

## Role Description and Person Specification

<b>Job title:</b>	Executive Director (Resources)
<b>Directorate:</b>	Resources Directorate
<b>Service:</b>	N/A
<b>Team:</b>	N/A
<b>Post number:</b>	
<b>Salary grade:</b>	Up to £128,000 Executive Director (ED)
<b>Work location:</b>	Market Street
<b>Reports to:</b>	Chief Executive
<b>Supervises:</b>	Service Directors: Finance & Commissioning, Strategy & Governance

### Job Purpose

- To contribute to the collective and visible leadership and direction of the Council, working collaboratively with elected Members, Council services, partners, stakeholders and the local community to deliver the Council Strategy and Corporate Programme.
- To model and embed the Council's values, helping to achieve its approach to becoming an even more effective Council by engaging with staff to facilitate the generation of ideas and the delivery of new ways of working to support transformation.
- To lead on developing and promoting key initiatives or programmes that directly target the challenges the Council faces and supports its approach to innovation and creativity in a challenging financial environment.
- To provide expertise and strategic advice to elected Members, the Chief Executive and Corporate Board, ensuring they are fully briefed and aware of relevant information to inform the Council's decision making.
- To strategically lead and manage the Resources Directorate to ensure the delivery of best value in accordance with the Council's vision.
- To ensure effective financial management and planning across the Council and within the Resources Directorate.

### Structure Chart

*See separate documents attached*

### Statutory Responsibilities

Section 151 Officer (S151) – to ensure financial probity and competence of financial management, and that effective arrangements are in place to meet legislative and statutory requirements in relation to financial management, reporting and internal control.

## Main Duties and Responsibilities

### Strategic Leadership

1. Work with Elected Members, Corporate Board, partners and stakeholders to implement the Council Strategy and any supporting strategies.
2. Help lead and support the Council's Corporate Programme and thereby ensure that the Council delivers the change that is required to be effective.
3. Provide leadership within the Council in support of the Council Strategy through taking a lead role on a range of corporate working groups.
4. Work with partners both within West Berkshire and across the sub region to deliver the aspirations in West Berkshire 2036, the Health and Wellbeing Strategy and the Council Strategy.
5. Review business and functional activities and trends in other sectors to identify best practice and innovations to promote the interests of the Council and support continuous improvement at a national, regional and local level.
6. Work sub regionally and nationally to support strategic partnership arrangements which the Council chooses to engage in.
7. Lead on the preparation of the Council's Medium-Term Financial Strategy and the annual preparation of the Council's revenue and capital budgets.
8. Provide oversight of budgets across the Council to ensure resources are appropriately deployed, managed and controlled and that services provide value for money.
9. Promote, enable and support innovation, manage risk and performance to enable continuous improvement of services and staff development and empowerment.
10. Ensure the provision of high quality services within national and local policy guidelines and relevant frameworks agreed by the Council
11. Lead on corporate projects, issues and priorities as required.
12. Work inclusively and provide leadership on equality issues to promote equality of opportunity and tackle discrimination within and outside the Council. Coach, encourage and support staff to promote a learning culture that supports excellent standards of service, innovation, partnerships and continuous improvement, mainstreaming equality and ensuring all services are accessible.
13. Ensure maintenance of high standards of health, safety and welfare at work, legal, regulatory and policy compliance and that effective systems operate to manage performance and risk.
14. Determine the most cost-effective use and deployment of resources to achieve corporate objectives, ensuring compliance with statutory and financial obligations and managing performance and risk.
15. Lead, oversee and assist as required in emergency planning activity.
16. Deputise in the absence of the Chief Executive and as required.

### Directorate Management

- A. Manage Service Directors (or Heads of Service) within the Directorate (and elsewhere if appropriate), including supervision of professional standards and competence (West Berkshire Framework standards for competencies), individual performance and development, service development, budgetary control and resource management.
- B. Draw up proposals for the Directorate's Revenue Budget Programme and oversee its effective implementation.
- C. Provide clear sense of purpose and direction to the Resources Directorate to ensure the delivery of best value in accordance with the Council's vision, objectives, priorities and culture.

### Main Duties and Responsibilities

- D. Ensure that Service Plans are prepared for each Service Unit/Department and they are delivered in accordance with the agreed standards and targets.
- E. Ensure effective financial management and planning is in place in conjunction with Service Directors (or Heads of Service) within the Directorate.
- F. Keep Directorate operational services, structures and partnership arrangements under review to ensure that they respond to legislative change, national initiatives and the current and future needs of the local community.
- G. Ensure that a clear policy planning and performance management framework exists within the Directorate aligned to corporate requirements and which provides strong co-ordination, effective communication and engagement across all services and the involvement of all relevant stakeholders.
- H. Work closely with elected Members on Directorate issues and support them in delivering effective solutions, ensuring that Members are effectively engaged and supported in the work of the Directorate.
- I. Maintain awareness of new legislation and/or best practice, relevant to the Directorate in conjunction with Heads of Service/Service Directors, interpret implications and develop appropriate policies, procedures and practices to ensure compliance with statutory obligations. Advise and support colleagues where required.
- J. Work with ICT to ensure IT systems and practices are developed to maximise the efficient and effective management of the service area, ensuring staff within the service receive appropriate training and support.

### Specific Job Responsibilities

- Undertake performance management for Service Directors (or Heads of Service) in the Resources Directorate.
- Advise Elected Members on strategic and urgent operational issues within the Resources Directorate.
- Ensure that budget managers are trained and supervised to deliver effective budget management across the Council.

### General duties

- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self **and others**.
- Adhere to the standards set out in the WBC competency framework.

### Scope (impact on/control of resources, people, money etc)

Budget	Revenue	£11m
	Capital	£38.7m
Staffing	Headcount	386
	Full time equivalent	337

<b>Person Specification</b>	
<b>Qualifications</b>	<b>Essential/ Desirable</b>
Recognised accountancy qualification e.g. CIPFA, CIMA, ACCA with relevant professional qualifications required to fulfil the role of the Council's S151 Officer responsibilities on behalf of the Council.	E
Educated to degree level or equivalent	E
Evidence of continued professional, managerial and personal development in relevant professional area	E
Management qualification (e.g. ILM7/MBA) 21	D
<b>Experience</b>	
Significant, demonstrable successful management and leadership experience at senior level in a large, complex, multi-service organisation	E
Experience of managing significant organisational change to a successful conclusion, including implementing new organisational structures, systems and new ways of working.	E
Authoritative and influential with outstanding relationship management and networking skills, and the ability to foster joint working across service and organisational boundaries.	E
Experience of financial and budgetary management at a senior and corporate level with the ability to formulate financial strategies that provide value for money and put stakeholders at the centre of financial decisions.	E
Recent experience of working in the Public Sector	D
Training, coaching and mentoring skills	D
Experience of procuring services through tender processes	D
<b>Knowledge and understanding</b>	
Understanding of the workings of local government and the wider economy including in-depth knowledge of major legislative and other matters facing local government in Directorate service areas, both at present and in the future	E
Commitment to the Council's values and behaviours and equality of opportunity, with an ability to demonstrate personal leadership on the importance of diversity and inclusion.	E
Understanding of and commitment to the development of policies to promote sustainable development and community resilience.	E
<b>Skills and abilities</b>	
Ability to use Microsoft Office, Outlook, and a web browser to access information.	E
Ability to interpret and analyse complex performance and finance information	E
Ability to manage projects and performance to achieve results	E
Excellent communication, negotiating and influencing skills	E
Strong networking, advocacy, written, oral and presentation skills to relate effectively to employees, managers, Council Members, the public and stakeholders and command their respect, trust and confidence	E
<b>Work-related personal qualities</b>	
Ability to apply creativity and innovation to initiatives to support change and meet desired outcomes.	E
Personal resilience and resources to deal with pressure in a rapidly changing	E

environment	
Personal integrity and commitment to public service and the values of the Council, and to continuous improvement at all levels	E
Political sensitivity and a strong belief in the value of local democracy and accountability	E
Flexible and open-minded approach to work	E
Able to relate to people at all levels	E
Strong sense of accountability and taking ownership of tasks and mistakes and ensuring lessons are learnt	E
Able to work irregular hours to meet the demands of the role	E
Ambition and drive to motivate and work with others.	E
An enthusiastic and effective ambassador for the Council and public services	E
<b>Other work-related requirements</b>	
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with Members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	E
Is this post politically restricted?	Yes