

Appendix B – Job accountabilities Executive Director of Resources and Section 151 Officer

Job Accountabilities

Job Title: Executive Director of Resources and Section 151 Officer	Job number: WM0494
Directorate: Resources	Service:

To lead, as a member of the corporate leadership team, the local authority.

To lead, manage and develop the Council's Resources Directorate to deliver high quality, resident-focused and efficient services to meet the service's objectives and secure continuous and sustained improvements in service delivery.

Lead the Management Team of the directorate, in collaboration with the wider Council Corporate Leadership Team, Elected Members, directorate employees, external partners, residents and service users to the successful achievement of the Council's vision and priorities. The role is responsible for:

- Transformation
- Customer and Resident Services
- Libraries
- Revenues and Benefits
- Finance and risk
- Internal Audit
- Pension fund
- HR & OD
- IT and Digital
- Legal and governance

SCOPE OF JOB

Budgets: Budget responsibility: £5.5m

Management/supervision: Direct line management of up to 6 FTE and indirect management of up to 276 FTE. Functions include; finance, customer services, revenues and benefits, IT, HR, Corporate Projects, pension fund and internal audit and investigation.

Other resources: Operate in a complex multi agency environment with skill and sensitivity, maximising effective partnership working to secure delivery of service and Council objectives.

Contacts: Internal and external contacts including Elected Members, all Council employees, local, regional and national partners including government departments and stakeholders, residents and service users, and professional associations.

Strategy/policies/procedures: Responsibility for developing, reviewing, maintaining and delivering against all related policies, procedures and guidance for the Service, as designated by the Royal Borough, ensuring staff are aware of, and adhere to them.

Decision-making: This is a post with statutory responsibilities. Failure to deliver the service properly could result in residents and service users suffering from deprivation and in the worst scenario, death. The post holder will be expected to make and take decisions routinely which will have significant impact and implications without relying upon reference to Elected Members

Mental demands: Required to manage a wide range of tasks under what will, at times, be stressful, complex and challenging circumstances.

Physical demands: High level of work related pressure in terms of deadlines, conflicting priorities, problem solving and team management roles.

Emotional demands: Required to deal with difficult and challenging issues relating to employees, residents and service users, which may, at times, present significant emotional pressures.

Location/working environment: This post is based in Town Hall, Maidenhead. The expectation is that the post holder will work in a range of locations throughout the borough adhering to 'Smarter' working practices.

Compliance:

The post will:

- Take direct responsibility for maintaining the standards of the Royal Borough of Windsor and Maidenhead. Standards are assessed via outcomes achieved by residents and service users, and via external inspections. Failure to deliver a high standard of service could result in reputational damage to the Council.
- Safeguard and promote the welfare of all children/young people and vulnerable adults, including missing children/young people in line with the relevant Children Acts 1989 and 2004, Children and Families Act 2014, Working Together to Safeguard Children 2015 and the LSCB Child Sexual Exploitation strategy.
- Manage and monitor Health and Safety within the Service within the specified service including compliance with Health and Safety regulations and responding to new Health and Safety guidance as and when required.
- To demonstrate the council's values; displaying a commitment to them in all aspects of work.
- Ensure personal compliance with the Council's data security policies and procedures.
- Maintain awareness of the Council's whistleblowing policy and procedures.
- Through personal example and action ensure that staff and team operates within the Council's comprehensive equality policy.

JOB ACCOUNTABILITIES

Corporate management

Deliver the Council's vision, objectives and annual priorities in line with the constitution, financial regulations, contract rules, and all approved Council policies, procedures and guidance.

As part of the Executive Leadership team:

- Contribute to the leadership of the Council in a manner that builds ownership and commitment, connects strategies to action, provides clear accountability, manages performance and delivers results.
- Provide leadership and management of the specified service, in collaboration with relevant parties, to ensure the Council's vision and annual priorities are realised.
- Actively pursue the engagement of residents and service users in service design, delivery, monitoring and evaluation.
- Use evidence based practice to transform services securing significant and sustained improvements for residents.
- Lead on joint arrangements with external agencies on strategic planning of joint initiatives.

Budget management

Manage financial, human and technology resources to secure cost effective and efficient service delivery. Ensuring a commercial focus and best value with high levels of output and outcomes.

Performance management

Hold responsibility and accountability for the functional aspects of the specified service, using the corporate performance framework. Role modelling collaborative working practices, a strong customer focus, efficient resource deployment, staff effectiveness, continuous service improvement and improved outcomes for residents.

Political and staff management

Support and advise Elected Members on all aspects relating to the strategic development of the service.

Represent the directorate and Council, as appropriate, at local, regional and national events to promote, present and protect the Council's interests.

Ensure that the Council, through its workforce, is a learning organisation, with services evolving in response to lessons learned from local and national activity. Working with employees to enhance their personal and professional development, achieving high retention rates, effective succession planning, high levels of staff motivation and good employee relations. Promote work life balance and flexible working.

Job specific service delivery

- Undertake the statutory responsibilities of Section 151 Officer.
- Align the Council's resource planning with the Council's vision and strategic objectives.
- Development and implementation of the Council's short, medium and long term financial plans.
- Ensure spending plans allow the Council to remain in sound financial health.
- Ensure financial and risk implications of Council policies are fully analysed and assessed.
- To join up Council services and functions and work with partners to improve productivity and efficiency for customers.
- To ensure a strong focus on customer services is delivered across the Council.

- To work with members and provide strong and effective leadership in order to deliver organisational and cultural transition to enable the Council to deliver its vision, priorities and aims.
- Champion organisational and cultural change throughout the Council whilst maintaining quality, level of performance and a customer focused approach.
- Provide strategic leadership and a strong sense of purpose for the Council and the Resources Directorate
- Provide clear, balanced and accurate advice and guidance to elected members on the strategic issues facing the Council's Resources Directorate.
- Ensure that the Council's services are delivered in the most cost effective and efficient way through the best use of technology, flexible working, financial and staff resources.
- Ensure that the Directorate's services operate within any statutory framework and comply with relevant legislation.
- Facilitate the development and delivery of the Directorate's services in line with statutory requirements, national standards, local and national targets and the Borough's long term vision.
- Facilitate the delivery of high quality, cost effective finance services that reflect local needs.
- Provide strategic leadership in the development of a commercial focus and external business development opportunities for Directorate.
- Provide strategic advice to Cabinet and the corporate leadership team in order to facilitate the achievement of the Council's objectives and sound management of the Council's finance services.
- To deputise for the Chief Executive as required.

Personal objectives will be determined annually.

Emergency Planning and Business Continuity

To maintain up to date emergency plans and procedures for the specific service ensuring staff are fully aware of the content and the role they play.

To operate as Senior Duty Officer when rostered and in the event of an emergency, be on call during this time and undertake the responsibilities.

Risk management

As a member of the Corporate Leadership Team understand the risks facing RBWM, challenge the contents of the corporate risk register to ensure that it reflects any significant new risks emerging and that monitoring systems are suitably robust, support and promote risk management throughout RBWM and ensure that, where appropriate, key decision reports include a section demonstrating that arrangements are in place to manage identified risks.

As a Director ensure that risk is managed effectively in the directorate, identify any directorate specific issues relating to risk management which have not been explicitly addressed in the strategy, disseminate the detail of the strategy and allocate responsibilities for implementation to service managers and staff, take primary responsibility for identifying and managing significant strategic and operational risks arising from the directorates activities, recommend the necessary training for employees on risk management, maintain a risk register for the directorate and ensure that all employees are aware of the risk assessments appropriate to their activity and be responsible for production and testing of business continuity plans.

Person Specification

Key criteria	Essential	Desirable	How assessed
Qualifications and training	Relevant professional financial qualification Evidence of CPD Management qualification or equivalent by experience and several years of delivery in relevant role	Degree Evidence of CPD Management qualification	Application/ references
Job Competence summary (knowledge, skills, abilities, experience)	Experience of strategic and senior management and planning Clear understanding of the powers, role, and responsibility of, and experience of delivery as, the s151 Officer. A track record of developing a vision of high quality, effective & improving services Demonstrable knowledge of financial probity and best practice in control and monitoring regimes. Able to demonstrate a proven track record of leading best practice organisational development Experience of successful partnership working Experience of leading and managing change, resulting in measurable service improvements A track record of success & achievement adopting a customer focused approach to service provision	Experience of establishing partnerships	Application / Interview / References

Key criteria	Essential	Desirable	How assessed
	Able to provide clear leadership & strategic direction in a manner that secures commitment and ownership Able to manage, motivate & empower staff Able to communicate clearly, convincingly & sensitively, orally and in writing Understanding of how to achieve results in a political environment and an ability to do so Demonstrable commitment to the principles and practice of equal opportunities in employment & service provision A track record of collaborative and team working		
Politically Restricted post	Yes		
Other requirements (eg unsocial hours working, driving licence, fit to drive Council vehicle etc)	Ability to apply creative and innovative thinking to complex service challenges Personal and professional demeanour which engenders confidence internally and externally A champion of high performance culture Drive and determination to continually raise performance standards Capacity to perform a demanding job under pressure Flexible approach to hours Ability to achieve work life balance IT literate Thorough understanding of budget/resources planning/management processes		