|  |  |
| --- | --- |
| **Service:** | Resources |
| **Post title:** | Head of Transformation and Change |
| **Grade:** | HOS 2  |
| **Responsible to:** | Director of Resources |
| **Staff managed:** | Manages a team of specialist professionals |
| **Date of issue:** | May 2025 |
|  |  |

|  |
| --- |
| Job context |
| York and North Yorkshire Combined Authority (the Combined Authority) is a public sector employer with access to powers and funding to unlock transport and housing improvements, boost skills provision and help the economy transition to net zero. Making the most of the combined strengths of the city region and rural powerhouse, the Combined Authority is a long-term commitment to shaping a brighter future for generations to come. By working for us you will play a part in making positive changes, unlocking investment, supporting business and communities to thrive, and creating new and better opportunities for people that live and work here.The Head of Transformation and Change will spearhead a major transformation programme designed to drive change across systems, processes, people, and operational integration. The role is pivotal in ensuring that all internal change initiatives are successfully delivered by engaging responsible officers from across the authority. This includes project management and monitoring of a number of change projects being delivered across the delivery areas of the Authority. These include implementation of new IT systems (including. finance, project and programme management), ongoing development of risk management and performance reporting procedures, any potential organisational restructures, and projects linked to the ongoing integration of Policing Fire and Crime delivery streams that merged into the Authority following election of the Mayor.Drawing on experience from roles in other UK public bodies, the successful candidate must be adept at managing complex projects in dynamic, politically sensitive environments This postholder will also lead the establishment and embedding of an operating model that ensures adaptability and resilience in response to both growing demand and significant developments in central government policies.This is a politically restricted post as defined by the Local Government and Housing Act 1989. |

|  |
| --- |
| Structure |

|  |  |
| --- | --- |
|  |  |

|  |
| --- |
| Job Description |
| Job purpose | **Be a strategic lead within the Combined Authority, taking responsibility for the delivery of transformational change projects and initiatives across the organisations systems, processes, people, and operational integration.** |
| Operational management | * Drive the planning, scoping, and execution of transformation projects—including the implementation of new IT systems, redesigned internal processes, etc to support the Authority’s evolving functions.
* Develop robust project management frameworks and associated risk management processes to track deliverables, ensure regulatory compliance, and manage budgets.
* Lead, coordinate, and monitor change projects across different operational areas, ensuring that responsible officers and departmental leads deliver timely and effective change.
* Manage any projects linked to the integration of newly merged delivery streams — specifically, aligning functions previously overseen by the North Yorkshire Police Fire and Crime Commissioner and North Yorkshire Fire and Rescue Service with the Authority’s Corporate Core and Economy Directorate
* Ensure programmes, projects and other change initiatives are being managed in accordance with agreed methodologies and standards including project planning, business cases, risk management, resource management, benefits management, quality management, governance and reporting.
 |
| Communications | * Provide senior strategic advice to the Director of Resources, Leadership team, and Elected Members on matters of transformation and change management.
* Establish clear communication channels and reporting mechanisms to provide updates on transformation progress to the Leadership Team, Combined Authority Members and other relevant stakeholders.
* Utilise performance and project data to identify systemic issues, making clear recommendations to senior decision-makers
* As required, represent the Authority in any strategic meetings with ministers, government departments, and external agencies, explaining transformation priorities and progress.
* Champion digital adoption across the organisation by encouraging widespread use of digital tools and practices through training and communications, while fostering a digital mindset culture and digital literacy among our staff
 |
| Partnership / corporate working | * Collaborate with senior leadership to shape and execute the Authority’s transformation strategy, ensuring alignment with broader regional and government priorities.
* Act as the key liaison between senior leadership, responsible officers, and external partners; fostering a collaborative environment that drives consensus and facilitates change.
* Work closely with HR and other corporate teams to embed transformation initiatives into organisational values and behaviours.
 |
| Resource management | * Line management responsibility including the recruitment, appraisals and allocation of work.
* Budget management responsibility and decision making from a delegated budget
 |
| Systems and information  | * Oversee the selection, scoping, and rollout of new IT systems that enhance financial management, project oversight, and programme activity.
* Oversee and monitor internal process developments including risk management, assurance, and performance management and reporting, ensuring that best practices and compliance frameworks are adhered to
* Champion benefit realisation from system and process changes, with a clear focus on long-term impact
* Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.
 |
| Strategic management | * Ensure all initiatives align with broader strategies and policies, fostering a unified “One Authority” approach
* Establish and embed change management standards and a project management framework to drive consistency and best practices across the authority.
* Lead in the development of new ways of working that maximise efficiency and effectiveness.
 |

|  |
| --- |
| Person Specification |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge* In-depth understanding of systems implementation, process redesign, and risk management within large organisations.
* Proficiency in modern project management methodologies (e.g. PRINCE2, PMP) with a strong record of delivering projects on time and within budget.
* Demonstrated political acumen, with the ability to work effectively in a politically sensitive environment, building consensus around priorities.
* A good understanding of the workings of public sector and the current issues faced in public sector organisations
* A sound knowledge of relevant legislative frameworks
 | * Relevant experience working in a Combined Authority or Local Authority
 |
| Experience* Demonstrable experience leading large-scale, multi-faceted transformation projects within the public sector or local government environment.
* Proven capability in managing complex change programmes and influencing organisational culture.
* Proven ability to lead corporate functions and embed programme management and performance frameworks in a complex organisational structure
* Experience managing resources, budgets, and risks within a demand-led environment to achieve organisational objectives.
* Experience in politically sensitive environments and public sector governance.
* Experience of writing reports, policies and procedures
 |  |
| Occupational Skills* Excellent communication and interpersonal skills with the ability to build trust and manage relationships across all levels of the organisation.
* High level analytical skills with the desire to ask difficult questions; be tenacious and find service improvements
* Highest standards of integrity and probity and a demonstrable commitment to Equality, Diversity, Inclusivity and Human Rights
* The ability to think strategically and to appreciate the wider corporate and public interest needs
* The ability to work on own initiative and self-motivate
 |  |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role* Educated to degree level, or equivalent relevant experience.
 | • Advanced degree in Business Administration, Public Policy, or a related field.• Professional accreditation in project management or change management methodologies. |
| Other Requirements* Able to work flexibly to meet the demands of the job including some out of hours working at either evenings or weekends.
* Committed to the development and demonstration of the corporate vision, values and behaviours.
* Committed to ensure equality and inclusion are demonstrated.
* Highly motivated and not easily discouraged.
* Personal and professional demeanour and credibility which commands the confidence of members, senior managers, staff, members, external partners and other stakeholders.
* A high degree of probity and integrity and work within the constraints of a publicly funded service.
* A commitment to learning and achievement.
* Able to travel for business purposes
 |  |
| Behaviours * Link to our values and behaviours
 |  |

NB – Assessment criteria for recruitment will be notified separately.
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.