and are committed to continuing to change for the future. Given the ongoing financial uncertainties, we need to look again at how we design and deliver our services. That will also affect how we design our budgets and income, our service structures and workforce planning to ensure that we are working in the most efficient, effective and innovative ways.

Our success is reliant on our employees who are motivated, innovative and productive. Our workforce deliver services confidently and competently, with the right skills, knowledge and values.

In return for your dynamic leadership, we offer a supportive, friendly and welcoming place to work with a talented team of people and a competitive salary and benefits package.

If you have the drive, passion, leadership and experience to contribute and influence, I would be delighted to receive your application.



Greg Colgan
Chief Executive, Dundee City Council



Dundee City

Dundee is a modern, vibrant city which is continuing to transform culturally.

It is a leader in many fields including life sciences, technology, gaming, digital media, art and design and is developing capacity in the green jobs sector.

Particularly after the opening of the V&A Dundee, it is increasingly becoming a tourist destination for Scottish, UK and international visitors. Dundee was Scotland's first Fair Trade City, the UK's first Living Wage City and the UK's first UNESCO City of Design. Dundee has been named as one of the world's top "places of the future", in a report examining how new technologies will create jobs. The 21 Places of the Future report looks for where new jobs will appear, hotbeds of innovation and ideas, and affordable and enjoyable places to work – places "where the future is being built right now."

Dundee is well positioned for the future with two globally renowned universities in the city and St Andrews close by.

Dundee has an international reputation for using culture and creativity as a catalyst for building resilient and robust communities. Our strong history of cultural investment means Dundee is a vibrant place which harnesses its creativity and cultural richness to support



the engagement, ambition, achievements and wellbeing of its citizens.

Diversity is welcomed, with opportunities for worship in a wide range of faiths including Christianity, Buddhism, Hinduism, Islam, Judaism and Sikhism, as well as multi-denominational institutions, which welcome people of all faiths or none.

As well as being Scotland's sunniest city, Dundee is a place that is friendly, fascinating and easy to reach - all persuasive factors when deciding where to live and work.



Dundee is a great place to live and work



Beautiful scenery with seaside, mountains and forests so close you can visit them all in one day.



Compact: you can easily walk or cycle around the city.



26 mile cycle route around the city.



Scotland's sunniest city.



Variety of outdoor activities easily available including watersports, skiing, skateboarding, golf and mountain climbing.



Steeped in history, there is a lot to explore.



Home to some of the best museums in Scotland.



UK's first UNESCO City of Design.



Cost of living is cheaper than other Scottish cities.



House prices are more affordable than in any other Scottish city.



You can fly to London from Dundee Airport in an hour or travel to Edinburgh International Airport in an hour.



Excellent schools, colleges and universities with highly ranked graduate prospects.





Dundee City Council

Dundee City Council is a democratically elected body for the Dundee area with 29 elected members representing 8 wards.

The Dundee City Council area is geographically the smallest local authority area in Scotland with a population of 147,720. We also serve as the regional centre for approximately 500,000 people in the surrounding areas of Perth & Kinross, Angus and Fife.

We deliver services aimed at providing a better quality of life for the people of Dundee. We are also one of the largest employers in the city with 6,500 employees.

We have a strong local and national reputation for providing good quality and effective services to our citizens through our strategic services areas and partners. We have performed well, despite the significant financial challenges, the pandemic and increased demand for our services.

It is our vision to continuously improve service delivery and to support and enable initiatives which make our services more accessible, more convenient, more operationally effective and cost effective.

Our employees are our biggest asset.



Our Council's Vision, Values and Key Priorities

The City Plan and Council Plan are two key documents which spell out the Dundee Partnership's vision for the future of the city and the Council's key priorities.

The City Plan sets out ambitious but realistic targets for improving a range of outcomes across the partnership agenda, while the Council Plan details the local authority's targets and actions for making improvements on its priorities.

Dundee City Council fully endorses the shared vision for our city set out in the Dundee Partnership's City Plan 2022-2032. This reflects a consensus in the city which we can all work towards and is set out as follows:



Our Council's Vision, Values and Key Priorities (continued...)

To achieve the vision, we have selected five priorities to focus on for the next five years and to underpin our bold and ambitious culture to encourage everyone at Dundee City Council to live by these values and deliver on these priorities.



Our values

Living our Values

Be open and honest	Be fair and inclusive	Be innovative and transforming	Be constantly learning
<ul style="list-style-type: none">• Develop our talent• Have full engagement with our workforce• Encourage feedback• Develop our workforce information and analytics to aid decision making• Manage workforce change	<ul style="list-style-type: none">• Promote diversity, inclusion and difference• Provide an Employee Wellbeing Service• Ensure healthy and safe working practices• Encourage 2-way conversations• Demonstrate respect and dignity	<ul style="list-style-type: none">• Encourage curiosity• Open to suggestions and change• Share new ideas, thinking and practice• Be evidenced based in our decisions	<ul style="list-style-type: none">• Identify and deliver future skills• Use Learning to improve our work• Have Coaching Conversations• Encourage reflective learning



The Role

Executive Director of Corporate Services



Salary £132,696 to £140,644

As a key member of the Council Leadership Team (CLT), you will play a pivotal role in shaping the future of our Council, you will take collective responsibility for contributing to corporate decision making and to the formulation and delivery of the Council's corporate strategy and change programme. You will support Elected Members of the Council in determining the Council's overall strategic objectives and priorities.

Provide dynamic leadership for the effective delivery of all Corporate Services functions, leading the development of strategy, providing advice, support and inspiration, and drive continuous improvement across all corporate functions.

Lead and inspire diverse a diverse team, which fosters a culture of high performance and continuous improvement.

Promotes diversity and inclusion within the workplace, helping create a more inclusive and equitable Council.



The Role (continued...)



Principal Working Contacts

- Chief Executive
- Executive Directors and Heads of Service
- Elected Members
- External contacts with other local government colleagues, MSPs, MPs
- Partners from Voluntary and Third sector organisations
- Professional associations
- Regulators and Inspectors

Main Duties

As a Strategic Director and Senior Leader of the Council:-

- Develop concepts and strategies to improve performance and improve services, ensuring the council meets the requirements of best value and continuous improvement, empower employees, encourage innovation, improve performance and promote effective learning and knowledge management.
- Be responsible for taking forward the Council's thematic priorities.
- Lead the development and implementation of the strategic plan for services and functions, liaising with CLT colleagues to ensure consistency and effective corporate working.
- Provide advice and support to the Chief Executive and Elected Members on all aspects of policy, strategy and key decisions within the remit of the post and within a changing economic and legislative environment, to ensure that the Council's aims and objectives are met.
- Provide accurate, timely and professional guidance to the Council and ensure the effective discharge of Section 95 and Monitoring Officer statutory functions.
- As required, deputise for the Chief Executive.
- Work in partnership with all service areas to determine budgets and undertake long-term financial planning to meet multi-functional and/or corporate requirements.

The Role (continued...)



- Communicate, influence, negotiate and persuade a wide range of audiences and stakeholders to adopt policies or courses of action.
- Lead, advise, implement and recommend changes to Council strategy and policy where appropriate.
- Be responsible for the effective and efficient deployment of employees across all Services in accordance with the Council's Our People Strategy. Ensure service workforce plans are developed and implemented.
- Lead and promote the Council's equalities, fairness and diversity agendas to ensure compliance with the Council's equalities and human rights duties.
- Assess the potential impact and implications of legislation, policy and guidance from government, statutory bodies and partners at a multi-functional or corporate level.
- Ensure effective governance and risk management arrangements are in place with robust policies, processes and procedures demonstrating transparency and accountability.
- Ensure the Council has in place effective planning and business continuity arrangements to comply with its statutory duties under the Civil Contingencies and other public and community protection legislation.
- Initiate and direct the development of strategic responses to challenges and opportunities and ensure the effective implementation of change.
- Develop and maintain good working relationships with trade unions and ensure there are effective channels of communication and consultation with employees and their representatives.
- Provide active leadership outwards of the Council to encourage collaboration and partnership working that maximises the benefits and contributions the Council can make for its citizens and the wider City.

Other Duties

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

The Job Profile may be subject to revision, depending on the future needs of the post and the organisation, following appropriate consultation.

Person Specification

Professional Educational Qualifications

Essential

- Relevant Professional qualification.
- Evidence of continuing Professional Development.

Desirable

- Relevant Degree or equivalent.
- Management qualification.
- Member of an appropriate professional body.

Relevant Work/Other Experience

Essential

- Experience of leading and managing significant financial resources including all aspects of value for money, probity and accountability.
- Proven record of strategic management and planning.
- Proven record in a senior management position within the Scottish Public Sector/Local Government Sector.
- Knowledge of the legislative framework, the Scottish Government and national agenda to ensure the Council meets its commitments.
- Evidence of successful leadership of teams at the highest level.
- Proven record of successful management of change in a multi-disciplinary environment.
- Experience of providing advice and support to elected members or at board level.
- Evidence of innovation in the formulation and implementation of policy.
- Proven record of successful partnership and collaborative working with a range of public bodies, private and third sector.
- Able to demonstrate success in change management and changing cultures in a way that has successfully improved services to modernise ways of working.
- Awareness of working within a socio-economic area of deprivation.
- Awareness and experience of risk assessment, health and safety and business continuity responsibilities and issues.
- Proven experience of successful partnership working with Trade Unions.

Desirable

- Experience of strategic integration of ICT with operational activities and service provision.
- Experience of carrying out/ability to fulfil section 95 officer responsibilities.



Person Specification (continued...)



Particular Skills/Abilities

Essential

- Excellent written communication skills and the ability to produce reports on complex issues.
- Excellent leadership and interpersonal skills with the ability to form positive relationships at all levels.
- Strong persuasive and influencing skills, with the ability to present ideas and proposals effectively at senior levels.
- Clear analytical skills to allow the exploration, evaluation and interpretation of information and opinions.
- Strong decision-making skills with the ability to make decisions and recommendations based on the analysis of options.
- Experience of developing effective and productive links with Elected Members and working successfully in a political environment.
- Ability to make recommendations based on sound risk management principles and contingency planning, within financial, legal and ethical frameworks.
- Successful record of engaging effectively with others, building productive working relationships, including high profile stakeholders, statutory authorities and private sector.
- Ability to motivate specialist teams to achieve high standards of performance.
- Capacity to work under pressure to meet deadlines, satisfy political objectives and organisational priorities.
- Demonstrate commitment to, and achievement of, equality and diversity issues.

Personal Qualities

Essential

- Highly motivated.
- Inspires confidence in others.
- Commands respect.

Any Additional Job Related Requirements

- Subject to Standard Disclosure check.



Corporate Services



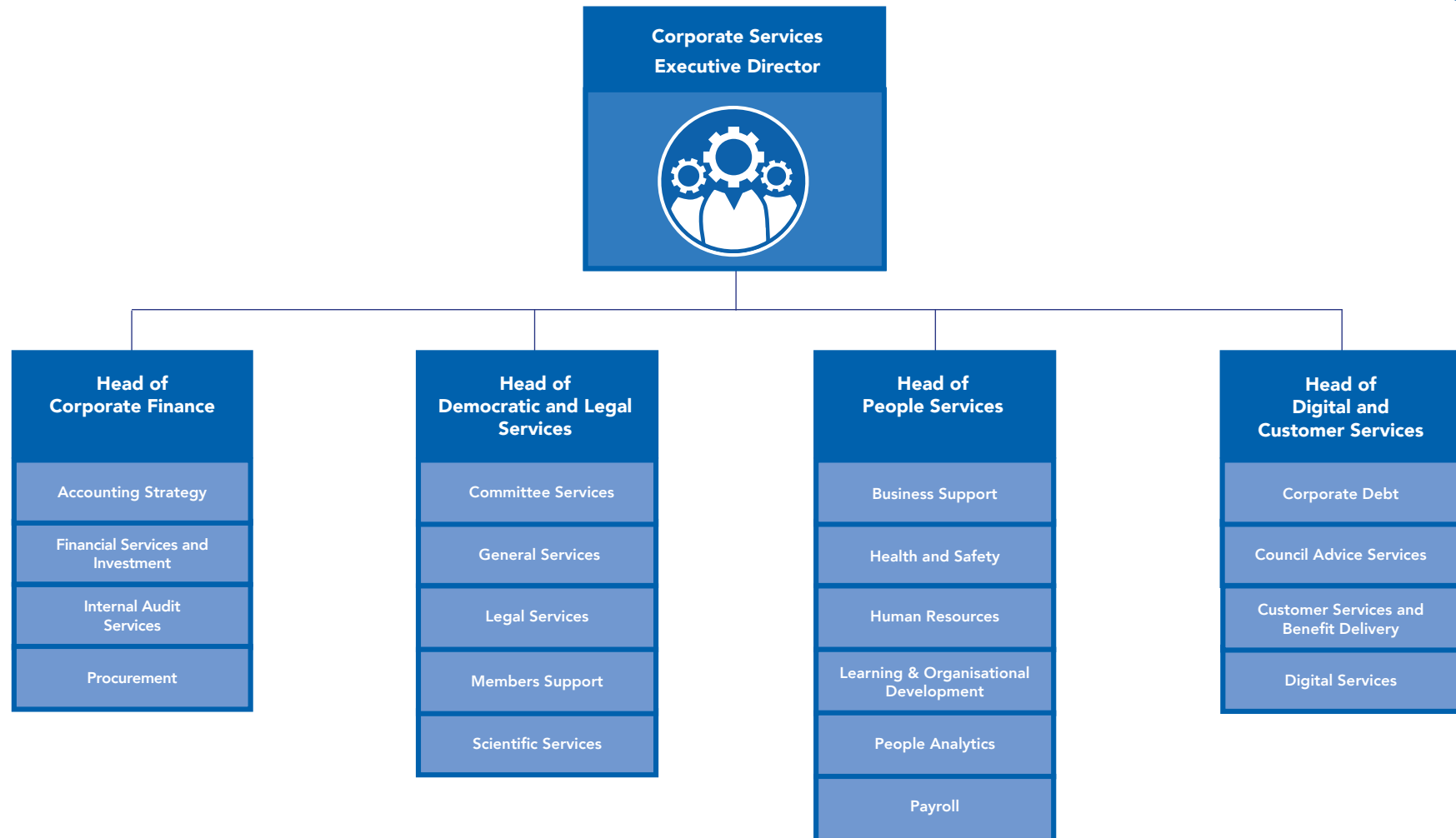
The majority of services provided by Corporate Services are central support functions to the Council's service areas and there are also several direct services provided to the public. The Service is responsible for:

- **Corporate Finance.** This has four separate sections providing services and functions including accounting strategy, financial services and investment, internal audit services (including risk management and insurance) and procurement. The service is also responsible for the administration of investment of the Tayside Pension Fund.
- **Democratic and Legal Services.** This service is responsible for providing the Council, the wider public sector, the private sector and the citizens of Dundee with services relating to: Public Analyst, Food Examiner and Agricultural Analyst, Elected Members, Electoral Registration, Elections Management, Civic Government and Liquor Licensing, Committee, Legal Advice, the City Archives, Registration of Births, Deaths and Marriages, Data Protection, and Freedom of Information as well as Civic and Ceremonial events in the City.
- **Digital and Customer Services.** A wide-ranging service encompassing the administration of Council Tax, Non-Domestic Rates, and benefits. It also includes advice services, managing grants such as the Scottish Welfare Fund, general customer support, and overseeing the Council's Information Technology division. Additionally, it drives the delivery of the Council's ambitious Digital Strategy.
- **People.** This service is responsible for shaping the council's workforce within the context of a 21st century People Strategy and ensuring an aligned organisational culture. It includes people analytics, HR, health and safety and the business support service.

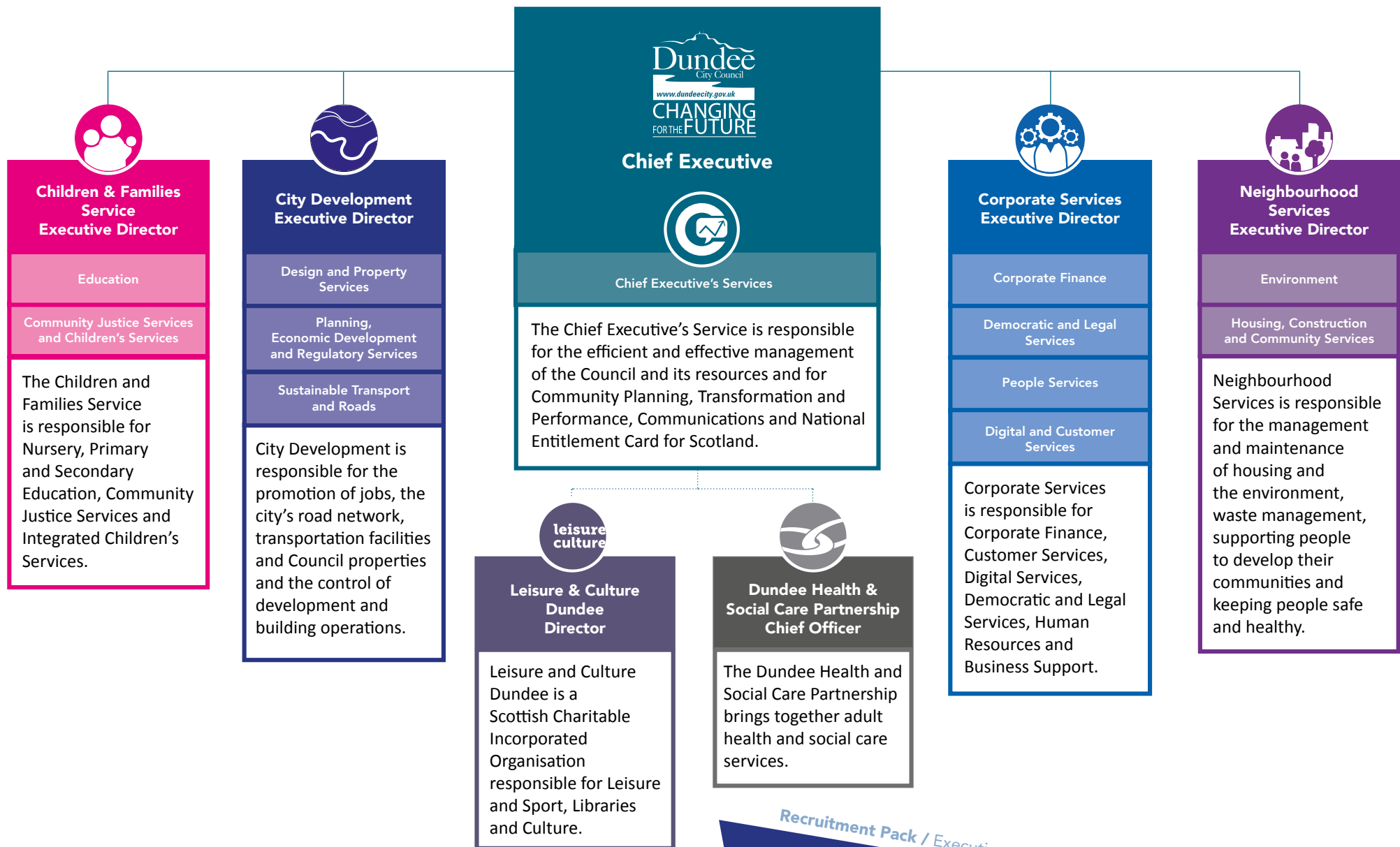
Our vision is to be a trusted service which provides professional, innovative and dynamic services to support other Council services, deliver significant frontline services to the public and support elected members in carrying out their role.



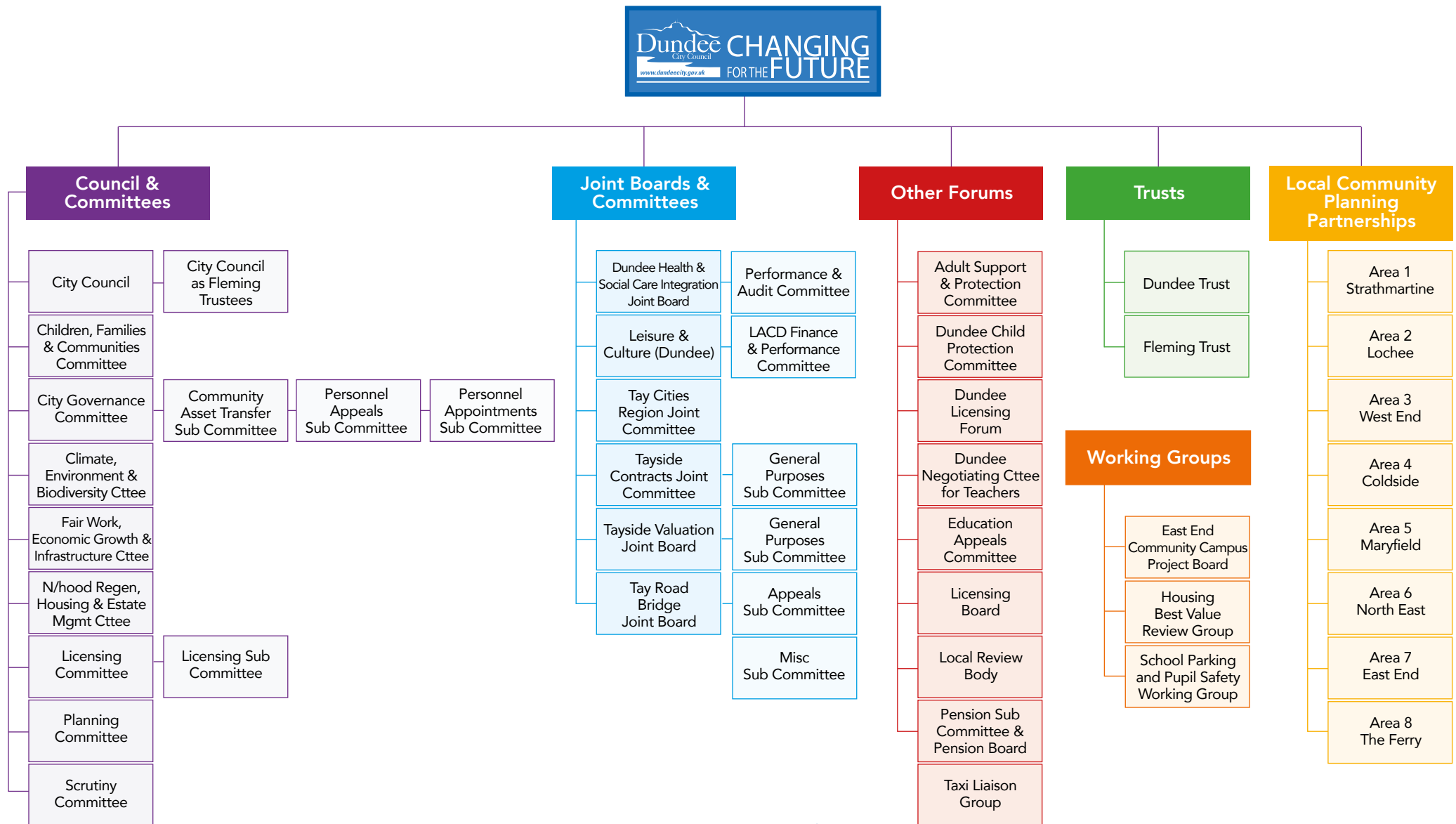
Corporate Services Structure



Dundee City Council Executive Structure



Dundee City Council Governance Structure





Benefits of working with us

Home/Work benefits

- Annual leave up to 32 days plus 5 public holidays
- Enhanced Occupational Maternity/Adoption Pay
- Flexible Working
- Family Friendly Workplace
- Hybrid working (home and office)
- Secure employment
- Work/life balance

Financial benefits

- Credit Union
- Incremental pay scales
- Local Government Pension Scheme (including AVC's and Ill Health Retirement enhancements)
- Employee Benefits Scheme (including bikes, cars, dental and lifestyle savings)

Career development benefits

- Career change opportunities
- Career progression opportunities
- Learning & Development opportunities
- Quality Conversations appraisal programme



Wellbeing support benefits

- Attendance support
- Counselling Service
- Occupational Health Service
- Occupational sick pay
- Physiotherapy Service
- Employee Assistance Programme

National accreditation benefits

- Armed Forces Gold Award Employer
- Disability Confident Employer
- Healthy Working Lives Commitment
- Scottish Living Wage Employer

Key documents

Here are links to our key documents.

[Corporate Services Service Plan](#)

[Digital Strategy](#)

[Information Technology Strategy](#)

[Council Plan](#)

[City Plan](#)

[Dundee City Council Financial Plan](#)

[Our People Strategy](#)

[Customer Charter](#)

Social media and web links

[Dundee City Council website](#)

[OneDundee on the Move](#)

[LinkedIn](#)

[X](#)

[Facebook](#)

[Instagram](#)

[Dundee - One City Many Discoveries website](#)





www.dundee.gov.uk