

Halton Borough Council:
Executive Director Resources Recruitment Pack

HALTON
BOROUGH COUNCIL

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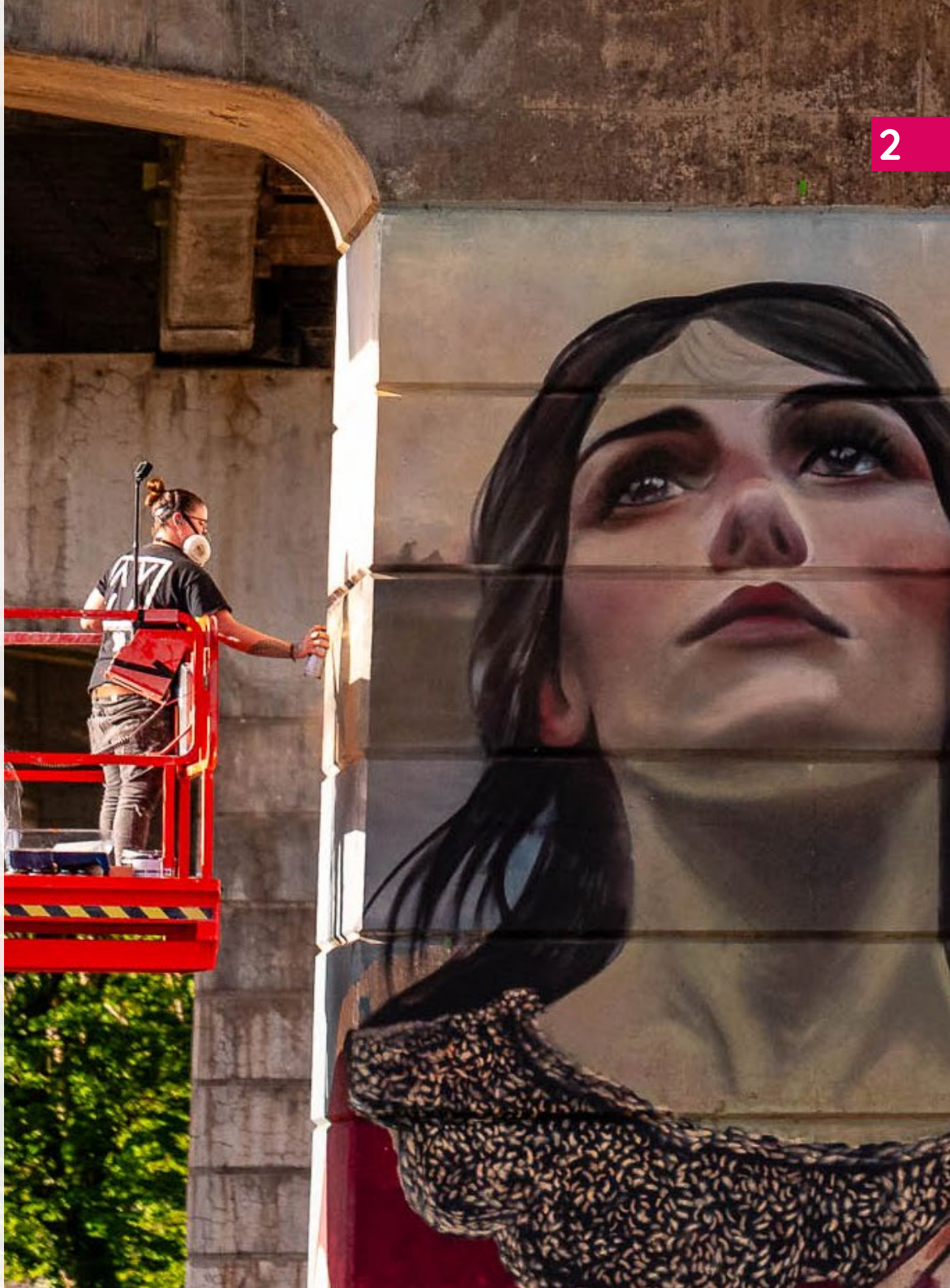
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A warm welcome:

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

This is a pivotal time for Halton. We have a clear ambition to modernise the Council, strengthen the way we deliver services, and improve outcomes for residents and communities across Widnes, Runcorn and our surrounding parishes.

The Executive Director Resources role sits at the heart of that journey. As a key member of the Corporate Management Team, you will play a leading role in shaping the future of the organisation and helping us deliver the change needed to meet the challenges and opportunities ahead.

The role brings together a broad range of corporate and enabling services that underpin everything we do as a Council, and you will have the opportunity to lead the transformation that will influence how we work, collaborate and deliver for years to come.

We are realistic about the challenges we face. Like many councils, we are operating in a demanding financial environment and are implementing a significant programme of change to ensure we remain sustainable and effective for the future. This will require strong leadership, sound judgement and determination, but it also presents a genuine opportunity to make a lasting difference.

We are looking for someone with a track record of leading organisational change and the credibility, resilience and energy to help us navigate this next chapter. Just as importantly, we are seeking a visible and approachable leader who is committed to building strong relationships and can work collaboratively with Members, colleagues and partners. We welcome applications from candidates with a range of corporate leadership backgrounds, including those from outside local government.

As a Council of our size, the impact of this role will be visible and far-reaching, giving you a genuine opportunity to influence both the success of the organisation and the future of our wonderful borough. We look forward to receiving your application.

Councillor Angela Ball

Councillor Angela Ball
Leader of the Council



Andrew Donaldson

Andrew Donaldson
Chief Executive
Halton Borough Council

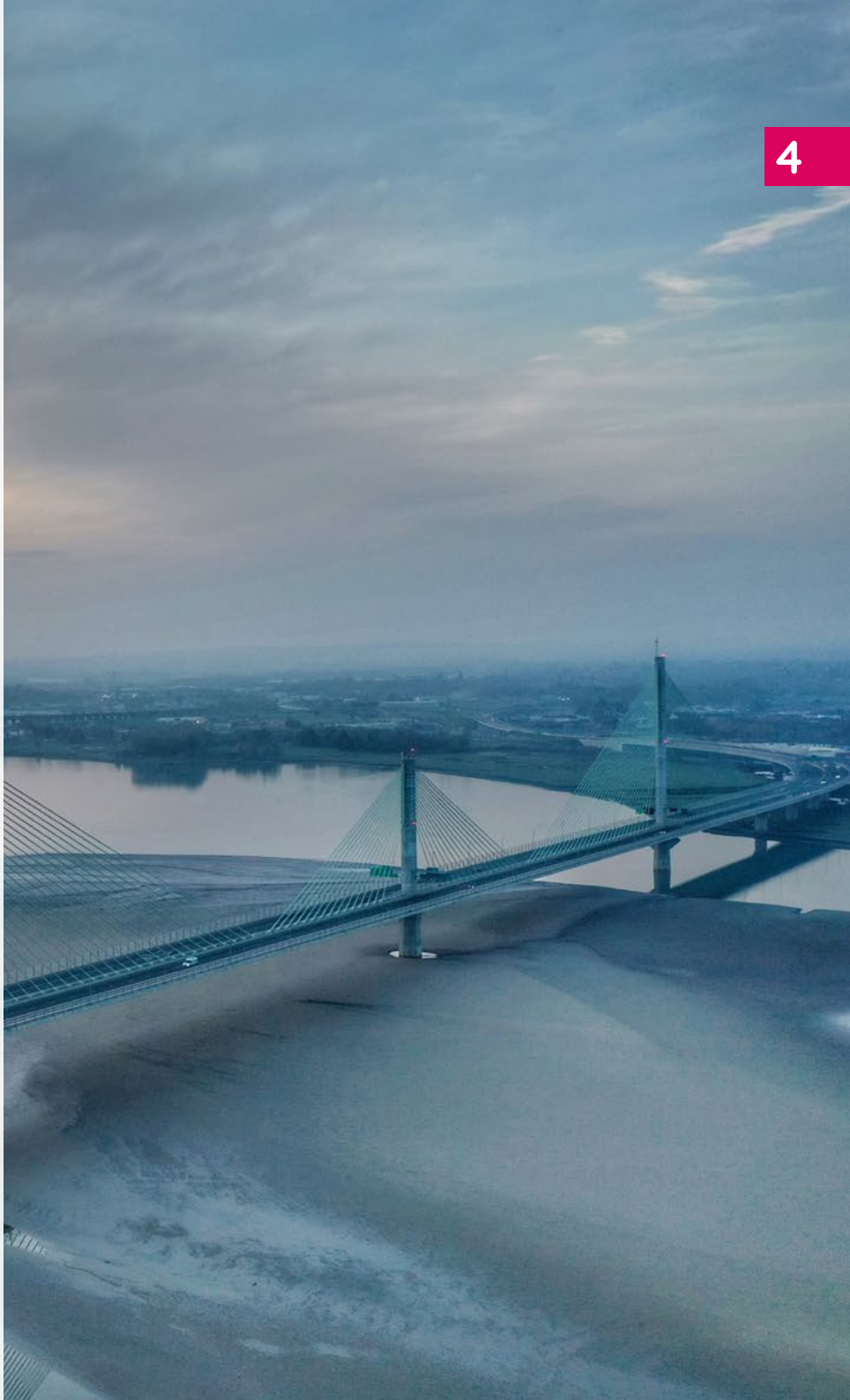


Shaping the Future Together:
about us

Halton Borough Council is a unitary authority serving a population of over 128,000 people across the towns of Widnes and Runcorn and the surrounding communities. With over 2,300 staff, and an operating budget of over £220m, the Council delivers the full range of local authority services that residents rely on every day.

Our Corporate Plan sets out a clear vision for the borough and the priorities that will guide our work.

Alongside this, our Values Framework describes the culture we want to build and the behaviours we expect of everyone who works for the Council.



Shaping the Future Together:
our values

- Working Together: building fantastic relationships with colleagues and customers.
- Continuous Improvement: keeping great service delivery at the heart of everything we do.
- Personal Growth: learning, growing and developing ourselves.
- Accountability: doing what we say we are going to do.
- Inspiring Leadership: positive role models and leading by example.



Values framework



Corporate plan priorities



Shaping the Future Together:
our change programme

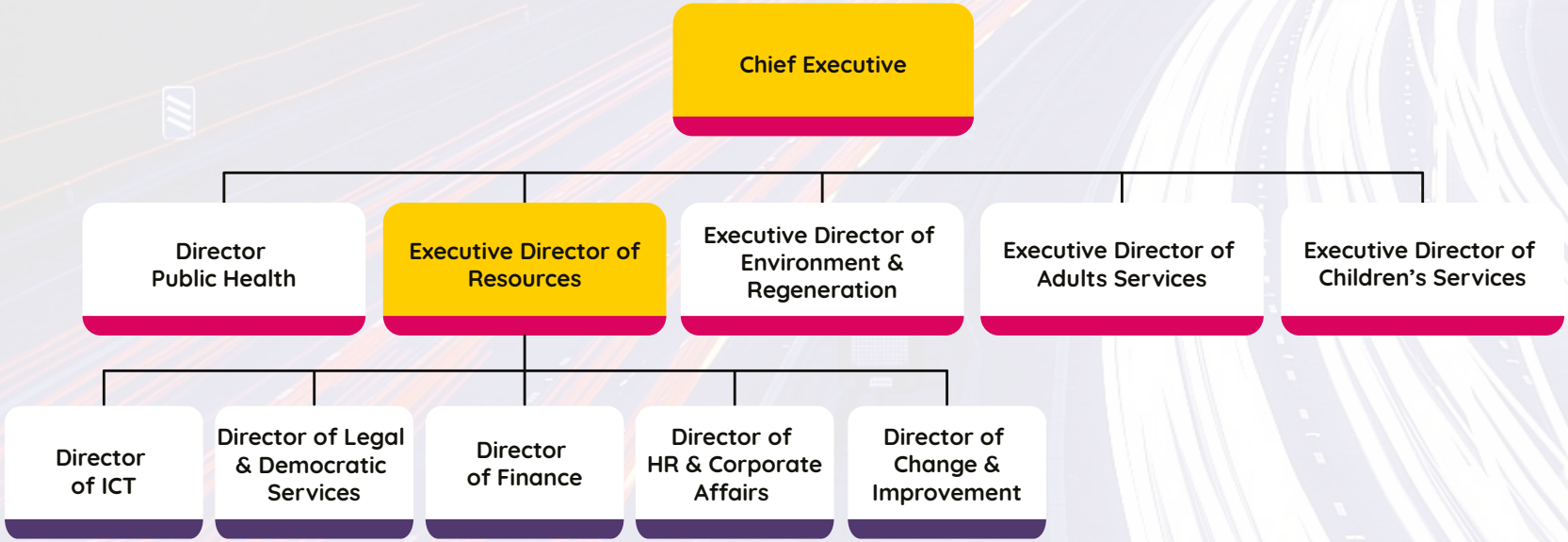
The Council is committed to a programme of change that will modernise how we work and how we deliver services to ensure we are fit for the future and financially sustainable.

That programme places an emphasis on evidence-based decision making, making better use of technology, and supporting communities to be more independent.

As part of the Corporate Management Team, the Executive Director Resources will take a leading role in the delivery of this programme, ensuring the Council's people, finances, systems and governance are aligned to deliver sustainable change.



Shaping the Future Together:
senior leadership structure



The Resources Directorate

The Resources Directorate provides strategic leadership across the Council's enabling and corporate services, ensuring the organisation has the capability, governance, people, financial resilience and digital capacity to deliver its priorities for Halton's residents. The directorate comprises the following services.

Human Resources and Corporate Affairs	Workforce strategy, employee relations, organisational development, learning and development, research data and insight; corporate communications, policy and performance management.
Change and Improvement	Leading the Council's change programme, business improvement.
Legal and Monitoring Officer	Legal services, democratic and governance support, and the statutory Monitoring Officer function.
Finance and Section 151 Officer	Financial strategy and planning, budget management, audit and the statutory Section 151 Officer function.
ICT	Digital and technology services, infrastructure and the Council's digital transformation.



Delivering shared aspirations:
our partners

We know that we achieve the best results when we work together. That's why strong relationships with our partners are so important to us. By bringing together people who care about making a difference, we can share ideas, tackle challenges and create better outcomes for our communities.

Whether we're delivering services, shaping future plans or finding new ways of working, collaboration helps us stay connected to the needs of our residents and communities.

Halton is part of the Liverpool City Region Combined Authority – which brings together the region's six councils to tackle the big issues that matter to us all.

The Combined Authority has taken powers and funding from the national government through a 'devolution' deal. This means that we can take decisions and make investments locally, where we know what our region needs.

Through the Combined Authority, we work together to make investments in areas that have a real impact on our communities, like transport, employment and skills, culture, digital and housing – in Halton, £18.2m has been invested into the Runcorn Station Quarter, improving connectivity, accessibility and the public realm and more than £22m for new active travel infrastructure, supporting housebuilding and employment in the borough.

The Council is one of nine places where NHS Cheshire and Merseyside – the integrated care board (ICB) for the region – is responsible for planning NHS services.

Halton is served by the Cheshire Police and Cheshire Fire and Rescue Service, and forms part of Cheshire for ceremonial purposes.

The Executive Director Resources will represent the Council at the highest level, working collaboratively with Members, regional partners and external stakeholders to champion a one-council approach that maximises collective impact.

OneHalton Working better together

NHS

LIVERPOOL CITY REGION COMBINED AUTHORITY

METRO MAYOR LIVERPOOL CITY REGION

Cheshire Fire & Rescue Service

Cheshire Constabulary



Value beyond the role:
salary and benefits

Executive Director Resources
Salary: £131,671 to £151,462

All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:

- Working Together – building fantastic relationships with colleagues and customers
- Continuous Improvement – keeping great service delivery at the heart of everything we do
- Personal Growth – learning, growing and developing ourselves
- Accountability – doing what we say we are going to do
- Inspiring Leadership – positive role models and leading by example

To read more about our values, click HERE

We are immensely proud that when asked what's great about working for Halton, the most popular response from our workforce has been 'our colleagues'.

Aside from working with a great team, our employees have access to a fantastic range of benefits, including:

- A generous annual holiday allowance of 44 days per year (including bank holidays)
- Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
- 3 x Salary Life Cover via Local Government Pension Scheme
- Investment in your personal development
- Free Car Parking at HBC sites
- Flexible/hybrid working arrangements available
- Extensive employee benefits platform including discounted shopping, car leasing, gym memberships, wellbeing hub and Employee Assistance Programme.

For further information about all the benefits we offer, please click HERE.

About the Job

Reporting to the Chief Executive and as a key member of the Corporate Management Team, the Executive Director Resources will provide strategic leadership across the Council's enabling and corporate services, ensuring the organisation has the capability, governance, people, financial resilience and digital capacity to deliver its priorities for Halton's residents.

Leading a high-performing directorate comprising Human Resources & Corporate Affairs, Change & Improvement, Legal & Monitoring Officer, Finance & Section 151 Officer, and ICT, the postholder will work in close partnership with the Chief Executive, Elected Members and colleagues across the organisation to shape and deliver the Council's transformation, organisational development and corporate improvement agenda.

The Executive Director will drive a culture of innovation, performance and continuous improvement, ensuring that strategy, policy, governance, workforce, finance, digital and organisational development are aligned to deliver sustainable change, excellent services and value for money. The role will provide strategic oversight of the Council's corporate resources, ensuring statutory compliance, strong financial stewardship, effective governance and organisational resilience, while enabling the Council to respond confidently to future challenges and opportunities.

Success in this role will depend on authentic, visible and collaborative leadership. Working across political and organisational boundaries, the Executive Director will build trusted relationships with Members, partners and stakeholders, championing a one-council approach that maximises collective impact and helps create the best possible future for Halton and its communities.

More specific responsibilities include:

- **Provide strategic leadership** to shape the Council's culture, organisational identity and performance, embedding the Council's Vision and Values while fostering a culture of continuous improvement, innovation and high performance across the organisation.

- **Lead and enable organisational transformation,** acting as a trusted strategic adviser to Members, the Chief Executive and senior leaders to develop innovative solutions, deliver corporate priorities, drive service transformation and support the Council's ambition to be recognised as best in class.

- **Ensure effective corporate leadership and governance** by developing and implementing strategic plans, policies and organisational development programmes, maintaining robust performance, financial, audit, health and safety and risk management arrangements, and ensuring compliance with all statutory, regulatory and corporate requirements.

- **Provide effective stewardship of corporate resources**, ensuring the efficient deployment of people, finance, technology and physical assets, maintaining an organisational structure that delivers value for money, organisational resilience and the successful achievement of corporate objectives.

- **Champion workforce development and organisational capability**, promoting effective communication, leadership development, learning and continuous professional development to ensure employees at all levels are equipped to deliver excellent services and embrace change.

- **Lead the Council's horizon scanning and future planning**, assessing the plans of central Government and other external bodies for their impact on local priorities, and identifying emerging risks, influences and opportunities so the Council can respond to the needs of its communities now and into the future.

- **Represent the Council at the highest level**, working collaboratively with Members, regional partners and external stakeholders, exercising all statutory responsibilities and delegated powers associated with the role, and deputising for the Chief Executive as required.

About You

Educated to Degree level or equivalent standard of general education that may include an honours degree or postgraduate qualification.

Qualification, you will have evidence of continued professional development in a senior role within any sector. A recognised management qualification, e.g. MBA is desirable.

In addition you will have:

- Substantial and consistent leadership and managerial achievement at senior level in a local authority, or a comparable complex organisation within any sector.
- Extensive experience of leading organisational transformation, developing corporate strategy and policy, delivering major change programmes and embedding a high-performance culture that delivers measurable outcomes.
- Strong commercial and strategic leadership, with a proven track record of managing complex budgets, deploying resources effectively and ensuring sound governance, value for money and organisational resilience.
- Comprehensive knowledge of the local government landscape, including the statutory framework, political governance, national and regional policy, organisational development, performance management and programme delivery.
- Highly developed strategic thinking and analytical skills, with the ability to influence, negotiate and make evidence-based decisions, balancing risk while shaping innovative solutions to complex organisational challenges.

- Exceptional relationship-building and communication skills, with the credibility to work effectively with Elected Members, senior leaders, partners, government bodies and wider stakeholders, demonstrating political awareness, diplomacy and sound judgement. Ability to demonstrate a high level of motivation, personal resilience and focus to ensure the delivery of excellent services.

- Demonstrable expertise in organisational design, systems thinking and business improvement, with the ability to lead across organisational boundaries, coach and develop others, and deliver sustainable change through collaboration and effective programme management.

- Experience of horizon scanning and strategic foresight, with the ability to anticipate national and regional policy, financial and technological change and translate it into clear advice and plans for Members and senior leaders.

As this role involves regular travel across the borough and sometimes further afield, a driving licence and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

From application to appointment:
our recruitment timeline

Appointment timetable:

Closing date for applications

Sunday 29th November 2026

Technical Interviews (via Teams)

Wednesday 2nd December 2026

Assessment Centre*

Monday 7th December 2026

Final Panel Interview*
(shortlisted candidates only)

Friday 18th December 2026

* These elements of the interview process will be held in person at the **DCBL Halton Stadium, Lowerhouse Lane WA8 7DZ**



Want to know more?

At Halton Borough Council, we want all of our candidates to feel well-informed so if you are ready to take on one of the most rewarding leadership roles in local government, and help shape the next chapter of Halton's story – we'd love to hear from you.

For an informal and confidential conversation about the role, please contact:

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For further information about Halton Borough Council, please visit:

www.haltoncouncilcareers.co.uk LinkedIn www.halton.gov.uk

