|  |  |  |
| --- | --- | --- |
| **JOB DESCRIPTION** | | |
|  | |  |
| |  |  | | --- | --- | | **Position Details** | | | Position Title: **Strategic Director Resources (and 151 Officer)** | | | Grade: **17** | | | Section: | Service Area: **Resources** | | Responsible To: **Chief Executive** | Responsible For: **Financial Services; Internal Audit; Procurement; Revenues and Benefits (including shared service); Legal Services; HR; Corporate Services** (incl Democratic Services; Programme Management Office; Complaints)**; Pension Fund Investments and Administration.** | |  | | | Job Evaluation ID: | Date Issued: **January 2024** | | |
|  |  |
| **Job Purpose** | |
| To be the Council’s Strategic Director of Resources and the Statutory Finance Officer and a key member of the Council’s Corporate Leadership Team.  To provide high-level strategic analysis and robust advice to the Cabinet and Council regarding best options and methods to enable the delivery of the Council’s priorities as set out in its County Plan.  To strategically lead the full, effective and efficient integration of the Council’s support and governance services, with each other and partner organisations, in order to facilitate the delivery of continually improving outcomes.  The role requires an ability to lead and develop strategy across a range of service areas and an ability to engage, develop relationships and influence strategic partners and stakeholders at all levels to deliver evidence based strategic outcomes that benefit Torfaen residents and businesses.  To be the strategic lead and statutory finance officer for the Greater Gwent Pension Fund. | |

|  |
| --- |
| **Principal Accountabilities and Responsibilities** |
| * To be a member of the Corporate Leadership Team and to support the Chief Executive in achieving a joined up, strategically focused approach to the delivery of services that is responsive to the needs of the Council’s citizens and customers and provides good value for money to the Council Tax payer. * To work closely and proactively with elected Members, the Chief Executive, and the Council’s Corporate Leadership Team in shaping policy within the context of the County Plan. * Have overall responsibility for the proper administration of the Council’s financial affairs and be the Council’s statutory 151 officer. * To be the strategic lead and statutory finance officer for the Greater Gwent Pension Fund. * Ensure the proper administration of the Council’s financial affairs and resources, the maintenance of the highest standards of financial control and the provision of an effective and responsive service for the Council. * Lead the development, delivery and monitoring of the financial strategy, Medium- Term Financial Plan, and annual budget plans for the Council, proactively advising, supporting and engaging the Corporate Leadership Team, wider colleagues Cabinet and Members. Give assurance to the Council on the deliverability of proposed budgets. * Provide Strategic Leadership to the Resources Directorate of the Council ensuring support services are joined up, aligned and focused on assisting services to deliver the County Plan aspirations and priorities as well as the agreed eight key characteristics of an excellent Council. * Working with the Director - Corporate Services, support the effective governance of the authority through the development of corporate governance arrangements, risk management and reporting frameworks and decision-making arrangements. * Ensure the delivery of effective audit and assurance arrangements including an effective Audit and Governance committee. * Have an external focus and perspective and, in particular, be an active participant and contributor to the financial landscape of Wales particularly through engagement with Welsh Government and the Society of Welsh Treasurers. * To provide high-quality advice and insight for the Cabinet regarding the most effective models for support services to facilitate the outcomes stated in the Council’s County Plan as well as the agreed eight key characteristics of an excellent Council. * To look across portfolios and accurately advise the Chief Executive, Cabinet and Council how to manage its resources most effectively in ways that will best serve Torfaen. * To lead the efficiency agenda across the Council ensuring synergies are identified and realised. * To scan the external context and to advise and prepare the Council for emerging changes, challenges and revenue raising opportunities. * To provide high-level guidance, direction and support to Directors regarding the delivery of large-scale change, cross-portfolio programmes and the benefits and risks of utilising radically different approaches. * Recommend and advise on innovative opportunities to maximise income, external funding and investment opportunities in line with Council’s County Plan. * Promote a strong culture of performance management to ensure high levels of performance, the meeting of performance targets and the continuous improvement and development of services. * Drive appropriate organisational improvement, functional redesign and transformation. |

|  |
| --- |
| **Resources/Equipment/Material** |
|  |

|  |
| --- |
| **Supervision/Management of People** |
| Strategic responsibility for the Resources directorate. |

|  |
| --- |
| **Special Working Conditions** |
| * The post, as a member of the Corporate Leadership Team, has a prominent responsibility to actively influence and manage the organisational culture. * The environment is highly emergent, requiring the ability to operate effectively within a complex environment and the leadership maturity to embrace uncertainty. |

|  |
| --- |
| **General** |
| * To observe confidentiality in all aspects of work. * To participate in the service area’s supervision process and/or Corporate Appraisal process. * To demonstrate a willingness to undertake training development and learning opportunities to improve skills. * Comply with and support others to observe Health and Safety Act 2009 procedures and processes. * To adhere to the terms of the Alternative Working Strategy should the post be eligible. * To work within the Councils’ policy and procedures in respect of equal opportunity, anti-discriminatory and anti-oppressive practices. * To adhere to Data Protection principles whilst undertaking your duties and report data breaches to the data protection team at [dpa@torfaen.gov.uk](mailto:dpa@torfaen.gov.uk) * You are responsible for undertaking your duties in a manner which safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Designated Officer in your Service. You must raise any concern or allegation of abuse and neglect without delay. * To accept that this job description may be periodically subject to review. * To undertake any other duties and/or times of work as may be reasonably required of you, commensurate with your grade or general level of responsibility within the organisation, at your place of work or based in any other establishment. |



**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| Position Title: **Strategic Director Resources (and 151 Officer)** | Date: |
| For office use only | |
| Shortlisted By: | |
| Name of Candidate: | Date: |

**Please note you will need to meet the essential criterion to be invited for interview.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirements** | **Selection Method** | | |
| **Essential or Desirable** | **Score** | **Tested at Interview and/or Application Form** |
| **Education/Qualifications/Knowledge** | | | |
| Qualified accountant . | **Essential** |  | **Application** |
| Substantial post qualification experience of working at a strategic level in a large complex organisation. | **Essential** |  | **Application** |
| An experienced senior manager with a track record of delivering top quality public services and continuous improvement | **Essential** |  | **Application** |
| **Experience** | | | |
| An up to date and extensive knowledge of financial legislation and codes of practice as they effect Welsh Local Government. | **Essential** |  | **Application/Interview** |
| Extensive knowledge of corporate financial systems. | **Essential** |  | **Application/Interview** |
| Strategic knowledge and understanding of the services of the Council. | **Essential** |  | **Interview** |
| Knowledge of utilising the latest management and leadership practice to build and engage high performing teams. | **Desirable** |  | **Interview** |
| A proven history of review, leading and implementing change. | **Essential** |  | **Application/Interview** |
| Knowledge of how a Council and other public services operate and their co-operative relationships. | **Essential** |  | **Application/Interview** |
| Knowledge of different service delivery models. | **Desirable** |  | **Application/Interview** |
| Contract procurement and management. | **Desirable** |  | **Application/Interview** |
| Knowledge and experience of the wider public service agenda. | **Essential** |  | **Interview** |
| **Skills and Abilities** | | | |
| Able to demonstrate strong inter-personal skills. | **Essential** |  | **Interview** |
| An ability to understand service area needs and develop appropriate solutions. | **Essential** |  | **Interview** |
| Possession of extensive change, process re-engineering and project management skills. | **Essential** |  | **Interview** |
| A commitment to ensuring continuous professional development, both as an individual but also within a team. | **Essential** |  | **Interview** |
| An ability to successfully implement service improvement and / or change. | **Essential** |  | **Interview** |
| An ability to analyse and interpret complex information, particularly financial data, and deliver, if necessary, in a non-technical manner. | **Essential** |  | **Interview** |
| An ability to think and act strategically. | **Essential** |  | **Interview** |
| **Personal Attributes** | | | |
| Listens to others and communicates effectively, seeking to achieve results through negotiation and consensus. | **Essential** |  | **Interview** |
| Shows empathy and is able to understand the impact of their own behaviours on others. | **Essential** |  | **Interview** |
| Invests time and energy in building strong networks and positive relationships. | **Essential** |  | **Interview** |
| Is politically astute. | **Essential** |  | **Interview** |
| Has an inclusive style and seeks feedback, taking a joined up approach to problem solving. | **Essential** |  | **Interview** |
| Engages assertively in debates but is skilled in resolving differences without conflict. | **Essential** |  | **Interview** |
| Acts with integrity, is honest, trustworthy and willing to empower and trust others. | **Essential** |  | **Interview** |
| Sees working in partnership as an opportunity rather than a constraint. | **Essential** |  | **Interview** |
| Demonstrates an absolute commitment to equality and embraces diversity | **Essential** |  | **Interview** |
| Understands their own strengths and weaknesses and is committed to self- improvement. | **Essential** |  | **Interview** |
| Believes in work / life balance for themselves and others and sets an example. | **Essential** |  | **Interview** |
| Believes in the ethos of public service and sets an example of high standards of conduct in this respect. | **Essential** |  | **Interview** |
| **Total Short Listing Score** | |  |

Score key: 0 = Not Met Criteria 1 = Fully Met Criteria