

CASTLEFIELD RECRUITMENT

**Hull and East Yorkshire**  
Combined Authority

# Executive Director of Strategy, Devolution & Operations

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Candidate Pack

December 2025

# Job Description

<b>Post Title</b>	Executive Director of Strategy, Devolution & Operations
<b>Salary Band</b>	£125,000 - £145,000
<b>HEYCA Grade</b>	8
<b>Contract Type</b>	Permanent
<b>Reporting to</b>	Chief Executive Officer / Head of Paid Service
<b>Service Areas</b>	Strategy, Devolution & Operations Directorate
<b>Political Restrictions</b>	Yes: 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
<b>Rehabilitation of Offenders Status</b>	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.
<b>Line Management Responsibilities</b>	Yes: <ul style="list-style-type: none"> <li>• Director of Transport &amp; Connectivity</li> <li>• Director of Employment, Skills &amp; Healthy Communities</li> <li>• Director of Housing &amp; Regeneration</li> <li>• Director of Economy &amp; Investment</li> </ul>

## Primary Purpose of Post

This post will take executive responsibility for and lead the Strategy, Devolution & Operations Directorate and be accountable for the successful delivery within:

- Transport & Connectivity Directorate
- Employment, Skills & Healthy Communities Directorate
- Housing & Regeneration Directorate
- Economy & Investment Directorate

The Postholder will oversee operational programme delivery across the Combined Authority and lead the four major Programmes of Work.

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## 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 maintains 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.
- 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 Responsibilities

- Serve as a key member of the Strategic Leadership Team, contributing to the wider organisational agenda and taking accountability for corporate outcomes.
- Represent the Authority at national forums, conferences, and events, enhancing its reputation and influence.
- Develop and lead the Authority's operational strategy, ensuring alignment with strategic priorities and long-term goals, working closely with other members of the Strategic Leadership Team.
- Oversee the medium and long-term operational plans and programme management, ensuring timely delivery and balancing operational efficiency and effectiveness with value for money.
- Lead on all strategic operational matters, ensuring all programmes of work interact effectively with one another to avoid silo working.
- Effectively lead and work with a diverse team of Programme Directors, providing support and direction, ensuring the Directorates are able to successfully operationalise the strategies.



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- Provide professional advice to the Executive Team, the Mayor and the Executive Board on complex operational programmes, driving evidence-based decision-making and performance optimisation.
- Ensure compliance with all statutory regulations and rigorously maintain excellent operational standards.
- Engage with senior officers from constituent authorities to ensure shared understanding and ownership of commissioned programmes of work.
- Work with the Strategic Leadership Team, to oversee contract negotiations and supplier relationships to ensure value for money and strategic alignment.
- Ensure compliance with statutory laws, procurement regulations, and governance requirements.
- Act as Senior Responsible Officer for major projects, ensuring alignment with strategic objectives and delivery of outcomes.
- Inspire and lead a high-performing multidisciplinary teams, fostering a culture of excellence, inclusivity, and innovation.
- 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"> <li>• Post Graduate Professional qualification in Leadership or another relevant subject.</li> <li>• Educated to degree level or equivalent professional experience in a relevant field.</li> <li>• Evidence of CPD.</li> </ul>	D  D  D
Experience and Knowledge	<ul style="list-style-type: none"> <li>• Comprehensive knowledge of HEYCA's agenda, operating environment, and understanding across all areas of HEYCA activity.</li> <li>• Extensive experience of developing corporate strategy and plans.</li> <li>• Extensive experience of senior leadership in a complex and politically led organisation.</li> <li>• Substantial experience of leading and directing transformational change to improve organisational culture, effectiveness, and outcomes.</li> <li>• Experience of complex funding landscapes and financing vehicles or initiatives.</li> <li>• Substantial experience of leading and managing professional teams.</li> <li>• Ability to forge partnerships and establish relationships with a wide range of partners and stakeholders.</li> <li>• Ability to influence and engage others and generate support for and commitment to HEYCA's vision and plans.</li> <li>• In-depth understanding of strategic and operational leadership and governance in the public sector.</li> <li>• Strong understanding of public sector funding, budget management, and risk assessment.</li> </ul>	D  E  E  E  E  E  E  D  E
Skills, Abilities and Personal Attributes	<ul style="list-style-type: none"> <li>• Demonstrable understanding of the work of combined authorities.</li> <li>• Significant experience operating at a strategic leadership level, providing strategic operational advice to senior leaders.</li> <li>• Extensive experience in managing multidisciplinary teams and leading transformative organisational change.</li> </ul>	E  E  E

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Skills, Abilities and Personal Attributes	<ul style="list-style-type: none"> <li>• Demonstrable understanding of the work of combined authorities.</li> <li>• Significant experience operating at a strategic leadership level, providing strategic operational advice to senior leaders.</li> <li>• Extensive experience in managing multidisciplinary teams and leading transformative organisational change.</li> <li>• Adept at working in political environments, influencing stakeholders, and navigating complex governance structures.</li> <li>• Compassionate and supportive leader with the ability to balance operational efficiency with inclusive staff support to enable excellent service outcomes.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p>
Commitment and Behaviour Competencies	<ul style="list-style-type: none"> <li>• We do it when we say we will.</li> <li>• We aim for excellence.</li> <li>• We keep people informed.</li> <li>• We strive to learn and develop.</li> <li>• We give and receive constructive feedback and act on it.</li> <li>• We treat others with respect and dignity at all times.</li> <li>• We will be open and honest in a respectful manner.</li> <li>• We will maintain confidentiality.</li> <li>• We will ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.</li> <li>• We will behave according to the Employees' Code of Conduct.</li> </ul>	<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> <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.

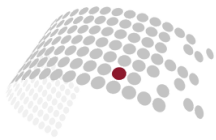
New employees of the Combined Authority shall be entitled to annual leave proportionate to the completed months of service during the leave year of entry, that is 1/12th of full entitlement for each completed month of service and thereafter on a normal scale (e.g. commenced 10th June: leave entitlement 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](http://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](http://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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# Get in Touch

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