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## AGENDA

**Pwyllgor** PWYLLGOR PENODIADAU - CYFARWYDDWR GWASANAETHAU  
OEDOLION, TAI A CHYMUNEDAU

**Dyddiad ac amser  
y cyfarfod** DYDD GWENER, 22 IONAWR 2021, 9.30 AM

**Lleoliad** CYFARFOD O BELL TRWY MS TEAMS

**Aelodaeth** Cyngorydd Lynda Thorne (Cadeirydd)  
Cynghorwyr Carter, Elsmore, Jones-Pritchard a/ac Mackie

### 1 Ymddiheuriadau am Absenoldeb

### 2 Datgan Buddiannau

Derbyn unrhyw ddatganiadau buddiant yn unol â Chod Ymddygiad yr Aelodau

### 3 Cofnodion *(Tudalennau 3 - 4)*

Cymeradwyo cofnodion y Pwyllgor ar y rhestr fer a gynhaliwyd ar 14 Ionawr 2021

### 4 Eithrio'r Cyhoedd

Nid yw'r wybodaeth a gynhwysir yn yr eitem ganlynol i'w chyhoeddi yn rhinwedd paragraffau 12 a 13 o Ran 4 o Atodlen 12A o Ddeddf Llywodraeth Leol 1972.

### 5 **Appointment of Director, Adult Services, Housing and Communities** *(Tudalennau 5 - 78)*

I gyfweld ymgeiswyr a dod l'r casgliad o'r broses ar gyfer penodi swydd  
Cyfarwyddwr, Gwasanaethau Oedolion, Tai a Chymunedau

### 6 Diswyddo (os oes angen)

Ystyried unrhyw ddiswyddiad (os yw'n ofnnol)

**Davina Fiore**

**Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol**

Dyddiad: 18 Ionawr 2021

Cyswllt: Kate Rees, 02920 872427, [KRees@cardiff.gov.uk](mailto:KRees@cardiff.gov.uk)

Mae'r dudalen hon yn wag yn fwriadol

APPOINTMENTS COMMITTEE - DIRECTOR OF ADULT SERVICES, HOUSING & COMMUNITIES

15 JANUARY 2021

Present: Councillor (Chairperson)  
Councillors Carter, Elsmore, Jones-Pritchard, Mackie and  
Lynda Thorne

9 : APOLOGIES FOR ABSENCE.

No apologies for absence were received for this meeting

10 : DECLARATIONS OF INTEREST.

No declarations of meetings were received in accordance with the Members Code of Conduct.

11 : TERMS OF REFERENCE

The Terms of Reference were noted as follows:-

“To discharge the functions of the authority in respect of the appointment and dismissal of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006) and the statutory Head of Democratic Services, in accordance with the Employment Procedure Rules and other relevant Council policies and procedures”

12 : MINUTES.

The minutes of the meeting of 15 January 2021 were approved as a correct record of the meeting.

13 : EXCLUSION OF THE PUBLIC.

RESOLVED: That the public be excluded during the discussion on the following item of business on the grounds that, if members of the public were present during the discussion, because of the nature of the business to be transacted there would be disclosure to them of the exempt information as defined in Part 4 of Schedule 12A of the Local Government Act 1972 and as described below:-

Paragraph 12 – Information relating to an applicant to become an employee of the Authority; and

Paragraph 13 – Information which was likely to reveal the identity of an individual.

14 : APPOINTMENT OF DIRECTOR OF ADULT SERVICES, HOUSING AND COMMUNITIES

The Appointment Committee was reconvened to receive and consider the findings of the Assessment Centre. The Committee had 4 Assessment Reports to review.

The Committee in making its decision took account of each candidate's original application, how each candidate scored against the competencies required for the role, the written assessment on each of the tasks which addressed the candidates strength's and skills. The Committee considered that two candidates should be put forward for formal interview.

The Committee considered the presentation topic options and set questions for the interview process.

RESOLVED: – that

1. candidates 15090 and 15097 be invited for interview;
2. the candidates be advised of the presentation topic and that a maximum of 10 minutes be allocated for the presentation; and
3. the selected questions be finalised for the interview Committee.

15 : DATE OF NEXT MEETING

The date of the next meeting is on Friday 22 January 2021 at 09.30 am

The meeting terminated at 10.19 am

## **NOTES FOR APPOINTMENTS COMMITTEE FOR APPOINTMENT OF CHIEF EXECUTIVE / CORPORATE DIRECTOR RESOURCES / DIRECTORS / ASSISTANT DIRECTORS / CHIEF OFFICERS**

### **Appointment Committee Process**

1. Confirmation of Chair (appointed at Appointments Committee Long Listing stage )
2. Chair checks on the order and who will ask which question from the prepared list.
3. Chair ensures all Members are clear on the process to be followed during the interview i.e. Candidates to be seen one at a time in line with interview structure below.

### **Interview Structure**

4. Candidates will be welcomed and introduced to the Committee and reminded of the format of the interview by the Chair.
5. Candidate to give presentation (10 minutes) (Clerk to give indication of when reach 9 minutes)
6. Committee to ask questions related to the presentation only. (5 to 10 minutes)
7. When these questions have been answered the Chair will move to the first of the job specific questions and Members will ask the questions in the order agreed at 2 above. The Committee may ask any supplementary questions they may have in the time available. The Chair will advise when available time is used.
8. Chair will invite the candidate to ask any questions. When these are answered the Chair will move to the mandatory questions.

### **The Council's mandatory questions:**

9. The Chair will ask the following questions which the Council has made mandatory:
  - **Do you have any business or other interests including membership or affiliation of any political or other organisation which could cause real or observed conflict with the duties and responsibilities of this post?**
  - **If you were offered the appointment, would you please confirm that you would accept on salary and conditions as advertised?**

### **Completion of interview:**

The Chair will advise candidate that the process has been completed and an officer will make contact shortly with the outcome.

### **Professional Advice:**

The Chair and Members of the Committee may take advice at any time from any officer or advisor appointed to assist the selection process. Prior to the Committee's decision the Chair should invite any advisor or officer appointed to assist in the process for any guidance they may wish to offer.

### **After completion of all the interviews**

1. The Chair will ask the Committee whether it is able to make an appointment from the candidates who have been interviewed.
2. Once the Committee have agreed in principle that they are able to make an appointment, the Chair will then go round the table and ask Committees' views on what they believe to be the main strengths and weaknesses of each candidate.
3. The Chair will summarise what has been said and add her/his own personal summary and suggest that the Committee now indicate ranking candidates in preference order.
4. If a clear consensus to the appointment of one of the candidates is reached, then the Chair will suggest that a decision be taken.
5. If there is no consensus, Chair will make the decision to take a ballot.
6. The ballot papers will be returned to the Chair who will shuffle papers and count the votes with the Lead Officer.
7. A preferred candidate will emerge from this process.
8. The appointment will need to be proposed and seconded. Other Committee Members, by convention, support the proposal to enable a unanimous decision to be reached.

### **Successful candidate**

The Committee delegate authority for the Lead Officer to inform the successful candidate and agree salary terms and conditions within the Council's agreed framework. HR Advisor to provide support on this if required

### **Unsuccessful Candidate(s)**

The Committee delegates authority to the HR Advisor to inform the unsuccessful candidate/s of the Committee's decision.

### **Conclusion**

At the conclusion of the meeting, any recorded minutes and papers will be collected administratively for confidential record purposes on the appointment.

# Cardiff Council Recruitment Pack

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## Director Adults, Housing & Communities

This document is available in Welsh/  
Mae'r ddogfen hon ar gael yn Gymraeg



# Letter from the Leader



Dear Applicant

Thank you for your interest in this exciting and challenging role.

There has never been a greater need for integration across public services than now. In the face of the Covid-19 pandemic, the response from public, private and third sectors partners in Cardiff has been genuinely inspiring. We have supported our citizens and provided solutions to rapidly emerging challenges across organisational boundaries, building on strong existing foundations.

The Council's commitment to work "across the public services in order to deliver lasting solutions to complex problems" has led to real progress over recent years with a focus on integrated service development designed around the needs of the individual, family and community. The development of a range of integrated preventative and support services is particularly important in relation to older people where the number of citizens in Cardiff aged between 65 and 84 is projected to rise by 45% over the next 20 years, and the number over 85 years old expected to nearly double. The demand pressures and costs associated with an ageing population are significant and projected to increase.

We now want to take the next step towards the delivery of a whole system approach; bringing together Adult Social Care, Housing and Community Services to ensure that council services are accessible across the full spectrum of need and making partnership integration easier to deliver.

The new post of Director, Adults, Housing & Communities will have strategic responsibility for integrating a wide range of essential care, accommodation, support and advice services for the diverse communities of Cardiff. Leadership across professional boundaries and the ability to deliver change will be crucial. You will be able to simplify complex structures, bring together assessment processes and redesign services to meet need holistically and efficiently. You will also make a crucial senior-level contribution towards enabling the Council – and Cardiff more broadly – to respond positively to fundamental challenges, formulating a cohesive cross-council approach to the development of a change agenda that is vital to the Council's reputation, service delivery role and financial resilience.

The post-holder will have line management responsibility for the Assistant Director of Adult Services, and an experienced and committed directorate management team covering the full spectrum of Housing, Advice and Community Services. The post-holder will also have overarching managerial responsibility for a net revenue budget in the region of £159m, along with a gross Housing Revenue Budget of £85.3m.

You will be joining an experienced, talented and committed corporate Senior Management Team providing the professional leadership needed to deliver the administration's Capital Ambition agenda. It is an exciting opportunity.

We invite you to take up the challenge with us.

A handwritten signature in black ink, appearing to read 'Huw Thomas'.

Councillor Huw Thomas  
Leader of the Council





## CARDIFF COUNCIL

### **Director, Adults, Housing & Communities** **Salary of £130,859 per annum**

This is an exciting opportunity to work in a vibrant and diverse city and to be part of a dynamic senior management team. In return, we ask you to bring excellent leadership and communication skills, plus the passion and experience to deliver efficient, innovative, partnership-focused services to take both of us to the next level.

You will provide strategic leadership and direction on the integration of services provided to people across Cardiff, including the provision of analysis and robust advice to Cabinet Members and Councillors on the best options and methods to deliver relevant aspects of the administration's Capital Ambition commitments and the Council's Corporate Plan.

The role requires an individual who is able to lead strategic and transformational change in public service delivery, which ensures the effective and efficient implementation of the Council's strategic choices and achieves continually improving outcomes in the lives of people within Cardiff.

This is an excellent opportunity to become part of a senior management team in a large and diverse leading public organisation within the capital city of Wales. To support our citizens and communities, we have over 15,000 employees delivering over 700 individual services to over 350,000 residents.

Are you ready to play a part in Cardiff's future?

The total salary is **£130,859** per annum.

If you are ready for this challenging but rewarding role, you can apply [here](#).

For a confidential discussion, please contact Sarah McGill, Corporate Director, People & Communities on (029) XXXX

**Closing Date: XXXX 2020 at 11.59pm**

This vacancy is suitable for post share.

We welcome applications in both English and Welsh.

**Note: The selection process for this role will involve initially an Assessment Centre, with shortlisted candidates being invited back for interview. It is envisaged that the Assessment Centre and interview processes will take place during January 2021.**





<b>Role Title</b>	Director, Adults, Housing & Communities
<b>Ref</b>	
<b>Grade</b>	Director Spot Salary
<b>Primary Purpose of Role</b>	<p>To provide strategic analysis and robust advice to Cabinet, Scrutiny Committees and the Council regarding the best options and methods to deliver relevant aspects of the Council's Corporate Plan; also to ensure the effective and efficient implementation of the Cabinet's strategic choices with a firm focus on achieving continually improving outcomes in the fields of Community, Adult and Housing Services.</p> <p>To embrace the Corporate priorities across the Council and be part of a cohesive Corporate team.</p> <p>To ensure compliance with the requirements of the Social Services and Well-being (Wales) Act 2014 and all relevant legislation and guidance in the delivery of Community, Adult and Housing Services.</p>
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• To translate the Council's stated vision and priorities into a set of aligned and effective strategies for Community, Adult and Housing Services</li> <li>• To provide high-quality advice and insight for the Cabinet Members and Councillors regarding the most effective and efficient models for delivering the relevant corporate priorities and responding to emerging needs</li> <li>• To take a lead role in the formation and on-going development of deep-rooted strategic partnerships and relationships that will place Cardiff's Community, Adult and Housing Services at the forefront of service delivery nationally</li> <li>• To ensure and promote the application of all safeguarding policies and associated processes and procedures</li> <li>• To identify and make the most of existing and potential synergies across the work of the Council's Community, Adult and Housing Services and other services, plus those of partner organisations</li> <li>• To take a lead role in optimising the use of the Council's resources by creatively using risk-managed partnerships, collaborations and/or commercial initiatives to best deliver the key services needed by the people of Cardiff and the wider region</li> </ul>





	<ul style="list-style-type: none"> <li>• To accurately advise the Corporate Director, Chief Executive, Cabinet Members, Scrutiny Committees, and Councillors how and where to make efficiencies or investment in Community, Adult and Housing Services that will best serve the people of Cardiff and the wider region</li> <li>• To assess the strategic impact of shifting service demands in a diverse urban context, against a backdrop of significant financial pressures and an overarching commitment to the provision of improving standards, and to advise the Cabinet Members and Councillors of all of the options (including innovative responses) and associated implications</li> <li>• To lead a management team: creating, implementing, monitoring and reviewing the performance of Community, Adult and Housing Services and ensuring that significantly improved outcomes in the lives of service users are secured</li> <li>• To promote and lead a culture that realises the Capital Ambition vision, and reflect this in all aspects of its Community, Adult and Housing Services</li> <li>• To scan the external context and to advise the Cabinet Members on how to position the portfolio for emerging changes, challenges and opportunities</li> </ul>
<b>Areas of Responsibility</b>	<ul style="list-style-type: none"> <li>• Hubs and Community Services</li> <li>• Advice and Benefits</li> <li>• Early Help for Families, Children and Young People</li> <li>• Adult Social Services</li> <li>• Independent Living and Preventative Services</li> <li>• Housing and Homelessness</li> <li>• A wide range of partnership and cross sector working to deliver more integrated person centred services</li> </ul>
<b>Types of Measures of Success</b>	<ul style="list-style-type: none"> <li>• Continually improving outcomes, particularly in the lives of vulnerable people in Cardiff and the wider region</li> <li>• Achievement of Corporate priorities for the Housing and Communities, and Social Care, Health and Wellbeing portfolios</li> <li>• Effective management of resources – improvement of portfolio performance, whilst achieving required financial savings</li> <li>• Satisfaction of Councillors in relation to the professional advice, strategic options and service delivery</li> </ul>





When preparing your written application you will need to provide evidence only for the competencies identified with an asterisk. These are the essential competencies for your written application. In responding to each of the essential competency areas, you must provide examples which demonstrate how you have successfully delivered results of a size, scope and complexity comparable to the challenges faced by Cardiff Council. These and the remaining competencies will be assessed during the remaining stages of the recruitment process.

Behavioural Competencies	Application Stage	Competency Level(s)
Putting Our Customers First	*	5
Getting Things Done	*	5
Taking Personal Responsibility	*	5
Seeking to Understand Others		5
Developing Potential		5
Leading Change	*	5
Initiating Change and Improvement	*	5
Organisational Awareness		5
Partnering and Corporate Working	*	5
Communicating		5
Analysing , Problem Solving and Decision Making		5
Equality & Diversity		5
Optimising Resources	*	5
Demonstrating Political Acumen		5





## PRINCIPAL TERMS AND CONDITIONS OF SERVICE APPOINTMENT OF DIRECTOR, ADULTS, HOUSING & COMMUNITIES

### 1. **CONTRACT**

This is a permanent appointment.

### 2. **CONDITIONS**

Conditions of service will be in accordance with the Joint Negotiating Committee for Chief Officers of Local Authorities as adopted by the County Council from time to time, plus any other conditions or regulations determined by the Council from time to time in consultation with the recognised trade unions.

### 3. **SALARY**

The total spot salary for this post is **£130,859** per annum. National pay awards in accordance with the JNC for Chief Officers of Local Authorities will be applied subject to Council approval.

### 4. **PERFORMANCE APPRAISAL**

There will be an annual process of performance appraisal linked to the setting and achievement of the responsibilities and accountabilities of the job; and identifying any continuing personal development needs to maintain a high level of performance. The process is separate from any scheme relating to either pay or performance related pay.

### 5. **ANNUAL LEAVE**

Annual leave will be 27 days for employees with less than 5 years continuous service, and 32 days for employees with more than 5 years continuous service. You will also be entitled to 8 bank holidays.

### 6. **HOURS OF WORK**

The job of Director, Adults, Housing & Communities cannot be satisfactorily undertaken within a fixed working week and some element of unsocial hours will be required for the proper performance of the responsibilities. The inclusive salary scale for the appointment reflects the need to work in addition to and outside normal office hours.

### 7. **SICK PAY**

Occupational Sick Pay Scheme will be in accordance with the JNC for Chief Officers' Conditions of Service.

### 8. **PENSION**

Local Government Pension Scheme. An opting out notice is available from the Pension Section.

### 9. **POLITICAL RESTRICTION**

This post is politically restricted in accordance with the Local Government and Housing Act 1989 (as amended by Local Democracy, Economic Development and Construction Act 2009).





**10. CAR LOAN SCHEME**

You are eligible for a loan (which is not a taxable benefit) under the Council's scheme.

**11. CAR MILEAGE ALLOWANCE**

HMRC rate of 45 pence per mile will apply.

**12. SMOKING**

The Council has a no smoking policy.

**13. FLEXIBILITY AND MOBILITY CLAUSE**

As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you commensurate with your grade or general level of responsibility within the organisation, at your initial place of work or at or from any other of the Council's establishments.

**14. SATISFACTORY MEDICAL REPORT**

A satisfactory medical report is required from the Council's Medical Adviser on initial appointment to the Council.

**15. NOTICE PERIODS**

This will normally be three months in writing on either side but this can be changed by mutual agreement.

**16. RESTRICTIONS ON RE-EMPLOYMENT**

Certain restrictions apply after termination of employment. These relate to not divulging confidential information. Also within 12 months not taking up employment or providing services for reward to a body in the circumstances outlined in the conditions of service, without the consent of the Council which will not unreasonably be withheld. These provisions do not apply if the termination is as a result of redundancy or externalisation of work and a consequent transfer to a new employer.





## Cardiff Council Behavioural Competency Framework

### Supporting the Values of the Council

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#### Open

We are open and honest about the difficult choices we face, and allow people to have their say on what's important to them and their communities

#### Fair

We champion fairness, recognising that with less resource we need to prioritise services for those who need them most.

#### Together

We work with our communities and partners across the city to deliver the best outcomes for the people of Cardiff

## Putting our Customers First (Core)

This competency is about placing the customer at the heart of our activities, listening to them and being prepared to do things differently to meet their needs

Level 1 - What we stand for	Level 2	Level 3	Level 4	Level 5
<p>Understand who our customers are</p> <p>Be polite, helpful and considerate and take time to listen to customers</p> <p>Work with colleagues to help meet customer needs</p>	<p>Seek to understand our customer needs</p> <p>Asking for customer feedback</p> <p>Using feedback to inform our actions, priorities and recommendations</p>	<p>Encouraging and supporting others to deliver excellent customer service</p> <p>Consulting and engaging with community and customer groups to identify customer need</p> <p>Developing ways of working, processes and structures to achieve continual improvements in customer service</p>	<p>Ensuring that customer views are fully taken into account in the planning of services</p> <p>Promoting and ensuring working across service areas to improve customer care</p> <p>Challenging others across the organisation to improve service delivery</p>	<p>Analysing services from the 'customer perspective' to ensure high-quality, timely and flexible</p> <p>Understanding and guiding others towards early intervention, prevention and the elimination of demand caused by service failure</p> <p>Putting the customer at the centre of cross-portfolio working and external partnerships: seeks to achieve seamless, efficient and accessible service provision</p> <p>Using rigorous methods to test, review and enhance the customer experience</p>

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## Getting Things Done (Core)

This competency is about the personal, inner motivation, enthusiasm and drive to meet and exceed targets so that we focus on what needs to be done and make it happen

Level 1 - What we stand for	Level 2	Level 3	Level 4	Level 5
<p>Ensuring tasks are completed to high standard and see them through to completion</p> <p>Contributing to ensure efficient ways of working</p> <p>Monitoring and checking own progress against requirements</p>	<p>Ensuring own and, where applicable, others' outputs meet requirements</p> <p>Identifying and communicating priorities to relevant people</p> <p>Identifying where the right resources and skills are available</p>	<p>Establishing ways of measuring and benchmarking performance</p> <p>Committing required resources and time to deliver and improve results</p> <p>Defining and communicating critical success factors for service delivery</p>	<p>Making decisions and setting priorities on the basis of calculated costs, benefits and risks.</p> <p>Supporting and driving new performance improvement initiatives</p> <p>Seeking, identifying and taking actions to overcome organisational barriers to deliver improved results</p> <p>Recognising and acknowledging the performance of others</p>	<p>Ensuring that performance is focused on continually improving outcomes for customers and the city region as a whole</p> <p>Engaging with internal and/or external partners at a strategic level to ensure that performance is optimised.</p> <p>Taking necessary actions and making hard choices to ensure results are delivered.</p> <p>Identifying and resolving systemic or structural barriers to performance.</p> <p>Establishing a culture of achievement and a shared commitment to exceed targets</p>

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## Taking Personal Responsibility (Core)

This competency is about being consistent with our own values and those of the council, and demonstrate a commitment to support change and see it through.

Level 1 - What we stand for	Level 2	Level 3	Level 4	Level 5
<p>Being consistent and fair in dealings with others</p> <p>Rectifying errors and seeking appropriate guidance and support to correct them</p> <p>Sharing of all relevant information with others</p>	<p>Continuing to deliver when faced with tough circumstances, uncertainty, difficulty or change.</p> <p>Supporting and encouraging others to deal with uncertainty, difficulty or change</p> <p>Encouraging others to be fair, open and honest</p>	<p>Challenging established practices where they are not consistent with fairness and openness.</p> <p>Speaking out even when it jeopardises a trusted or valuable relationship</p> <p>Seeking to turn difficult situations around</p>	<p>Challenging powerful individuals to behave in a way that models the organisational values</p> <p>Actively promoting and driving an organisational commitment to public service</p> <p>Ensuring sharing of all relevant information across the organisation</p> <p>Ensuring organisational practices are transparent</p>	<p>As a visible leader, modelling and promoting values in all activities and interactions</p> <p>Retaining the highest standards of honesty, integrity and respect during periods of significant pressure and difficulties</p> <p>Providing values-based leadership for the development and maintenance of city-region and partnering arrangements</p>

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## Seeking to understand others, and treating them with respect (Core)

This competency is about demonstrating an understanding of others and valuing their contribution and viewpoint even if it may be different from your own

Level 1 - What we stand for	Level 2	Level 3	Level 4	Level 5
<p>Asking about others' views and feelings, and actively listening and acknowledging these</p> <p>Acknowledging and considering the different views and ideas of others</p> <p>Checking own understanding of how others feel</p>	<p>Questioning others to understand their viewpoint and take them into account</p> <p>Seeking to understand, the reasons for others actions and views</p> <p>Encouraging others to consider the impact of their actions</p>	<p>Shaping the environment to ensure others feel positive and conflict is minimised</p> <p>Addressing and changing things when the behaviours of others is disruptive</p> <p>Seeking and taking opportunities to create and support forums where people can express their views and concerns</p>	<p>Assessing the strengths and development areas of others, aligning their strengths to the demands and requests made of them</p> <p>Seeking to understand the source of negative emotions within and external to the organisation</p> <p>Identifying and taking action to pre-empt situations where strong emotions will be aroused.</p>	<p>Building positive relationships with others in challenging and complex circumstances</p> <p>Understanding and responding to the political, financial, reputational and other factors that influence the behaviour of senior people</p> <p>Recognising and taking action to resolve cultural or systemic causes of conflict, misunderstanding or lack of collaboration</p> <p>Modelling consistently collaborative, supportive and respectful behaviour towards others</p>

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## Developing Potential

This competency is about identifying and growing talent to ensure we have the capability needed for the future				
Level 1 - What we stand for	Level 2	Level 3	Level 4	Level 5
	<p>Supporting others' to identify their development needs and find ways to meet these needs</p> <p>Actively supporting others to develop understanding and/or skills</p> <p>Mentoring others and sharing knowledge to improve performance</p>	<p>Supporting others to acquire the skills needed for the future in the short, medium and long term</p> <p>Giving positive and constructive feedback</p> <p>Actively looking for and taking opportunities to coach and mentor others</p>	<p>Promoting and encouraging staff development across the organisation</p> <p>Ensure a resource pool to meet longer-term talent requirements</p> <p>Develop others to equip them for leadership roles</p>	<p>Predicting changing organisational needs and taking action to ensure people are fully equipped to meet them</p> <p>Taking a visible and proactive role to development high quality leadership and management skills across the organisation</p> <p>Understanding and nurturing the skills and behaviours required to optimise partnering arrangements</p>

## Leading Change

This competency is about taking responsibility for change, encouraging initiative and making the Council's objectives real and relevant for others

Level 1 - What we stand for	Level 2	Level 3	Level 4	Level 5
	<p>Promoting and being positive about change</p> <p>Seeking opportunities for self and others to contribute to change</p> <p>Helping others to understand the reasons for and the process of change</p>	<p>Setting out and communicating the vision and the rationale for change</p> <p>Looking for ways to support and contribute to successful change</p> <p>Enabling and supporting colleagues and stakeholders to deal effectively with change</p>	<p>Simplifying a complex or confusing message to provide a clear vision that others are able to buy into and act upon</p> <p>Following through on change to ensure it is fully embedded in the organisation, the benefits are realised and lessons learnt for future change.</p> <p>Creating and promoting a culture and environment in which change is managed effectively and sensitively, to increase the likelihood of buy-in and success</p>	<p>Creating a coherent vision, aligning and integrating many different change initiatives and programmes</p> <p>Testing and evaluating the longer-term and strategic impact of change programmes</p> <p>Ensuring that structures and resources are in place to effectively lead and manage change programmes</p> <p>Championing change and securing buy-in from senior players internally and externally</p> <p>Demonstrating consistent drive, resilience and agility during challenging periods of change</p>

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## Initiating Change and improvement

This competency is about having the ability to look ahead, anticipate events, see opportunities and take action now to shape the future

Level 1 - What we stand for	Level 2	Level 3	Level 4	Level 5
<p>Seeking and taking opportunities to improve</p> <p>Being flexible and open to changes</p> <p>Being cooperative when change impacts upon you</p>	<p>Using knowledge and experience to proactively put forward suggestions for improving</p> <p>Dealing with the unexpected and adapting readily to change.</p> <p>Identifying and taking action to head off potential problems</p>	<p>Encouraging, promoting and supporting new ideas</p> <p>Constantly encouraging self and others to look for improvements in methods, approaches and ways of working</p> <p>Identifying and implementing new approaches to improve</p>	<p>Looking for long-term opportunities that will create positive changes and taking action to make these a reality</p> <p>Identify new and bold ideas to respond to opportunities that lie ahead.</p> <p>Actively use internal and external data and trends to add value for the customers and the council</p> <p>Develop clear direction on how the organisation can improve</p>	<p>Recognising when only radically different models of delivery will secure the desired outcomes</p> <p>Being creative and thinking without boundaries: challenging narrow views and deep-rooted resistance</p> <p>Taking action to quickly translate initial ideas into tangible results when speed of execution is essential</p> <p>Identifying when 'good ideas' do not fit with the bigger picture or strategic intent</p>

## Organisational Awareness

This competency is about understanding formal and informal structures, decision-making, climate and culture and organisational politics, which shape how the council works				
Level 1 - What we stand for	Level 2	Level 3	Level 4	Level 5
		<p>Identifying and challenging organisational limitations, where applicable</p> <p>Identifying both formal and informal sources of influence and using this knowledge to build relationships with key decision makers/influencers</p> <p>Recognising the reasons for on-going organisational behaviour</p>	<p>Acknowledging and responding to internal and external forces affecting the organisation</p> <p>Spotting trends and changes –both internal and external – that will affect the organisation in the future.</p> <p>Forming and maintaining relationships with key provincial and national institutions, bodies and individuals to protect and enhance the council's position</p>	<p>Identifying and optimising decision-making processes in city region and other partnering arrangements</p> <p>Sustainably exerts influence within a variety of different working arrangements e.g. city region, private sector partnerships, etc.</p>

## Partnering and Corporate Working

This competency is about valuing, building and maintaining networks and relationships to achieve objectives				
Level 1 - What we stand for	Level 2	Level 3	Level 4	Level 5
<p>Actively participating as member of a team</p> <p>Proactively sharing information and ideas openly within own team</p> <p>Supporting others to complete tasks</p>	<p>Identifying and building effective and collaborative working relationships</p> <p>Proactively sharing information and ideas openly with all relevant teams</p> <p>Acknowledge different stakeholder priorities and take them into account</p>	<p>Proactively maintaining a network of internal and external colleagues to enable service improvement and service delivery</p> <p>Promoting and forming cross-functional teams to deliver results and improvement</p> <p>Working collaboratively to gain buy-in and agreement towards a common goal</p>	<p>Promote and lead partnership and corporate working, across and outside the organisation</p> <p>Using depth and breadth of contacts to build alliances for wide and far reaching change</p> <p>Managing complex relationships, internally and externally, to establish common goals and develop mutual commitment to positive outcomes</p>	<p>Forging and continually developing a complex network of senior-level relationships to optimise the productivity of the city region</p> <p>Focusing on desired outcomes and defining which types of partnering arrangements will best achieve them</p> <p>Ensuring the right-strategic partnerships are in place to optimise the use of public sector resources in a climate of austerity</p> <p>Unlocking the key strategic barriers to partnership and collaboration</p> <p>Exploiting the use of commercial partnerships and ventures, whilst effectively accounting for the risk factors</p>

Tudalen 24

## Communicating

This competency is about facilitating and communicating all kinds of information and messages to different audiences in the most effective way				
Level 1 - What we stand for	Level 2	Level 3	Level 4	Level 5
<p>Communicating clearly and effectively</p> <p>Actively listening to other</p> <p>Sharing information and knowledge with others.</p>	<p>Taking technical or complex information and turning it into clear oral or written communications</p> <p>Producing communications that are focussed tailored and easily understood by the intended audience.</p> <p>Capture and share useful information and feedback</p>	<p>Selecting most appropriate communication styles, approaches and channels</p> <p>Communicating challenging and contentious messages with openness</p> <p>Responding openly to challenges and addressing concerns</p>	<p>Communicating appropriately in response to a crisis or unexpected event where preparation time may be limited.</p> <p>Clearly articulating highly complex, strategic and conceptual information to others in a meaningful and relevant way</p> <p>Creating an environment and culture that encourages open, honest, timely and effective communication</p>	<p>Communicating and influencing effectively in critical internal and external environments</p> <p>Interpreting accurately what has been said/not said in senior level discussions and negotiations: explores the important subtle messages</p> <p>Positions the Council clearly and credibly when outlining its position</p> <p>Conveys the right messages in the right places to secure the desired outcomes</p>

## Analysing, Problem Solving and Decision Making

This competency is about gathering key information, recognising risks, evaluation, decision-making to support best practice				
Level 1 - What we stand for	Level 2	Level 3	Level 4	Level 5
<p>Making reasoned decisions based on evidence</p> <p>Taking a logical approach to problem solving.</p> <p>Seeking to ensure all known key information is gathered</p>	<p>Exploring a variety of options in order to effectively solve problems and make reasoned decisions.</p> <p>Anticipating the impact that decisions will have on others and taking this into account and implementing solutions.</p> <p>Using appropriate approaches or tools to gather all relevant information in order to take a decision and/or solve a problem</p>	<p>Investigating and evaluating options when making decisions whilst anticipating and assessing short and medium term risks</p> <p>Ensuring solutions to complex problems are realistic and workable.</p> <p>Following through on solutions / decisions, until closure or resolution, to ensure they are understood and implemented by others</p>	<p>Anticipating and assessing long-term and strategic risks, addressing them and helping others to recognise and address them.</p> <p>Creating an environment and culture in which people make decisions and take responsibility for them.</p> <p>Taking appropriate steps to communicate and deal with the impact of decisions on colleagues, customers and/or partners</p>	<p>Looking beyond the immediate issues and placing them within the context of the Councils strategic direction</p> <p>Promoting and nurturing joined-up decision-making – ensures key people are communicating and aligning their efforts</p> <p>Undertaking complex strategic analyses and presenting the options to senior politicians in an accurate and balanced way</p> <p>Foreseeing and managing the longer-term implications and potential unintended consequences of key strategic decisions</p>

## Equality and Diversity

<p>Removing discrimination and barriers to fair access to Council employment and services on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or Welsh language. Recognising, valuing and celebrating difference, and being able to work together to create a vibrant, diverse, just, cohesive and decent society where everyone can enjoy their human rights and achieve their potential</p>					
<b>Level 1 - What we stand for</b>		<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
<p>Follow equality policies, procedures and legislation</p> <p>Treating others with dignity and respect</p> <p>Acknowledging the value of differences between people</p>		<p>Promoting the importance of equality and valuing diversity in the workplace and in service delivery</p> <p>Acknowledging and communicating that every employee has a role to play in making the Council an Employer of Choice and a successful deliverer of services to diverse communities</p>	<p>Identifying and ensuring good equality and diversity practice and remove barriers.</p> <p>Ensuring that equality and diversity are always actively considered when introducing a new activity, policy or decision</p> <p>Supporting others to consider and deliver good practice</p>	<p>Promoting and ensuring a culture in which equality and diversity is valued through fair and just service delivery and employment.</p> <p>Advocating and championing equality and diversity within the organisation</p> <p>Engaging equalities communities and stakeholders, and involving them in shaping Council policies and practices</p>	<p>Challenging and testing services to ensure that commitments to equality and diversity are being robustly implemented.</p> <p>Putting systems in place and using them to evaluate the degree to which services are securing improved outcomes in the lives of all service users: taking action to tackle all aspects of inequality.</p> <p>Challenging and improving the culture and processes of the organisation; ensuring that the potential of all employees is identified, nurtured and fully realised.</p> <p>Working together with partner organisations to cohesively achieve improving strategic equality and diversity outcomes.</p>
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## Optimising Resources

Leading and creating a culture where resources are effectively deployed, efficiently managed and used creatively to deliver the best outcomes for the city and region.				
Level 1 What we stand for	Level 2	Level 3	Level 4	Level 5
-	-	-	<p>Providing higher-level guidance and advice to managers regarding the efficient deployment of resources</p> <p>Taking responsibility for developing skills and attitudes that promote the effective use of resources</p> <p>Encouraging a creative culture, where people look for novel or adapted ways to deliver excellent results more efficiently</p> <p>Taking difficult decisions about services with the priorities of customers being paramount</p>	<p>Giving strategic direction to senior colleagues about where to invest, to disinvest and to save: clarifies the big picture context (in line with Cabinet priorities)</p> <p>Demonstrating commercial/acumen; fully understanding the financial and other factors of potential ventures</p> <p>Establishing a culture of accountability where resources are efficiently and carefully managed across all services</p> <p>Utilising regional and other partnerships and collaborations to optimise resources</p> <p>Encouraging and supporting efforts to attract new or increased income streams</p>

## Demonstrating Political Acumen

Working effectively within the context of a member-led authority; understanding political priorities for the city region and establishing a position as a trusted and impartial advisor. Helping senior politicians to ‘test’ and fully appreciate the best ways to implement agreed priorities and commitments.

Level 1 What we stand for	Level 2	Level 3	Level 4	Level 5
-	-	-	<p>Understanding key political decision-making processes and engaging with them appropriately</p> <p>Ensuring the production of clear, accurate and timely responses to member enquiries</p> <p>Deputising for the relevant Director and providing robust guidance to senior elected members</p> <p>Ensuring that managers and staff engage appropriately and effectively with elected members</p>	<p>Understanding the priorities of the Cabinet and translating these into action in the organisation</p> <p>Offering clear and accurate advice to senior politicians, highlighting the benefits, risks and implications of key strategic choices</p> <p>Being aware of political sensitivities, whilst retaining non-political objectivity</p> <p>Keeping politicians informed in a timely and proactive manner; avoiding unnecessary surprises</p> <p>Understanding and making sense of the local, regional and national political agendas</p>

Tudalen 29

Mae'r dudalen hon yn wag yn fwiadol

Yn rhinwedd paragraff (au) 12, 13 Rhan (nau) 4 a 5 o Atodlen 12A  
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