



**Aberdeen City Council**  
Job Profile

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**Chief Officer -  
City Development  
& Regeneration**

## About Aberdeen City Council

*Our purpose is to ensure the People and Place of Aberdeen prosper and to protect the People and Place from harm.*

The [Local Outcome Improvement Plan 2016 – 2026](#) (LOIP) identifies how Aberdeen City Council, together with our [Community Planning Partners](#), will tackle the key issues facing our city to ensure Aberdeen is a place where all people prosper. The LOIP sets out our shared promises to the people of Aberdeen:

- **Prosperous Economy** - Aberdeen has a flourishing, thriving and successful local economy.
- **Prosperous People** - People in Aberdeen are happy, healthy and enjoy positive life outcomes.
- **Prosperous Place** - People experience Aberdeen as the best place to invest, live and visit.
- **Enabling Technology** - Innovative, integrated and transformed public services.

To deliver our promises to the city of Aberdeen, our focus is on:

- Empowering staff to meet priority outcomes aligned to the determinates of good health
- Empowering the communities we serve to be self-sufficient
- Early intervention and prevention of harm to the people, place and economy of Aberdeen
- Connecting with citizens, customers and partners through our use of digital
- Using data and information to help us understand the demand on the Council and how we can better improve outcomes
- Being entrepreneurial - creative and innovative in how we do our business.

We count on our employees to be enthusiastic and proactive public servants, who are committed to our purpose and motivated to make a positive and lasting difference to the city and its people.

Aberdeen City Council is arranged into three functions, two of which are aligned to the wider determinates of good health and the final function focussed on good governance. Each function is divided into clusters, and within each cluster are service areas/teams. Teams from across the Council prioritise working together with local and regional partners to ensure a collective focus on improving outcomes for our citizens in keeping with the wider determinates of good health.

## About the City Regeneration & Environment Function

This function is responsible for our Strategic Place Planning, City Development & Regeneration, and place-based capital investment, which will oversee programmes from inception through to delivery. It will also have strategic leadership of net zero and adaptations, and responsibility for the Council's operations portfolio, which covers much of the activities associated within our net zero enabling strategies, and collectively will support the transition between the adaptations and mitigating agendas.

## About the City Development & Regeneration Cluster

This cluster is responsible for contributing to the outcomes stated in the LOIP as well as those stated in the regional economic strategy. The cluster will represent the Council and the city of Aberdeen on local, regional, national and international stages, supporting inward investment and the promotion of the city as a competitive business location. Key responsibilities will be outward trade, a diverse employability and skills base, and a focus on tourism, culture alongside the development of our events programme.

## About the Role

This role will provide the strategic lead for the delivery and development of the Council's City Development & Regeneration function, culture and events at important economic and social levels.

The role will have responsibility for working with a range of strategic stakeholders in ensuring and securing the economic growth of the city so that the mix of jobs, skills and quality of place is supported by the Council's organisational priorities.

This role will ensure the Council's compliance with statutory obligations and scrutiny regimes pertaining to services within the function where appropriate.

Reporting to the Director – City Regeneration & Environment, the Chief Officer - City Development & Regeneration will play an intrinsic part of the extended Corporate Management Team and will ensure excellent working relationships with all appropriate stakeholders including other functional areas, elected members, trade union representatives and employees.

Key external stakeholders will include Community Planning partners, Culture network, ONE, and industry body groups e.g. Chamber of Commerce, Scottish Enterprise, relevant UK government departments, Moody's (credit rating agency).

The success of this role is interdependent on relationships with Chief Officer – Strategic Place Planning, Chief Officer - Finance, Chief Officer – Corporate Landlord, Chief Officer – Commercial and Procurement Services and Chief Officer - Capital.

Job Title	Chief Officer – City Development & Regeneration
Pay Grade	Chief Officer Salary Scale Point 34
Job Family	Chief Officer
Location	Marischal College



## Key Outcomes and Task Examples

The post holder will deliver the following outcomes:

**Working within the Target Operating Model (Corporate Outcome)**

Examples of related tasks:

- Provide the leadership to bring a range of services and cultures into one unified function which works together to address the wider determinates of good health by taking a whole population approach.
- Develop and strengthen the relationship with other functions and clusters and support transformation in order to maximise the impact of available resource.
- Ensure the cluster is appropriately designed and organised to meet the ongoing needs of the Target Operating Model and population based on analysis of need.
- In conjunction with other functions and clusters, and as part of the Target Operating Model, facilitate greater collaboration with communities, offering greater ownership of services in

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	<p>their areas and strengthening their voice in decision-making through community empowerment.</p> <ul style="list-style-type: none"> <li>• Use data and intelligence in relation to the services the function provides to anticipate customer needs and shift resources to prevent unnecessary demand coming into the system in keeping with the wider determinates of good health.</li> </ul>
<p><b>Being a Digitally Led Organisation</b> (Corporate Outcome)</p>	<ul style="list-style-type: none"> <li>• Work with digital partner(s) to exploit emerging technologies to enhance services.</li> <li>• Work with other functions and digital partner(s), using business intelligence, to continue to digitise services.</li> <li>• Create digital experiences for internal and external customers that are completely end-to-end, allowing more self-service options.</li> </ul>
<p><b>Developing the Workforce for a 21st Century Council</b> (Corporate Outcome)</p>	<ul style="list-style-type: none"> <li>• Support the alignment of culture with the vision of the target operating model.</li> <li>• Contribute to the development and implementation of a workforce development strategy to support the 21st century Council.</li> </ul>
<p><b>Performance Management</b> (Chief Officer Responsibility)</p>	<ul style="list-style-type: none"> <li>• Develop and implement strategies for the delivery and continuous improvement of services and determining organisational priorities.</li> <li>• Review activity across the function to ensure effective deployment of employees and all other resources to achieve high individual, team, function and organisational performance.</li> <li>• Be accountable under the Council’s scheme of delegation for service standards and performance across the cluster; and for ensuring that the Council meets its statutory obligations as an employer and complies with regulatory requirements and a best practice approach.</li> <li>• In conjunction with the Chief Officer – People &amp; Citizen Services, be responsible for the upholding of professional standards to ensure staff compliance with professional bodies and regulatory requirements.</li> </ul>
<p><b>Risk Management</b> (Chief Officer Responsibility)</p>	<ul style="list-style-type: none"> <li>• Identify, mitigate and manage key risks associated with the objectives and wider implications of the Council and functional plans.</li> <li>• Monitor and review processes both corporately and across services to ensure risk and compliance arrangements are in place.</li> <li>• Have overall responsibility for the management and development of staff, ensuring health safety and wellbeing and that People policies and procedures are fully complied with.</li> </ul>
<p><b>Financial Management &amp; Stewardship</b> (Chief Officer Responsibility)</p>	<ul style="list-style-type: none"> <li>• Continually and actively look for ways to improve and transform the function and the organisation, balancing the need for the provision of services with the need for ensuring cost effective service delivery and value for money activities.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Accountable for the management of the financial performance of the function.</li> <li>• Ensure all regulatory conditions relating to financial reporting, including that for the London Stock Exchange, are fully disclosed.</li> <li>• Secure value for money and manage, monitor and control budgets in compliance with the Council’s financial management framework.</li> </ul>
<b>Information Governance</b> (Chief Officer Responsibility)	<ul style="list-style-type: none"> <li>• Working with the Data Insights (HDRCA) Cluster to ensure the integrity of data and information within the function meets regulatory requirements.</li> </ul>
<b>Statutory Responsibilities</b> (Chief Officer Responsibility)	<ul style="list-style-type: none"> <li>• To discharge the Council’s duties; as delegated to the post holder in accordance with the Council’s scheme of delegation.</li> <li>• Ensure that services comply with statutory requirements including equality and anti-discrimination legislation and that arrangements are in place for the effective management of concerns and complaints.</li> <li>• In the event of civil/non-civil contingencies incidents provide access to specialist services within the function and make available the assets used by the service.</li> <li>• The Chief Officer will undertake civil contingency and emergency response training, along with suitable annual Continuous Professional Development (CPD) training, as required.</li> <li>• The Chief Officer shall act as Duty Emergency Response Co-ordinator (DERC) within – and supported by- an on-call rota, to: <ul style="list-style-type: none"> <li>○ Provide the strategic response for the Council in respect of its duties under the Civil Contingencies Act and accompanying amended regulations for Scotland, current and forthcoming.</li> <li>○ Co-ordinate the response to an emergency, or other critical incident, on behalf of the Council acting for the Chief Executive in accordance with the Council’s Scheme of Governance.</li> <li>○ Undertake civil contingency and emergency response training on appointment, or annually thereafter, along with suitable annual Continuous Professional Development (CPD) training as required.</li> </ul> </li> </ul>
<b>Investment</b> (Cluster Specific Outcome)	<ul style="list-style-type: none"> <li>• Through the inward investment plan, bring greater coherence to local, regional and national outcomes to attract foreign direct investment in the City.</li> <li>• In conjunction with the Chief Officer – Strategic Place Planning and supported by the Chief Officer – Data Insights (HDRCA), identify the changing infrastructure needs to support to the City’s economy and track investment to finance those infrastructure needs.</li> <li>• In conjunction with the CEO of Visit Aberdeenshire and Chamber of Commerce, coordinate and promote the City as a competitive business location.</li> </ul>

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	<ul style="list-style-type: none"> <li>Bring the market a pipeline of investor ready proposals to fund and deliver the City Centre Master Plan and other infrastructure opportunities.</li> </ul>
<b>Innovation</b> (Cluster Specific Outcome)	<ul style="list-style-type: none"> <li>Support the action of innovative behaviours across the public sector in Aberdeen in order to create workplace innovation which might support a growing digital economy.</li> <li>Play an active role in fostering innovation ‘clusters’ across the City.</li> </ul>
<b>Internalisation</b> (Cluster Specific Outcome)	<ul style="list-style-type: none"> <li>Support the development of the North East Trade Group into a more dynamic expert partnership in order to supply local businesses having greater exposure to international markets.</li> </ul>
<b>Enterprise</b> (Cluster Specific Outcome)	<ul style="list-style-type: none"> <li>In conjunction with Digital Partners, lead the development of single digital access point for business to supply.</li> <li>Lead the internal redesign of Council Services in businesses in order to make Aberdeen City Council an easy organisation to do business with.</li> <li>In conjunction with Opportunities North East, support to improve the dynamism of the business base within the identified sectoral strategies.</li> <li>Use the Events 360 Programme and Culture Programme in order to diversify the business base of Aberdeen.</li> </ul>
<b>Governance</b> (Cluster Specific Outcome)	<ul style="list-style-type: none"> <li>Data Performance and Evaluation including processes are in place for lessons learned to inform future priorities and delivery.</li> <li>In conjunction with the Aberdeen City Policy Panel and the new Scottish Government Analytical Unit, drive the development of an effective and transparent system of measurement for regional economies.</li> <li>With a view to considering the impact on, in conjunction with the Chief Officer – Data Insights (HDRCA), analyse the City’s economy, places and people data with a review to impact city strategies.</li> <li>Support the design of a new set of co-ordinating structures in line with Council decisions on urban governance.</li> </ul>

## Role Requirements

This section includes what the post holder needs to carry out the role or, for recruitment purposes, enables applicants to decide whether they meet these requirements.

Minimum Qualification(s) / Certificates / Memberships etc. required

- Relevant degree or professional qualification and/or extensive experience related to the role.
- Evidence of continuous professional development.

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As a minimum, demonstrate skills and experience in	<ul style="list-style-type: none"> <li>• Proven extensive experience in: <ul style="list-style-type: none"> <li>○ Strategic policy development and implementation.</li> <li>○ Developing/Managing strategic partnerships.</li> <li>○ Service transformation and improvement.</li> <li>○ Successful balance sheet management.</li> <li>○ Developing integrated services.</li> </ul> </li> <li>• Managing consultation forums and relationships with trades unions.</li> <li>• Risk analysis, risk awareness, monitoring and management of risk.</li> <li>• Understanding key drivers in a business area and working in partnership with stakeholders to measurably improve service delivery.</li> <li>• Practical knowledge of negotiation and influencing in a complex organisation.</li> <li>• Practical knowledge of working in a commissioning organisation.</li> <li>• Embraces new technology to deliver services in an innovative way.</li> </ul>
As a minimum, demonstrate an understanding of	<ul style="list-style-type: none"> <li>• Key drivers in a business area and working in partnership with stakeholders to measurably improve service delivery.</li> </ul>
Demonstrate commitment to	<ul style="list-style-type: none"> <li>• The principles and aims of Aberdeen City Council</li> <li>• The Aberdeen City Council Target Operating Model</li> <li>• The Local Outcome Improvement Plan</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>• Ability to work outwith normal office hours if necessary</li> <li>• Ability to travel to other locations within and outwith the City when required</li> </ul>

## Our Guiding Principles

We are all responsible for the culture we work in, and our Guiding Principles help guide what we expect from each other:

Purpose	We care about our purpose, our people and our city
Pride	We take pride in what we do and work to make things better
Team	One team, one council, one city
Trust	We trust each other and take responsibility
Value	We value each other and recognise a job well done

## Five Core Capabilities form the basis of the Capability Framework for Chief Officers:

Delivering outcomes for our customers	<p><b><i>We focus on our communities and customers first to provide the highest standards of service</i></b></p> <ul style="list-style-type: none"> <li>• Demonstrates visionary and strategic thinking</li> <li>• Engages and influences stakeholders</li> <li>• Considers the wider context and the long-term impact of a decision</li> <li>• Communicates clearly and in a structured way, persuading others effectively</li> <li>• Consistently demonstrates exemplary standards of integrity, honesty and fairness, acts with moral courage and ensures the decent thing is done.</li> <li>• Connects and inspires others behind shared strategic outcomes</li> </ul>
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Change & Improvement	<p><b><i>We embrace the need for change and flexibility, seeking out opportunities to create effective change and suggesting ideas for improvement</i></b></p> <ul style="list-style-type: none"> <li>• Shows personal initiative in transformation and digital leadership</li> <li>• Makes confident evidenced based decisions on data</li> <li>• Analyses and mitigates against risk when exploring opportunities and making decisions.</li> <li>• Demonstrates original thought, seeks and identifies opportunities for creative solutions, is willing to consider radical solutions to break new ground in striving for opportunities to improve council performance</li> </ul>
Working with Others	<p><b><i>We work together effectively, building and maintaining positive relationships and partnerships, as well as encouraging and coaching others</i></b></p> <ul style="list-style-type: none"> <li>• Understands and adapts to the political environment in which they work</li> <li>• Builds effective relationships with partners to achieve shared outcomes</li> <li>• Takes a collaborative approach to problem-solving and decision making</li> <li>• Provides constructive feedback and uses radical candour to challenge and support others</li> </ul>
Accountability	<p><b><i>We take responsibility for compliance with the legal and ethical duties of the council</i></b></p> <ul style="list-style-type: none"> <li>• Ensures compliance with governance</li> <li>• Demonstrates sound financial management of balancing the budget</li> <li>• Reacts to issues as they arise and decisively deals with crisis situations</li> </ul>
Care	<p><b><i>We value diversity and champion equality, diversity and inclusion. We are representative of the people that we are here to serve.</i></b></p> <ul style="list-style-type: none"> <li>• Empowers and encourages others to increase their capability and confidence</li> <li>• Notices, recognises and celebrates the good work of the council and colleagues</li> <li>• Displays empathy and genuine concern - takes time to find out how challenges and pressures feel from the perspective of others</li> <li>• Shows self-awareness, is committed to their own personal development</li> <li>• Sets high personal goals and is ambitious for progression</li> <li>• Demonstrates personal resilience in the face of adversity</li> </ul>

Function	City Regeneration & Environment	Version Date	February 2024		
Cluster	City Development & Regeneration	Job Family	Chief Officer	JE Number	7865

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