

Leeds City Council

Directorate	Communities, Housing and Environment
Job Title	Director of Communities, Housing and Environment
Grade	Director Grade
Conditions of service	JNC Terms and Conditions
Reports to	Chief Executive
Responsible for	Communities Housing and Environment Senior Leadership Team

Special Conditions This position has been identified as a politically restricted post under the Local Government and Housing Act 1989 therefore you will be restricted from political activity. In some cases it is possible to gain exemption for this provision.

Job purpose Lead and manage the Communities, Housing and Environment Directorate and provide strategic direction and vision for the effective delivery of a range of services within the city including; climate, energy and greenspaces, community hubs, welfare and business development, environmental services, elections and regulatory services, social housing and safer, stronger communities. Provide strategic leadership, advice and expertise to decision makers and work with key partners at national, regional and local level.

Responsibilities

Strategic and statutory

- Oversee the statutory responsibilities of the Council in relation to social housing and ensure the effective delivery of the Leeds Housing Strategy.
- Lead on the core priorities of a) Strong Communities: a welcoming, safe and clean city where people have a voice, live in cohesive neighbourhoods, stay healthy, and enjoy Leeds' rich cultural, social and sporting offer and b) Sustainable city: the ambition for Leeds to become the UK's first net zero and nature-positive city, empowering residents and businesses to make sustainable choices that improve living standards and strengthen the economy.
- Leadership of our locality working arrangements including future models for place-based working; optimising our locality estate; empowering citizens, renewing democracy and shifting culture; strategic creativity and connection at the local level; and leveraging high-quality data to drive local decision making and resource allocation.
- Lead and chair the city's community safety partnership, the Safer Leeds Executive.
- Drive forward and ensure the effective delivery of the customer service transformation programme and implementation of the city's Cohesion Strategy.
- Oversee the delivery of a range of projects and initiatives supporting our Net Zero and Sustainable City ambitions.
- Delivery of the city's waste management strategy
- Ensure all Communities, Housing and Environment activity is properly aligned to wider objectives of the Council regarding people and communities.

Advocacy and Partnership

- Provide strategic leadership, providing advice and expertise to decision makers across the Council.
- Work with key partners at national, regional and local level and in collaboration with colleagues and partners cross Council, support the delivery of real change across the city.

CLT and wider leadership

- In line with the Budget Management Accountability Framework ensure that effective budget management and control takes place across the Directorate and the planned level and quality of service provided is within revenue and capital budgets and that budget pressures are resolved.
- Lead, promote and deliver positive outcomes to achieving diversity and inclusion in all aspects of service delivery, community engagement and human resource areas, focussing on equality of opportunity.
- Demonstrate active ownership of embedding a positive Equality, Diversity and Inclusion culture and ensuring adherence to the legal obligations of the organisation to the Equalities Act 2010.
- Actively and visibly lead a positive Health, Safety, Wellbeing and Fire (HSWF) culture to ensure statutory compliance under the Health and Safety at Work etc. Act 1974 and implement the council wide Health, Safety, Wellbeing and Fire management framework in alignment with director pledges.
- With an emphasis on strong leadership, this role operates within the context of the [Leeds Ambitions](#) and the city's broader strategic objectives.
- The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate to the grade.

Qualifications Relevant degree qualification or substantial experience in working in this field together with substantial senior leadership and management experience is essential. A professional qualification in a field relevant to the sectors covered by the post is desirable.

Working Context - Post holders will work flexibly both at home and at various locations across the City and region. All colleagues should work in line with our hybrid working principles and spend regular time in the workplace to support service delivery, meeting the needs of the team and the requirements of their individual role. The hours are worked mainly Monday to Friday. However, the post holder will be expected to work outside normal working hours, including attendance at evening/weekend meetings or events if required to meet the needs of the service. The Director of Communities, Housing and Environment is a member of the Corporate Leadership Team and as such will participate in the leadership on-call rota.

Essential requirements It is essential that the candidate should be able to demonstrate the following criteria for the post.

Strategy and innovation

- Evidence of successful strategic and operational resource management, including evaluating competing priorities within tight financial limits and managing progressive and innovative budgetary arrangements.
- Evidence of ability to make reasoned and logical decisions allied with high level organisational skills.
- Experience of developing and implementing highly complex strategies leading to successful outcomes.

Communication and engagement

- Able to work successfully with a wide range of stakeholders to develop, communicate and gain ownership of a shared vision and direction.
- Able to promote the Council, its reputation and status at a regional and national level.
- Evidence of taking the strategic lead in forging and driving successful partnerships with a wide range of internal and external bodies including governmental and non-governmental organisations, the private and voluntary sectors to successfully deliver cross sector projects.
- Excellent communication, networking, partnership and presentation skills with the ability to influence, negotiate and establish credibility across sectors to enhance reputation and form positive relationships.
- Extensive experience of exercising sound judgement and providing clear advice at a senior level.

People and leadership

- Able to lead and embed a performance management culture that meets the needs of and engages with a range of diverse communities and staff.
- Evidence of significant successful senior leadership experience and a successful track record of leadership in a large multi-disciplinary organisation, with a developed understanding of the issues facing areas of accountability.
- Evidence of leading, shaping and influencing cutting edge thinking and innovative practice within current organisation.
- Experience of successful leadership and management of large-scale complex change programmes with an understanding of the strategic issues that face integrated work.
- Substantial experience of operating in a political environment.
- Detailed knowledge and understanding local government political systems and experience of working on politically sensitive issues including significant experience of developing productive working relationships with Council Members, trade unions and Corporate Leadership Team.
- Demonstrate knowledge and evidence examples of best practice for applicable legislation, regulations, policies, inspections and performance information and relevant strategic functions e.g. health, safety and security, confidentiality and data protection.

Behavioural & other Characteristics required.

- Understand, embrace and role model the [Leeds City Council Values and Behaviours](#) and codes of conduct.
- Commit to continuous improvement in all areas and work towards delivering the [Leeds Ambitions](#) of Health and Wellbeing, Inclusive Growth, Strong Communities and Sustainable City.
- Visibly promote a people first attitude and comply with Leeds City Council policies, management frameworks and procedures e.g., health, safety and security, confidentiality, and data protection.
- Be aware of and lead the agenda on supporting difference, ensuring equality for all working in an anti-discriminatory manner, upholding, and promoting the behaviours, values and standards of Leeds City Council.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse, ensuring compassionate leadership and compliance with relevant policies, and procedures.
- Able to understand, observe and lead the Leeds City Council agenda on equality and diversity policies and practices.

Date Job description last reviewed: June 2025

Name Andy Dodman **Designation** Assistant Chief Executive (People, Digital & Change)