



# **EXECUTIVE DIRECTOR TRANSFORMATION AND RESOURCES**

## **Recruitment Pack**



# Foreword

Thank you for your interest in the Executive Director of Transformation and Resources role.

**Northumberland is a land of great opportunities - rich in heritage, diverse in communities, and ambitious for the future.**

Our ambition is clear: to deliver outstanding services, drive innovation, and create a sustainable future for our communities. This is an exciting time for us. We are on a significant change journey, and we need exceptional leaders to help shape what comes next.

The role of **Executive Director of Transformation & Resources and statutory Section 151 Officer** is pivotal. You will not only safeguard our financial resilience but also lead the way in modernising how we work, embracing digital innovation, and ensuring that every pound we spend delivers maximum value for residents. Your leadership will influence the future of our organisation and the lives of the people we serve.

We are looking for someone who shares our passion for making a difference—someone who can inspire, collaborate, and deliver at pace in a complex and evolving environment. In return, you will join a forward-thinking, supportive team and have the opportunity to make a lasting impact on a county that is ambitious for its future.

If you share our ambition and values, and you have the vision and resilience to lead through transformation, we would love to hear from you.

This pack should provide you with the relevant information you need to make an application, however if you require further information or wish to discuss any aspect of the advertised role, please contact me for an informal professional discussion using the following details:



**Dr Helen Paterson**

Chief Executive  
Northumberland County Council

01670 623958

# About the role of Executive Director of Transformation & Resources (Statutory S151 Officer)

**Location:** Northumberland

**Salary:** £165,728 (Senior officer salaries are appointed to a specific spot point within the salary band)

**Contract:** Permanent

## **Lead transformation. Deliver sustainability. Shape the future of Northumberland as a Land of Great Opportunity.**

Northumberland County Council is committed to being a Council that works for everyone. We are seeking an exceptional leader to join our Executive Management Team as Director of Transformation & Resources and statutory Section 151 Officer. This is a pivotal role in driving organisational change, ensuring financial resilience, and delivering services that make a real difference to our communities.

## About the Role

### **As a key member of the Senior Management Team, you will:**

- Provide strategic leadership for transformation and resource management across the Council.
- Act as the Council's principal financial adviser and statutory S151 Officer, ensuring robust governance and compliance.
- Lead and be responsible for major change programmes that embrace digital innovation and deliver sustainable, value-for-money services.
- Work collaboratively with local, regional, and national partners to maximise resources and deliver shared priorities.
- Champion a culture of inclusion, collaboration, and continuous improvement across the organisation.
- Deputise for the Chief Executive as part of the Executive rota.



# About the role of Executive Director of Transformation & Resources (Statutory S151 Officer)

## About You

### We are looking for:

- A visionary leader with a proven track record in transformation and resource management at a senior level.
- Strong financial acumen and experience in managing complex budgets and statutory responsibilities.
- Exceptional ability to influence, negotiate, and build partnerships across multiple stakeholders.
- Commitment to equality, diversity, and fostering an inclusive organisational culture.
- Strategic thinker with the ability to deliver innovative solutions in a challenging and evolving environment.

## Why join us?

Northumberland County Council is on an extensive change journey and as a key member of the Executive Team, this is an opportunity to lead and be a part of something special that will not only improve outcomes for our residents but also enhance experience for customers and staff.

You'll work in a collaborative, supportive and forward-thinking environment where your leadership will have a lasting impact.

Northumberland is a land of opportunities – stunning landscapes, rich in heritage, diverse in communities, and ambitious for the future.

Attractive benefits including, generous annual leave, local government pension scheme, Leadership Coaching, Employee Wellbeing support for mental and Physical Health, discounted gym membership.

# The BEST Programme

## What is BEST?

**BEST** is Northumberland County Council's organisation-wide programme to create a modern, responsive, and innovative council. It's about **making a real difference for residents, staff, and communities** by rethinking how we work, how we use technology, and how we deliver services.

The Executive Director of Transformation and Resources is responsible for the BEST Programme and will set the strategic vision and roadmap for transformation, ensuring alignment with the council's priorities.

## Our Purpose

- **Better Outcomes for Residents:** Services that meet real needs and improve lives.
- **Enhanced Experiences:** For customers and staff—through smarter processes and digital innovation.
- **Efficiency and Value:** Every pound spent delivers maximum impact.

## How We'll Get There

BEST is not just a programme - it's a **culture shift**. We're transforming:

- **Ways of Working:** Modernising support services and creating a tiered delivery model.
- **Customer Experience:** Revolutionising how residents and businesses interact with us.
- **Property and Procurement:** Managing assets and resources smarter.
- **Data and Technology:** Building a data-driven council for faster, better decisions.

## What Success Looks Like

- **Financial:** Significant savings and a balanced budget.
- **Resident Impact:** Higher satisfaction and reduced inequalities.
- **Customer & Staff Experience:** Improved morale, faster services, and greater digital adoption.
- **Organisational Agility:** Decisions guided by data, enabling quicker responses.

## Our Ways of Working Model



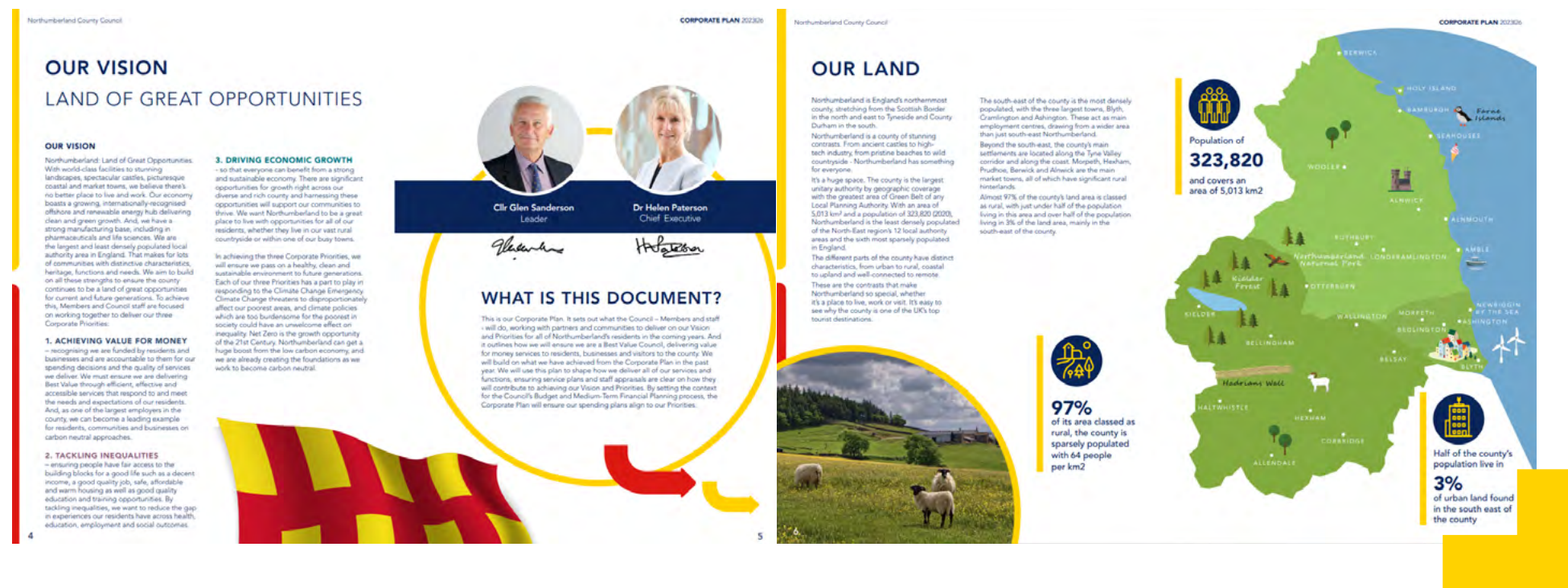


# Our Corporate Plan

Our Corporate Plan sets out what the Council – Members and staff – will do, working with partners and communities to deliver on our Vision and Priorities for all of Northumberland's residents in the coming years. And it outlines how we will ensure we are a Best Value Council, delivering value for money services to residents, businesses and visitors to the county.

[You can read the 2023|26 Corporate Plan here.](#)

The Corporate Plan is currently under review, and the new plan will be available early 2026.



# A Land of Great Opportunities

## Choose Northumberland

Northumberland is a land of great opportunities. It boasts stunning landscapes, spectacular castles, picturesque market towns and a beautiful coastline.

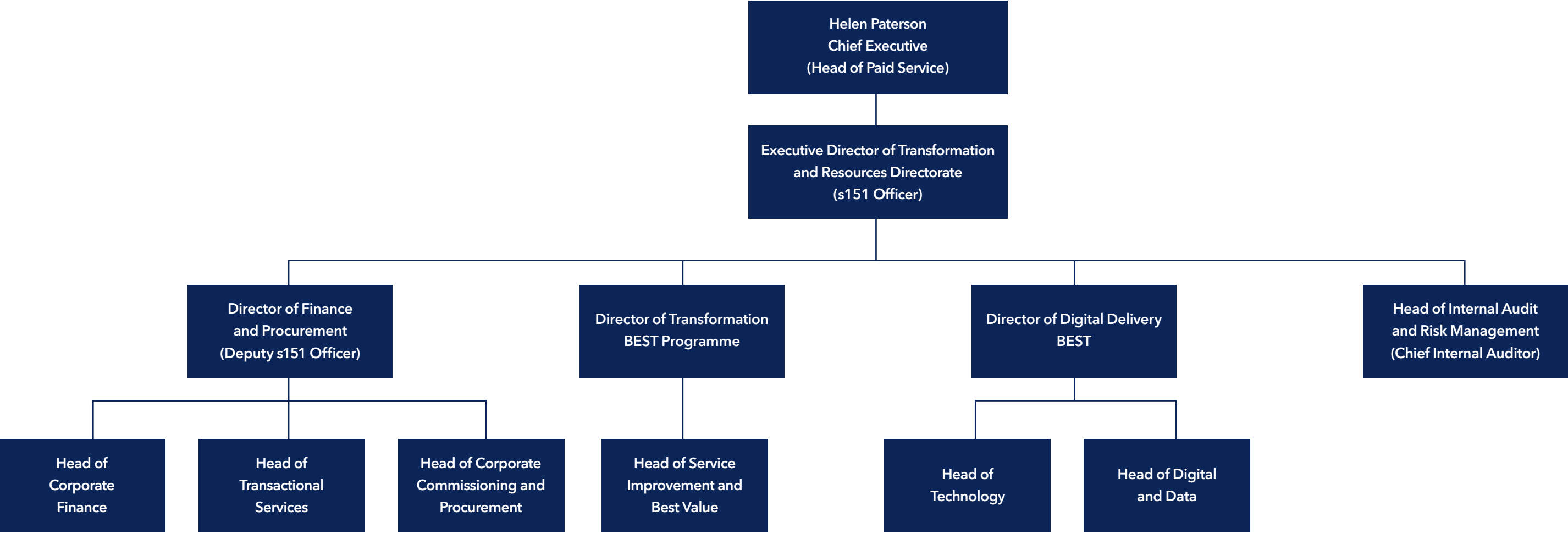
We are proud to call ourselves the place for prosperity and innovation and we are a county that boasts international leaders in industry, investment-ready locations, welcoming communities, a rich history and proud heritage, and globally significant tourist attractions, culture and landscapes.

Our communities are vibrant and welcoming with distinctive characteristics, culture and heritage, and together we are working towards a cleaner, greener, sustainable environment. Whether you enjoy surfing at the coast, eating at top-rated restaurants or experiencing vibrant nightlife, we believe there's no better place to live and work.





Transformation and Resources Directorate - November 2025



# Our Senior Management Core Competencies

## Working with Partners

- Work collaboratively across services and departments to deliver corporate excellence
- Work collaboratively with external partners to deliver excellent service
- Seek opportunities for partnership working at a local, regional, national and European level
- Clarify expectations, objectives and working arrangements of partnerships
- Contribute effectively to multi-partner projects

## Serving Our Communities

- Promote the community plan
- Seek and act on feedback from the community
- Influence service and corporate plans to reflect community needs
- Develop, deliver and improve access to services based on an awareness and understanding of the diverse community
- Promote equality of opportunity in service delivery

## Working within the Political Arena

- Understand and actively support the role of councillors
- Understand and actively support the democratic process within Northumberland County Council
- Recognise the impact of government and legislation on council strategy and services
- Consult, support and keep councillors informed

## Delivering Excellence

- Understand how corporate performance is measured
- Monitor and evaluate services in relation to objectives and performance indicators
- Establish a culture that embraces the agreed vision and values
- Be positive ambassadors for the organisation
- Contribute to strengthening corporate leadership capacity
- Identify opportunities where organisational performance could be improved

# Our Senior Management Core Competencies

## Focusing on the Future

- Scan the external environment, look ahead, assess strategic options and develop the Council in the medium and long term
- Lead the development and implementation of corporate policy at strategic level
- Challenge what we do and how we do it
- Influence relevant national and regional organisations and partners
- Connect plans, policies, strategies and services to provide consistent service delivery
- Generate innovative ideas
- Translate strategy into action
- Consider the implications of decisions across the council and act in the overall interests of Council performance

## Building Shared Visions and Values

- Scan the internal environment and engage with employees in compelling visions of the future
- Create an environment in which a culture embracing our Vision and Values can thrive
- Involve all stakeholders in building a vision for the future
- Have a clear picture the direction of the organisation is taking and communicate it with insight, energy and vision
- Translate the Council vision into practical and achievable plans

## Strengthening Corporate Leadership Capacity

- Continuously develop the political leadership and managerial interface
- Operate with others as a cohesive managerial team
- Create time with staff and other managers for discussion about their development rather than fire-fighting
- Coach and mentor staff and other managers
- Lead, delegate and empower others at a strategic level
- Identify and develop potential senior managerial successors

## Promoting and Facilitating Change

- Critically evaluate the reasons that prompt change and take appropriate action
- Proactively steer internal change
- Proactively manage the exchange of information between the public and the organisation
- Consider the resource implications of change
- Anticipate and respond to emotional and morale issues brought about by change
- Monitor and evaluate the change process to ensure aims are met

Additional information can be found under the corresponding section in the Job Description.

## Our Values



### People First

We provide services to our people (residents, colleagues, members, partners, visitors and businesses) through lasting, genuine relationships that make a positive difference to their lives and their communities. We listen and understand our people's needs and put them at the heart of our decision-making.



### Excellence

We strive for the highest quality delivery of our services. This means being accountable for our actions and delivering on our commitments. We share and celebrate what works, are open and learn from what doesn't and take pride in continually improving.



### Resilience

We have robust controls, practices and support in place to protect our residents, our colleagues and our communities and empower them to thrive and live well. We are committed to acting sustainably in order to drive the right impact, over the long term, whilst ensuring best value for money.



### Respect

We are committed to building a trusting, caring and supportive environment for all our colleagues and communities. That means we are there for each other, act with empathy, value differences and encourage others to express themselves in order to collectively achieve our common goals. We treat others as they would wish to be treated.



# Interview arrangements and provisional timetable

The indicative timetable is as follows:

**Advert open:** 2nd December 2025

**Closing date for applications:** 5th January 2026

(shortlisted candidates will be invited to undertake a Technical Assessment).

**Technical Assessments:** week commencing 12th January 2026

**Assessment Centre:** 21st January 2026

(including a Stakeholder Panel, Staff Panel, Lumina Assessment and Formal Interview with presentation).

Appointment confirmation will be subject to Staff & Appointments Committee and full Council approval.

For a confidential discussion please contact our retained consultants at Penna: Nick Raper on 07715 690463, Andrew Tromans on 07805 226301 or Kelly Ridley on 07709 512415.

Candidates will be asked to send a CV and supporting information to Penna. More information on the recruitment process can be found here: [penna.com/jobs](https://penna.com/jobs)

## Relevant Documentation and Information

Working for Northumberland County Council:  
[nland.cc/WorkingForNCC](https://nland.cc/WorkingForNCC)

# Additional Information and Appointment Arrangements

## Rate of Pay

### **Band 18 - £165,728**

(Senior officer salaries are appointed to a specific spot point within the salary band, with no automatic incremental progression)

## Applications

All candidates should send a CV and supporting information to Penna. This link is available via the job posting on [penna.com/jobs](https://penna.com/jobs)

Applications must be received by 5th January 2026.

## Employment References

Please include name, address and telephone number of two referees. Candidates should state their relationship with each referee.

Employment references will be taken up for the successful candidate only. If candidates wish to be advised before we contact their referees, this should be indicated clearly beside their names.

## Evidence of qualifications

Candidates will be required to bring evidence of their qualifications to the assessment day if shortlisted.

## Occupational Health

The successful applicant will need to satisfy the requirements of the role. Any offer of employment will be subject to passing occupational health clearance.

## Disclosure and Barring Service Check

Due to the nature of this post, they are exempt from the Rehabilitation of Offenders Act 1974 and convictions, whether spent or unspent, must be declared.

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

Candidates must be eligible to work in the UK. The successful candidate will be required to provide original evidence of their eligibility to work in the UK. Further guidance will be made available to shortlisted candidates.



Northumberland  
County Council