

CHIEF EXECUTIVE RECRUITMENT PACK

March 2024



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A message from Council Leader Gammy Day



What an exciting time to become the Chief Executive of the City of Edinburgh Council.

We have a clear vision for our city and for our organisation and have set ambitious targets against our key priorities of becoming net zero by 2030, tackling poverty and creating great places to live and work.

We're looking for a highly accomplished leader with a strong background in managing organisational change to lead the Council through the unprecedented challenges – and opportunities - that lie ahead.

This role is relentlessly demanding and rewarding in equal measures, offering a great sense of achievement and job satisfaction for someone ambitious and motivated enough to take the next step in their career.

About our city

Edinburgh is a globally recognised capital city and a leader in business, the arts, science, and education.

With its UNESCO World Heritage site and unique cityscape, Edinburgh provides an unparalleled backdrop for city living, making it an excellent city to live, work, study, visit, and invest in.

Home to the internationally renowned Edinburgh festivals and Scottish Parliament, and often used as a backdrop in many blockbuster movies, the city is steeped in history but is thriving and looking to the future.

Pioneering

We're still the second-largest financial centre and a leading fintech hub - retaining our strong record of entrepreneurship and innovation. And named the world's most climate-conscious place to visit at the 30th annual World Travel Awards.

We're committed to tackling social inequality, poverty, and vulnerable citizens, making it a priority to become net-zero by 2030.

The Council plays a central role in shaping the continued success of Edinburgh as a 21st century capital city and is on the cusp of turning 900 years old in 2024. Working together for the people of Edinburgh

We value Respect, Integrity, and Flexibility, and every one of our 19,000 colleagues across our 700 services plays an important part in shaping and transforming our organisation's culture.

Our colleagues work together to deliver financially sustainable services in line with the Council's priorities and ultimately, are helping us create a council for the future. One that meets the needs of our diverse communities and inspires others to do the same.

Do you have the passion and drive to make a real difference in climate change, addressing poverty and building an engaging and positive culture? Are you innovative and have what it takes to address the challenges facing our City head on? Do you have the same values?

If so, we would really like to hear from you.

Reflections from our current Chief Executive, Andrew Kerr



I have been immensely proud and honoured to be Chief Executive of the City of Edinburgh Council over the past nine years. It would be fair to say that there have been challenges to deal with. But there have been many milestones met and achievements too.

I hadn't long been in the role when we had to shut 17 schools due to safety concerns – an almighty logistical task as we transported thousands of young people across the city each day to keep their education going.

The 'Beast from the East' hit us in 2018, testing our winter preparations then came COVID-19. We came through it, and I've never been prouder of my teams, or of public service more widely.

We also coped admirably with the bin strike, right in the middle of the Edinburgh Festivals in August, followed days later by the passing of The Queen. Edinburgh was to play a massive part in the commemorative events.

We have welcomed thousands of Ukrainian refugees to the city, providing them with a home and the support they need to build a new life here and we continue to do so.

Last but not least is the current cost of living crisis. The city is having to deal with the strain of being a very successful place, but also with many people living in poverty. Our aim is to create a better future for Edinburgh's children and young people, and I'm confident that our End Poverty plan will help us to achieve this.

Achievements

One of my first goals when I came into post was to set out an ambitious vision for our city's future. I'm very proud of the work we did with thousands of residents and local businesses to develop our [2050 Edinburgh City Vision](#).

We also successfully delivered the £1.5 billion Edinburgh and South-East Scotland City Region Deal which is already helping our residents, businesses and the wider economy.

Following the challenge and controversy of the city's first tram project, completing the line to Newhaven was always going to be a difficult task but we delivered the new route on time and to great acclaim. A key part of the Council's path to the net zero, we look now to extending the current route.

The future

I'll remember my time in Edinburgh and the people I've worked alongside fondly. Every one of our 19,000 colleagues is dedicated to working together for the people of Edinburgh.

The City of Edinburgh Council is like none other; it's one that the rest of the country looks to, and its services must match those expectations. I have every confidence that the Council – and the city – will continue to thrive and prosper in the years ahead. An exciting prospect for the new Chief Executive.

Spotlight on the City of Edinburgh Council

The City of Edinburgh Council is the second largest council in Scotland and the ninth largest in the UK, we spend over £1 billion in revenue and around £400 million of capital each year.

Our responsibilities are wide-ranging, from our superb school system through to social work, housing, business growth, inclusion, parks and green spaces, culture and wellbeing, festivals and events, and roads and transport.

The Council is committed to playing a dynamic role on the local, national and international stage.

The Council employs the equivalent of 19,000 full time colleagues and is one the largest employers in the city. We gained the Living Wage accreditation through the Scottish Living Wage Accreditation Initiative. This work led to Edinburgh becoming a Living Wage City in 2021.

Our challenges

As the city's population increases, with growing numbers of young children and older people, we have an increasing demand on our services. Even with a buoyant economy and increasing population, Edinburgh has issues of social inequality, poverty and vulnerable citizens, and we're committed to addressing these issues.

Along with all Scottish councils, the Council faces a significant financial challenge going forward. Current projections indicate a need to deliver total savings of nearly £70 million in 2024/25, with up to £160 million required over the following four years.

We recently declared a housing emergency and our health and social care system is under sever pressure.

Ensure services are effective and efficient at locality level, managing demand and expectations as well as finding innovative methods of delivery are critical. To do this we need an outstanding leader.



What our citizens say

Our citizens want a Council that really is interested about what they think. They want a Council that knows who they are and creates services that are right for them. They want a Council that supports everyone in the City and genuinely cares about the people of Edinburgh and doing things well.

Creating a Council for the future

We have big ambitions for Edinburgh. We know the world is changing quickly, and with it, residents' expectations of our services have also changed. To meet their needs, we need to adapt and modernise our systems and how we work.

We aim to create a Council that's more agile, more empowering of others and more connected to our residents' lives and communities. That means structuring and delivering services differently, working with communities and from fewer, but better local buildings.

It means working with our partners to ensure there is no wrong door for people to get support, tailoring services around people who need help and making sure those in our care are safe and protected. In doing so, we will work with equality groups to consider the needs of all our residents.

Our Business Plan, titled Our Future Council, Our Future City, sets out our priorities for the period 2023 to 2027, the actions we'll take to achieve our priorities, and how we'll work together to change our organisation. Our three core priorities are to:

- 1 Create good places to live and work in Edinburgh,
- 2 Take all the local actions needed to end poverty in Edinburgh, and
- 3 Work to deliver a net zero city by 2030.

We'll use this plan to guide our budget and investment decisions, ensuring that spending is focused on those activities with the biggest impact.

This plan stands as one part of a golden thread linking and guiding our operations through to the shared goals and commitments of the Edinburgh Partnership and towards our citizens' long-term ambitions as expressed by the 2050 Edinburgh City Vision.

It's a guide for our colleagues, partners, businesses, and everyone who has a role to play in delivering Our Future Council and city.

By delivering this plan, we can make sure that Our Future Council is:

- clear about its priorities and focused on the delivery.
- more empowering of local communities, residents, colleagues, and partners.
- determined there will be no 'wrong door' to find support.
- digitally enabled and accessible.
- more diverse, inclusive, and welcoming.
- a more efficient organisation with the right buildings in the right places to meet service needs.
- financially sustainable, delivering a balanced budget.
- open and transparent in our decision making.

Creating a great place to work for the people of Edinburgh

We're proud to work together for the people of Edinburgh – making a positive difference to the city and the lives of our residents and communities every single day. But this can only happen through the hard work and commitment of our colleagues, who are the most valuable part of our organisation.

Our shared behaviours

Our Behaviours of **Respect**, **Integrity** and **Flexibility** are the foundation for driving positive change in our workplace.

They support everything we do and over time will be threaded through all our processes, policies and ways of working.

What our colleagues say

Our people want a Chief Executive who is empathetic, approachable and has the vision and drive to take us forward. Someone who steps in to deal with the tough times and also takes the time to acknowledge and celebrate the good work of all colleagues at all levels.

Our People Strategy

We're working towards creating a new and refreshed People Strategy which sets out what we'll do in relation to our workforce ambitions to ensure we can deliver the priorities and actions set out in Our Future Council: Our Future City.

We have identified five strategic themes which underpin what we do and how we measure our success. This is currently under review and our new Strategy will be considered by Committee in March 2024. The themes are:

- attract the best people
- grow and retain our talent
- develop exceptional leaders
- nurture a healthy workplace where our people can thrive
- foster a culture of equalities, diversity and inclusion.



Edinburgh - an outstanding capital city

Edinburgh is the inspiring capital of Scotland where centuries of history meet a vibrant, cosmopolitan city in an unforgettable setting.

A major tourism centre and gateway to the rest of Scotland, the city is home to the world's biggest arts festival and offers an excellent quality of life. Winner of numerous accolades and awards, the capital was voted the [best city in the world to visit](#) by Time Out magazine.

In December 2023, Edinburgh was also named the most climate-conscious place to visit in the world at the 30th annual World Travel Awards - [Europe's Leading Sustainable Tourism Destination 2023 – World Travel Awards](#).

Edinburgh is the UK's most prosperous city outside of London and the UK's second largest financial centre. It 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.

To get a taste of life in our fabulous city, visit [Forever Edinburgh](#), the Official Guide to Edinburgh.



Discover Edinburgh

People

- Over 500,000 people call Edinburgh home, and the population is projected to grow to over 586,566 by 2043.
- 70% of people working in Edinburgh are educated to degree level or above.

Education and Training

- Edinburgh's four universities are internationally renowned for their academic research base. The University of Edinburgh was in 22nd place in the 2024 QS World University Rankings.
- The city is home to around 160,000 students based in education institutions including schools, universities and colleges.

sea



Business and Economy

- Edinburgh attracts the highest salary levels and residents have the most disposable income outside of London.
- Edinburgh Airport is Scotland's busiest airport and the UK's sixth busiest airport and Edinburgh Waverley is the fifth most used station outside London. The gross value added (GVA) in Edinburgh of the financial and insurance sector was £6.1 billion in 2021. This represents 26% of Edinburgh's total GVA.
- Edinburgh has a larger proportion of workers in high skilled occupations, such as corporate managers, directors, and science, research and engineering professions than any other UK city including London.



Tourism and Culture

- There were around 19.2 million visitor nights in Edinburgh in 2019 from domestic and international overnight visitors with a total spending of £1.87 billion.
- The Edinburgh Festival Fringe had over 2.5 million attendees in 2023 and over half of the visitors came from outside of Scotland.
- Edinburgh is home to seven out of ten of Scotland's most visited attractions.
- Nine out of ten people in Edinburgh are satisfied with parks or other green and blue spaces in their neighbourhood.

Read more [key facts and stats](#) in Edinburgh by Numbers.



More information

More information on the [wide range of Council services](#) is on our website.

Find out more about our vision and priorities [Council Business Plan 2023-27](#)

Follow us on social media:

[Facebook](#)

[Twitter](#)

[LinkedIn](#)

[YouTube](#).

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Political leadership

The City of Edinburgh has 63 elected members – councillors – who set policy and make decisions at meetings of the full Council or a committee or sub-committee.

The Labour Group formed a new administration following the Local Government elections in May 2023. with new Leader Cammy Day committing to work with other groups on key issues and take a collaborative approach to the decision-making.

You can find more information on the [political make-up of the Council](#) and committee structure and membership on our website.

How this post works with councillors

As the senior member of the Council's corporate management team, the post holder will work very closely with councillors, both in an advisory role and in delivering Council policies and decisions through the operational teams.

This will involve the post holder preparing and speaking to reports for committees or the meeting of all councillors - The City of Edinburgh Council - and attending meetings with appropriate councillors as required.



Role summary

Responsible to: The City of Edinburgh Council through the Council Leader (and the Lord Provost on civic matters)

Purpose of job

The Chief Executive is the Head of Paid Service and the most senior employee of the City of Edinburgh Council. Their main function is to provide overall leadership and vision in developing, in close partnership with the Council, the strategic direction of the organisation and delivery of the policies determined by Council.

They manage the overall business to ensure strategic business plans are effectively implemented, the results are monitored and reported to Council and financial and operational objectives are achieved.

Main duties and responsibilities

Political interface

- Acts as the principal policy adviser to the Council and assesses and advises in conjunction with other senior officers on major issues of risk.
- Along with senior elected members sets the vision and strategy of the Council in the context of the political environment.
- Keeps the Council fully informed on all aspects of the Council's operational and financial affairs and all matters of significant relevance to the Council and the citizens of Edinburgh.

- Oversees financial reporting in conjunction with the Executive Director of Corporate Services. This includes recommending an annual budget for Council approval and prudently managing Council resources within that budget.
- Supports the Lord Provost in the civic role of the Council.

Setting strategy and vision

- Promotes Edinburgh as the capital city of Scotland and acts as an ambassador for the organisation both internally and externally.
- Provides business and commercial acumen to support strategic delivery of services to clients and partners.
- Secures continuous improvement in the performance of the Council whilst ensuring that robust performance management procedures are in place.
- Ensures the effective and efficient implementation of the Council's policies, procedures and programmes.
- Develops and maintains a sound, effective organisation structure that is 'fit for purpose'.
- Ensures community engagement and consultation to deliver tangible service and financial benefits for Edinburgh's residents and taxpayers.
- Ensures that the Council has emergency planning and business continuity arrangements in place in accordance with the Civil Contingencies Act 2004 and plays a leading role in the response to emergencies.

- Operates at national and international level to promote the city and secure financial investment to improve the city's economy.
- Ensures that the Council has an effective framework for adequately safeguarding and maintaining the Council's assets.
- Is ultimately responsible for ensuring that Health and Safety risks are managed effectively.
- Has overall responsibility for the implementation of the Corporate Health and Safety policy and the delegation of primary duties to the Directors of each Service Area.

Building culture

- Champions culture change and acts as overall executive sponsor of change management processes.
- Ensures that the core values and behaviours of the Council are maintained and promoted in all activities, at all times.
- Fosters a corporate culture that promotes high quality performance, integrity and customer care in a positive work climate, enabling the Council to attract and retain a diverse and high-quality workforce.

- Leads employee engagement and motivates employees to reach their potential.
- Sets the 'tone from the top' and creates an environment in which all employees are able to be the best they can be.

Leadership

- Provides inspirational leadership to the management and employees of the Council and establishes an effective means of control and coordination for all operations and activities.
- Leads the Corporate Leadership Team to ensure commitment to corporate goals and an integrated approach to service delivery.
- Sets the tone, standards and values of the Council by personal example, being a highly visible role model both within the organisation and externally at local and national level.
- Ensures that effective communications and appropriate relationships are maintained with all stakeholders, including partners, neighbouring Councils, the Scottish Parliament, the media, the private sector and the citizens of Edinburgh.

Person specification

Setting strategy and vision

- Evidence of developing and driving strategy and policy to deliver sustainable and successful outcomes.
- Evidence of business and commercial acumen to support strategic delivery of service to clients and partners.
- Evidence of setting the direction for the service managed: based on the principles of enablement, localisation, citizen choice and best value.
- Ability to create and drive a sustainable organisational strategy delivering client centred outcomes which enable citizen choice.
- Evidence of sound financial management skills and commercial awareness with the ability to interpret and understand complex financial and budgetary information.

Leadership

- Evidence of significant experience of leading and managing a service (covering areas specified in the job description) within an organisation of comparable scope, size, and complexity within the public or private sector.
- An inspirational leader with integrity at the core able to create a clear sense of purpose. Inclusive and visible role model providing inspiration to empower others.
- Evidence of effectively developing and nurturing talent in the organisation.

- Evidence of the ability to provide clear strong and motivational leadership to create a high-performance culture.
- 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 and financial challenges.
- Evidence of leading employee and stakeholder engagement.

Building culture

- Experience of developing strong links between professional groupings to bring together services linked by locality and liveability issues.
- Evidence of successful partnership working and networking with Trades Unions and key stakeholders e.g., citizens, voluntary sector, business communities, government, and public agencies.
- Experience of working in a political environment.
- Experience of promoting the health and safety and wellbeing of a large workforce.
- Must possess personal and professional credibility that promotes and enhances the organisation's reputation locally, nationally, and international.
- Must have a high standard of personal and professional integrity as well as ethics, values, and personal qualities consistent with the vision, culture, and values of the Council.

Change and transformation

- Experience of successfully leading radical transformation of services through inception to delivery.
- Ability to manage multiple complex projects within statutory, constitutional and value for money requirements.
- Must demonstrate strong evidence of the ability to conceptualise the need for change and transformation and to lead the organisation effectively from current to future state.
- Ability to manage change effectively within a political and sensitive environment.

Qualifications and training

- Relevant degree or equivalent relevant experience.
- Member of a relevant professional body or demonstration of up-to-date knowledge and continual professional development.
- Evidence of career progression taking on roles of increasing complexity and importance within an organisation of comparable scope, size, and complexity.

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.

Takes ownership and responsibility

- Displays drive and determination to make things happen. 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 to achieve transformational change.
- Seeks innovative ways to improve services and encourages others to come up with new ideas and new ways of working.
- Leads and sells change and brings others with them.

Communicating effectively

- Communicates in a calm balanced way at all levels of society.
- Negotiates effectively.
- High level of interpersonal and presentational skills.
- Works across a variety of different media, e.g., television, video conferencing.

Planning and decision making

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

Works effectively with others

- Evidence of 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 supporting and encouraging of others.
- Sets clear objectives for staff and continually monitors progress and performance.

How to apply

Diversity and Inclusion

Diversity and lived experience are important to us, and we are committed to developing a workforce that represents our communities. We are keen to hear from candidates from local government and beyond. Growing, maintaining and promoting a diverse Senior Leadership Team is a priority to us. We're keen to ensure we're developing a culture that works for everyone, so we particularly encourage applications from under-represented communities – call us to see how we can make this role fit for you.

Applications

To apply for this position:

- Provide an up-to-date CV which shows your full career history with any breaks explained, please include details of all roles that are currently held – we recommend that this is no longer than three-four pages.
- Write a supporting statement detailing two case studies setting out specific examples of (i) where **you** have driven significant culture change within an organisation; and (ii) where **you** have taken corporate strategy to high quality and measurable operational outcomes. We recommend that this should be no more than four pages.
- Please provide your home, mobile and email contact details and let us know of any dates when you are not

available or may have difficulty with the indicative timetable.

- You should also provide the names, positions, organisations and contact details for two referees, one of whom should be your current or most recent position. We would not approach these referees before the shortlist stage, and only with your permission. If you do not wish us to approach your referees at any stage, please state this clearly in your cover letter.

You should submit your application on Gatenby Sanderson's job site by **Friday 22 March**.

If you would like an informal confidential discussion with the Leader of the Council or current Chief Executive, please contact our executive search partners at Gatenby Sanderson:

Nick Cole (07867 451183) or Tim Hills (07393 011 130).

You can also see information on our website www.edinburgh.gov.uk/leadourcity

Medical assessment

Following interview, we will require the preferred candidate 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. Convictions, whether spent or unspent, must be declared.

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

You must be eligible to work in the UK. If successful, you will be required to provide original evidence of your eligibility to work in the UK. We will provide you with guidance on suitable documentation.

Canvassing

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

Providing false information

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

Indicative Timetable

The council will be in recess over Easter, so the appointment timetable below has been designed to accommodate this:

Dates	Activity
22 March 2024	Closing Date
28 March – 23 April 2024	Assessment Centre (Virtual)
TBC	Final Stage Interview (In Person)

Summary of terms

Terms and conditions of employment

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

Salary

The salary band ranges from £191,413 up to £200,617.

Fees applicable to the role of Returning Officer for the various local and national elections are payable separately.

Holiday entitlement

Annual holiday entitlement is 27 days. There are also six public holidays in a year.

Hours of work

Normal hours of work are 36 per week but given the nature of your role, we will expect you to have a flexible approach to working the hours necessary to meet the demands of the post.

Place of work

This position is not suitable for remote working. However, consideration will be given to ad-hoc blended working arrangements.

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 between 10.6%-10.7% of salary. You can find more information about the fund at www.lpf.org.uk

Relocation

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

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 their activity with a political party.

Other employment

The post holder may not engage in any other business or take up any additional employment.

Other languages and formats



If you would like the leaflet in another language or format such as Braille or large print, please contact the Interpretation and Translation Service email its@edinburgh.gov.uk quoting reference 24-9525.