



CASTLEFIELD RECRUITMENT


Hull and East Yorkshire
Combined Authority

Executive Director of Corporate Services

Candidate Pack

December 2025

Job Description

Post Title	Executive Director of Corporate Services
Salary Band	£125,000 - £145,000
HEYCA Grade	8
Contract Type	Permanent
Reporting to	Chief Executive Officer / Head of Paid Service
Service Areas	Governance, Scrutiny, People Services & Legal
Political Restrictions	<p>Yes:</p> <p>This post is politically restricted under the Local Government and Housing Act 1989, as amended by Local Democracy, Economic Development and Construction Act 1989 and the post holder may not have any active political role either in or outside of work, specifically may not hold political office.</p>
Rehabilitation of Offenders Status	<p>This role is exempt from Rehabilitation of Offenders Act 1974 under the Exceptions Order 1975. A satisfactory DBS declaration check will be required prior to appointment.</p>
Line Management Responsibilities	<p>Yes:</p> <ul style="list-style-type: none"> • Scrutiny and Governance functions • Complaints and information rights • Human Resources and Organisational Development • Business Support • Corporate Communications • Data Protection and Information • Monitoring Officer • Legal Services • Staff Learning and Professional Development • Health and Safety • Other activities as required by management that are commensurate with this level of Post

Job Description

Primary Purpose of Post

This post will take executive responsibility for and lead the Corporate Services Directorate and be accountable for the successful delivery and achievement of key performance indicators within this area:

- Scrutiny and Governance functions
- Complaints and information rights
- Human Resources and Organisational Development
- Business Support
- Corporate Communications
- Data Protection and Information
- Monitoring Officer
- Legal Services and Risk Register
- Staff Learning and Professional Development
- Health and Safety

This role involves aligning corporate, governance and people strategies with the Authority's missions, providing assurance on governance, legality, scrutiny, health and safety, corporate communications, HR and organisational development.

You will play a pivotal role in embedding robust governance and development practices, fostering collaboration, and influencing key stakeholders. This role is a unique opportunity to work as part of the Strategic Leadership team to support the success of Hull and East Yorkshire Combined Authority, driving sustainable growth and public value through visionary leadership and strategic excellence.

Corporate Responsibilities

- As a member of the Strategic Leadership Team, ensure the success of the strategic direction for the organisation.
- Represent HEYCA at Executive Level and maintain relationships with key stakeholders.
- Take responsibility for making the vision and strategy a reality.
- Clearly link the vision to outcomes that cascade to the rest of the Authority.
- An ambassador for the organisation at the most senior level.
- Set the pace for the drive and determination to deliver.
- Monitor and provide clear, balanced and constructive feedback on individual performance and takes action to deal with performance issues.
- Develop and maintain effective working relationships with the Mayor and elected Members, working to foster a positive and productive interface between the Mayor, Members and officers across the constituent authorities.
- Provide accurate, timely and relevant advice to Chief Executive and the Mayor including legislative changes and best practice/innovative approaches which anticipate future needs.

Job Description

- Promote a culture of political awareness amongst officers to help translate political will into appropriate future strategies and delivery of objectives.
- Build, nurture and maintain effective relationships with local, regional and national partners to optimise the Combined Authority's strategic objectives.
- Influence a range of policy makers, public bodies, partners and suppliers to ensure the Combined Authority is well positioned to meet existing objectives and new challenges.
- Undertake any other duties commensurate with the role. Some additional functions may be incorporated into this role description as the new organisation is established.
- Deputise for the Chief Executive Officer / Head of Paid Service as required.

Role Duties and Responsibilities

- Oversee the functions of the Monitoring Officer, ensuring governance matters are embedded in decision-making across the Authority under the Local Government Act.
- Serve as a key member of the Strategic Leadership Team, contributing to the wider organisational agenda by offering professional strategic guidance to the Executive Team, the Mayor and the Executive Board and having accountability for successful corporate outcomes.
- Develop and lead the Authority's corporate and people strategy, ensuring alignment with strategic priorities and long-term goals.
- Lead on strategic corporate, governance and people matters, including data protection and information governance, corporate communications, scrutiny, HR and organisational development, the organisation's Risk Register and Health & Safety - ensuring risk is managed effectively.
- Provide strategic leadership to the Corporate Services Directorate, ensuring delivery of high-quality professional services and overseeing the statutory responsibilities as the Monitoring Officer.
- Ensure compliance with statutory regulations and maintain rigorous corporate governance and assurance standards.
- Develop, oversee and execute Corporate Strategies, including People, OD, Communications and Health & Safety ensuring compliance with governance and assurance standards.
- Provide strategic advice on organisational design & development, driving effective monitoring, evaluation, and reporting to inform future developments.
- Establish robust policies and processes to ensure effective governance and HR while maintaining high standards of accountability.
- Work with the Executive Team to lead the development and implementation of corporate risk management policies, identifying and mitigating significant organisational risks.
- Act as Senior Responsible Officer for major projects, ensuring alignment with strategic objectives and delivery of outcomes.
- Inspire and lead a high-performing multidisciplinary team, fostering a culture of excellence, inclusivity, and innovation.

Job Description

- Provide professional development opportunities to build capacity and ensure the team is equipped to deliver on strategic priorities.
- Collaborate across departments to align resources and achieve cohesive organisational outcomes.



Personal Specification

Criteria	Description	E = Essential D = Desirable
Qualifications	<ul style="list-style-type: none"> • Post Graduate Professional qualification in Leadership or other relevant subject. • Fellowship of the Chartered Institute of Personnel and Development • Educated to degree level or equivalent professional experience in a relevant field. • Evidence of CPD. 	D D D D
Experience and Knowledge	<ul style="list-style-type: none"> • Significant experience operating at executive level, providing strategic corporate and people advice to senior leaders. • Extensive experience in managing multidisciplinary teams and leading transformative organisational change. • Adept at working in political environments, influencing stakeholders, and navigating complex governance structures. • Demonstrable understanding of the work of combined authorities. • Comprehensive knowledge of legislation, regulations, and best practices related to corporate, HR and governance activities. • Knowledge of HEYCA's political and stakeholder landscape. • Extensive experience of developing corporate strategy and plans. • Extensive experience of senior leadership in a complex and politically led organisation. • Substantial experience of leading and directing transformational change to improve organisational culture, effectiveness, and outcomes. 	E D D D E E E E E

Personal Specification

Criteria	Description	E = Essential D = Desirable
Skills, Abilities and Personal Attributes	<ul style="list-style-type: none"> • Exceptional leadership and strategic thinking abilities, with a proven track record of delivering results. • Excellent influencing and negotiation skills, with the ability to build consensus across diverse stakeholders. • Proficient in risk management and governance, ensuring alignment with organisational and statutory requirements. • Collaborative approach to leadership, fostering teamwork and shared accountability. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
Commitment and Behaviour Competencies	<ul style="list-style-type: none"> • We do it when we say we will. • We aim for excellence. • We keep people informed. • We strive to learn and develop. • We give and receive constructive feedback and act on it. • We treat others with respect and dignity at all times. • We will be open and honest in a respectful manner. • We will maintain confidentiality. • We will ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act. • We will behave according to the Employees' Code of Conduct. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

Note: This Job Description is not exhaustive, and employees will be expected to undertake other responsibilities commensurate with the seniority of the post.

Benefits

Annual Leave

Your annual leave entitlement depends on your continuous service date as shown in the table below:

- Threshold Days per Annual Leave Period
- Initial days per annual leave period (wte) 28
- Upon reaching 5 years' continuous service* (wte) 30
- Upon reaching 10 years' continuous service * (wte) 33

In addition, you are entitled to eight national public holidays plus two extra statutory days. Where your contractual hours are less than 37 hours per week, your entitlement to annual leave and public holidays is calculated on a pro rata basis.

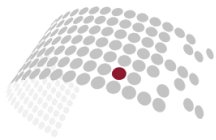
The annual leave year period is from 1 April to 31 March. You must take any outstanding leave to which you are entitled before your employment is terminated. Only in exceptional circumstances will payment be made.

New employees of the Combined Authority shall be entitled to annual leave proportionate to the completed months of service during the leave year of entry, that is 1/12th of full entitlement for each completed month of service and thereafter on a normal scale (e.g. commenced 10th June: leave entitlement for that leave year is 9/12ths of total annual entitlement – July to March inclusive). Fractions of a day must be rounded up to the next full day.

Pension

If you have a contract of more than 3 months duration, you will automatically become a member of the Local Government Pension Scheme (LGPS), unless you have completed and returned an opt-out form which is available from www.erpf.org.uk or the Pensions Team on 01482 394113. If you have a contract of less than 3 months, you may choose to join the LGPS and should obtain an opt in form from www.erpf.org.uk and send to Employment Services (Transactional), Room BG19 County Hall Beverley HU17 9BA. You should read the guide to the LGPS that gives you information on the benefits available to you.

In addition to contractual enrolment into the LGPS, the Combined Authority operates the Government's Automatic Enrolment regulations.



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Combined Authority

Get in Touch

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