

ROLE DESCRIPTION

Role description:	Corporate Director – Resources & Deputy Chief Executive
Role profile family:	Leadership
Number of posts:	1
Role profile number and grade:	LSL2a
Service/Team:	Resources
Reports to:	Chief Executive

Job Context

This is a senior leadership role and the postholder will provide advice and guidance as a member of the Corporate Leadership Team to the Chief Executive and Cabinet in support of policy setting and strategic decision making to achieve the aims and desired outcomes of the council, its communities and partners.

As Corporate Director for Resources the postholder will be accountable for the strategic direction of the resources directorates and services and has overall responsibility for the delivery of activity within those directorates.

As Deputy Chief Executive the postholder will also deputise for the Chief Executive and Head of Paid Service on all corporate matters that concern the Council.

The postholder is the statutory Section 151 Officer for the Council.

Job Purpose

The purpose of this role is to engender and deliver positive, enthusiastic and dynamic leadership across the authority in the achievement of its vision and ambitions, playing a key role as a member of the Corporate Leadership Team providing professional and statutory advice and challenge in the formulation and development of the Council's corporate and strategic plans and priorities and supporting the Chief Executive in the overall leadership and management of the Council.

The postholder will work closely with the Chief Executive, Cabinet and Leadg Members.

The postholder will be expected to develop and maintain strong working relationships with a wide range of stakeholders and partners both internally and externally in order to drive better outcomes and deliver on the agreed strategic priorities.

The postholder will demonstrate the values, behaviours and ways of working described in 'Our Identity'.

Responsibilities

- Deputise for the Chief Executive when needed.

- Managerial responsibility for:
 - Director, Housing & Commercial Development
 - Director, Digital, Data & Technology
 - Assistant Director, Finance
 - Head of Procurement
 - Head of Pensions Administration & Relations
 - Head of Pension Fund Investment
 - Head of Systems Thinking/Programme Office
 - Any other resources relating to Resources services, or as required by the Chief Executive.
- Act as the Council's statutory Section 151 Officer, with responsibility for managing a £multi-million budget and finance services and driving an effective strategic approach to budget management with a medium term financial strategy that supports the delivery of the Council's strategic objectives and drives long term performance improvement.
- Lead and direct the delivery of strategies to ensure efficient and cost-effective provision of resources services for Wiltshire through a range of programmes and initiatives to support the key strategic requirements of Wiltshire.
- Lead on the establishment of a vision and forward plan for the Council's resources services as part of our continuing transformation.
- Develop, negotiate and participate in partnerships and relationships with key stakeholders to fulfil the ambitions of the Council.
- Lead a team of Directors (*and Heads of Service*), providing individual support and coaching, ensuring that the direct reports are enabled and encouraged to deliver service accountabilities and demonstrate leadership behaviours. This includes transforming and modernising the way in which services are delivered and working to support corporate objectives.
- Provide professional, relevant and timely advice, guidance and support to Members in accordance with designated statutory, corporate and service responsibilities.
- Ensure the Council is effectively represented and positioned at the national, regional and local level in accordance with the aspirations of Cabinet.
- Eradicate silo working by empowering individuals and teams to work collaboratively with each other and through partnership. Be visible, accessible, responsive and generate a positive impact across the organisation and with partners.
- Provide corporate support and leadership by developing, reviewing and delivering corporate strategies and priorities that meet the needs of local residents and support community leadership.

Dimensions				
Type of budget	Direct	Indirect	Responsibility	Amount / Cost
Council budget		X	Indirect impact as statutory Section 151 Officer and member of the Corporate Leadership Team	£876M (gross budget)
Staffing & service budgets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Direct responsibility for service budgets and income	£137m gross of which: £101m - income

Dimensions				
Type of budget	Direct	Indirect	Responsibility	Amount / Cost
			Direct responsibility for staffing budgets (included in figures above)	£36m – net £25m
Pension Fund		X	Indirect impact	£2.5B

Person Specification

Education & Qualifications

- Degree level qualification
- Fully qualified Accountant, e.g. CIMA, CCAB registered
- Evidence of continuous professional development
- Management qualification, e.g. MBA or equivalent - desirable

Relevant Experience

- Extensive experience in working effectively and impartially with Elected Members and n supporting the democratic decision-making process.
- In depth understanding and experience of local government finance and substantial experience at a senior level in a large multi-disciplinary organisation and proven track record of consistent achievement and delivery of strategic outcomes.
- Substantial experience at a senior level gained in a large, complex, multidisciplinary organisation of senior strategic leadership achievement and experience consistently developing financial strategies and translating them into effective operational delivery plans.
- Demonstrable experience of successful leadership and management of a range of services with multi-disciplinary teams to achieve high performing and significant, sustainable service improvements and outstanding results leading to improved outcomes for service users.
- Experience of working effectively in partnership with a wide range of internal and external bodies and can clearly demonstrate community leadership through building and maintaining effective partnerships to achieve common objectives, providing leadership as necessary.
- A proven track record of delivering customer-focused services in a complex environment.

Knowledge and Skills

- A sound understanding of the financial issues related to local government and experience of budget processes with a corporate impact.
- Advanced analytical and numeracy skills, ability to use a wide range of data and information for formulating plans and projects, writing reports and presentations.
- Ability to make a strategic contribution to a large, multi-functional organisation of comparable scope and complexity with the ability to make effective decisions under pressure.
- Knowledge and understanding of the trends, developments, political and legislative framework of local authorities within the context of a complex multi-service environment.
- Understanding and appreciation of the political relationships and processes within local government and the implications for policy making and action planning.
- Business awareness relating to local and national market conditions and broader business issues.
- Ability to coach and mentor others to improve and build a high-performance culture.
- Ability to challenge in a constructive manner to tackle potential financial risks, including fraud, to the organisation.
- High level communication, networking and ambassadorial skills.
- Able to translate complex strategies into what is required to deliver cultural, organisational and technological improvements.
- Able to translate vision, complex concepts, financial information, principles and practices into clear compelling organisational strategies and plans.
- Ability to identify income generation opportunities/income streams in line with Council vision.
- Able to understand performance management systems and methods to drive continuous improvement.
- Able to develop a thorough understanding of different service areas, and the aspirations and pressures across the different parts of the organisation influence performance and be an

advocate for new ways of working.

Key Competencies and Behaviours

- A strong commitment to public service, equality of opportunity.
- Ability to demonstrate high calibre skills in tact, diplomacy, persuasion, negotiation, advocacy and assertiveness.
- Excellent relationship management skills, with the ability to work together with members, with a high level of political awareness
- A strong sense of political judgment and sensitivity.
- A strong sense of accountability of self and others.
- A high degree of integrity and probity and is open and honest.
- Accepts responsibility for mistakes and uses them as learning opportunities.
- Adapts personal style to meet demands of complex situations.
- Shows a high drive for achievement and performance.
- Enthusiastic, committed, self-motivated and strong sense of purpose.
- Demonstrates the capacity and the vision to anticipate and influence changes in response to service needs.
- Shows toughness and resistance under pressure.
- Is responsive and flexible to the changing demands and priorities.
- Visible, approachable and accessible
- Awareness of own strengths and areas for development commitment to addressing areas requiring improvement.
- Able to lead by example and act with integrity in a way that is in accordance with the professional standards, values and behaviours of the Council (Our Identity) and model and exemplify these consistently.