

# Candidate Information Pack

## Assistant Director (Corporate Services) (Deputy Section 151)

### Gravesham Borough Council

**Gravesham**  
Borough Council



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# Welcome

## Letter from Sarah Parfitt, Gravesham Borough Council

Thank you for your interest in what is a key role here at Gravesham Borough Council.

While like many local authorities we operate in a challenging financial environment, we are a council that punches well above our weight when it comes to service delivery, vision and innovation.

The successful candidate for this role will play a key part in ensuring Gravesham is on a sound financial footing to meet the expectations of its residents and businesses when it comes to day-to-day services, while driving ahead and realising its ambitious vision for the future.

We are lucky here at Gravesham in that we have a staff that has already shown its commitment to helping us bridge our predicted budget gap.

Whoever joins us in this Assistant Director role will find a wealth of support and a willingness to make a significant contribution to our targets from within all levels of the organisation.

They will be joining a united, award-winning team, that enjoys a range of staff benefits that add value to an already generous salary and pensions package; a team that is together, proud to be Gravesham.

Above all, this is an opportunity to shape the financial well-being of one of the south east's most diverse and exciting boroughs at a crucial point in its history, of which it marks 50 years this year.

If you feel that's a challenge you can meet, then I look forward to receiving your application and, if you are successful, working with you to build our future on our strong foundations.

**Sarah Parfitt**

**Director (Corporate Services)**

**Gravesham Borough Council**



# About the Role

## The advert



**Assistant Director (Corporate Services)  
(Deputy Section 151)**  
£76,719 to £87,833

Gravesham is committed to delivering for the community and this role will be at the heart of managing the finance functions of the council at a time where finance and governance are more critical than ever.

As a strategic leader and part of the Council's wider management team, you will work across the organisation to help deliver our corporate objectives, reinforcing Gravesham as a great place to live, work, invest in and visit.

If you are a motivated and ambitious strategic leader with strong financial acumen and want to play a key role in our transformation and modernisation journey...we want to hear from you.

For an informal discussion about the role, please contact Sarah Longbottom on 07570 384359 or Ben Cox on 07789 953030. For further information and to apply, please click on [www.fairfield.co.uk/gravesham-adcr](http://www.fairfield.co.uk/gravesham-adcr)

Closing date: 2nd February 2024.

**Færfield** **Gravesham**   
Borough Council Borough Council

# About the Role

<b>Directorate:</b>	<b>Corporate Services</b>
<b>Department:</b>	--
<b>Post Title:</b>	<b>Assistant Director (Corporate Services)</b>
<b>Grade:</b>	<b>Assistant Director</b>
<b>Hours:</b>	<b>37 hours per week</b>
<b>Responsible to:</b>	<b>Director (Corporate Services)</b>

## Job Description

This job description is intended as a working document only, giving a guideline to the major tasks to be performed. It is anticipated that the post will develop as working practices change in order to meet the demands of the service, new legislation, or policies of the council. It is expected the post holder will contribute to and assist in the development of such changes.

### Strategic Purpose of Post

1. To provide strategic leadership in the management of Gravesham Borough Council as a whole and specifically within the Corporate Services Directorate.
2. To be proactive in developing and promoting the vision and objectives of the Corporate Services Directorate, within the overall scope of the Council's Corporate Plan. To innovate and bring forward practicable and achievable improvements in service delivery and reductions in service costs.
3. To develop and maintain good relationships with key partners and stakeholders to further the effective achievement of the Corporate Plan objectives.
4. To fulfil the role of Deputy Section 151 Officer, supporting the Director (Corporate Services) as S151 Officer in ensuring that robust arrangements are in place for proper conduct of its financial affairs and to monitor the adequacy and effectiveness of these arrangements in practice across the Council.
5. To identify and implement initiatives aimed at reducing cost, or increasing income, in relation to the Council's operating budgets.

### Main Responsibilities

1. To be the council's Deputy Chief Finance Officer in discharging the statutory duties of the Section 151 of the Local Government Act 1971 and Section 114 of the Local Government Finance Act 1988.
2. To deputise for and support the Director in the leadership of the Directorate.
3. To be responsible for and provide clear strategic and operational leadership to the Financial Services functions of the Council, including the accounting, exchequer, risk, income, procurement, and systems

# About the Role

functions.

4. To be responsible for and provide clear strategic leadership to the Revenues & Benefits Service, including the administration of Housing Benefits, Council Tax Support, Council Tax and Business Rate collection.
5. To provide clear, achievable strategies and plans to deliver personal and Directorate objectives and to develop and implement policies, procedures, and service improvements in line with best practice whilst securing optimum efficiency.
6. To be accountable for the effective delivery of the Financial Services business plan objectives and targets ensuring that all services are delivered to a good standard, in a timely, efficient, and cost-effective manner and within specified budgets.
7. To be accountable for the effective delivery of the Revenues & Benefits business plan objectives and targets ensuring that all services are delivered to a good standard, in a timely, efficient, and cost-effective manner and within specified budgets.
8. To be accountable for staff performance, making effective use and management of all resources (human, financial, IT and assets) whilst ensuring compliance with procedures, statutes, and regulatory requirements.
9. To take a proactive lead in the corporate management of the authority, ensuring that the staff of the authority has clear direction and leadership, as part of the Council's Wider Management Team.
10. To ensure that each part of the Council receives accurate and timely financial information in an appropriate format to enable it to manage its budgets and meet its business objectives.
11. To ensure that the Cabinet and all Council committees and panels, receive regular, accurate and timely reports on all matters that need to be put before Members.
12. To ensure that budgets and final accounts are produced in a timely fashion and are compliant with legislative requirements and relevant codes of practice.
13. To work with the Director (Corporate Services) and the Chief Executive to deliver key strategic projects as part of the Council's activity to drive financial innovation.
14. To work with the Director (Corporate Services) to deliver strong and resilient Support Services to the wider organisation.
15. To undertake the role of Director for Rosherville Limited, the council's Local Authority Trading Company (LATCo).
16. To represent the Authority at local and national meetings and at other professional or community-related meetings, as appropriate. To promote the interests of the Authority in all areas of the postholder's work.

# About the Role

## General

- To carry out such other duties as may be required of you, commensurate with the grade and level of responsibility, as directed by management.
- To participate as required in the Council's Emergency Planning Operations which may involve duties outside the post holder's normal job description and contracted hours. In the event that an incident has occurred which disrupts the council's ability to deliver its critical functions, the post holder will be expected to participate in the recovery stage which may include undertaking duties within the post holder's competencies in other departments and/or at other locations.
- To contribute to the successful delivery of local and national elections under the direction of the Returning Officer.
- A commitment and contribution to the Council's Equal Opportunities Policy is an essential requirement of the post.
- The post holder will carry out all duties and activities having regard to the provisions of the Health and Safety at Work Act 1974, and in accordance with any instructions from senior members of staff under that Act or any Council or Departmental Codes of Practice or Procedures.
- The post holder must ensure that data quality and integrity is maintained, and that data is processed in accordance with council policy, the Data Protection Act, the Freedom of Information Act, and other legislation.
- The post holder will comply with Statute and Council Policy in all respects.
- An awareness and commitment to section 17 of the Crime and Disorder Act 1998 which places a statutory duty on police and local authorities to work in partnership to reduce crime and promote community safety. It is also required that community safety is to be a thread running through all functions of the Authority.
- An awareness of the Council's statutory responsibilities in respect of safeguarding of children and vulnerable adults and of the statutory duties in respect of modern slavery and human trafficking.
- A commitment to excellent customer service and the values of the Council.

# Person Specification

Skills and Abilities		Essential	Desirable
1.	Understanding of managing a large complex organisation.	Y	
2.	Comprehensive understanding of the legal and legislative framework of public authorities.	Y	
3.	Highly developed leadership and management skills; able to motivate and inspire staff in the pursuit of excellence.	Y	
4.	Able to effectively apply performance management practices and skilled in change management.	Y	
5.	Able to work effectively in the political environment; able to secure and sustain the full confidence of Councillors.	Y	
6.	Highly developed advocacy, influencing and negotiating skills; highly effective in partnership working.	Y	
7.	A secure understanding of, and the ability to interpret complex statistical data and financial information; a sound understanding of the fiscal framework of public authorities.	Y	

Qualifications and Training		Essential	Desirable
1.	Must possess a professional accountancy qualification from a Chartered Accountancy Institute.	Y	

Experience		Essential	Desirable
1.	Experience of leading and managing change at a strategic level in a large, multi-functional organisation.	Y	
2.	Proven ability to effectively lead a strategic management team.	Y	
3.	Strong record of achieving substantial improvement in services; able to demonstrate high quality delivery against challenging targets.	Y	
4.	Experience of working with strategic regional and national organisations and agencies.		Y
5.	Substantial experience of working with elected members.		Y
6.	Senior management experience in the public sector.		Y

Qualities		Essential	Desirable
1.	Excellent communicator; articulate and persuasive.	Y	
2.	Resilience to meet the challenge of operating in a high-pressure environment.	Y	
3.	Ability to think creatively and develop imaginative solutions.	Y	
4.	Media-friendly attitude to public relations.	Y	

Special Conditions		Essential	Desirable
1.	Attendance at evening meetings.	Y	



# Additional information

## Application Process

**Closing date for applications:** Friday 2 February 2024

**Preliminary interviews:** TBC

**Assessment Centre & Final Interviews:** TBC

**For a confidential discussion about this role please speak to:**

Sarah Longbottom

**Tel:** 07570 384359

**Email:** [slongbottom@faerfield.co.uk](mailto:slongbottom@faerfield.co.uk)

Ben Cox

**Tel:** 07789 953030

**Email:** [bcox@faerfield.co.uk](mailto:bcox@faerfield.co.uk)

TO APPLY FOR THIS ROLE, PLEASE CLICK [HERE](#)



# About Gravesham

The Borough of Gravesham is at the heart of the Thames Gateway, with 11km of Thames riverfront, excellent river, road and rail connections, vibrant urban areas in the historic towns of Gravesend and Northfleet and idyllic countryside at the gateway to the Garden of England. We have one of the most diverse communities in Kent, which presents opportunities and challenges in equal measure.

The council has a committed and dedicated staff, with a range of staff benefits available to all and a commitment to involving officers from all grades in developing our vision and plans for the future.

## Visit:

[Gravesham Borough Council website](#)



Thank you for your  
interest in this role!

