



Job Profile

Post title:	Executive Director – Resources (S151 Officer)
Department:	Resources Directorate
Grade:	JNC
Responsible to:	Chief Executive
Employees managed:	Corporate Resources, Customer Experience, Digital, Policy and Performance including Local Government Reorganisation (LGR) and Revenues and Benefits
Date of issue:	January 2026

Overall Job Purpose

1. To attend and/or advise SLT, Council and partnership meetings in capacity as Section 151 Officer and provide unfettered professional advice to Officers, Elected Members and partners to inform their decision making.
2. To lead, develop and prepare the Authority's overall budget and Medium-Term Financial Strategy which reflects the needs and priorities as identified within the Corporate Plan, and to ensure financial balance and robust monitoring process.
3. To certify the Annual Statement of Accounts.
4. To ensure the financial affairs of the Council are in accordance with the Council Financial Regulations, Contract Procedure Rules and appropriate legislation.
5. To ensure that appropriate capital and revenue budgets are prepared, monitored and reviewed in accordance with corporate protocols, and internal control procedures and to give guidance to officers who are designated budget holders.

6. To think and plan strategically contributing to the overall leadership and management of the Authority.
7. Lead, motivate and develop the Council's Resources Directorate ensuring that strategically its activities align with the Council's vision, objectives, Constitution, Standing Orders, Financial Regulations Medium Term Financial Strategy and other corporate policies.
8. Lead, manage and deliver the services within the Directorate, ensuring rigorous performance, risk and financial management.
9. To work collaboratively across Council services and with external partners.
10. Act as principal advisor to the Council for the functions of the Directorate
11. Lead the work in relation to LGR and lead work streams as required.

This is a politically restricted post as defined by the Local Government and Housing Act 1989.

This post requires a standard DBS check.

Working Conditions

- Office based and mainly in a sedentary position, limited requirement for standing and walking, and/or carrying of equipment and resources.
- The postholder will work in a confidential environment dealing with highly sensitive and emotionally challenging information.

Structure



Job Description

Key Tasks and Responsibilities Corporate

- To provide a strong vision and delivery ethos for the Directorate's areas of responsibility, bringing innovation, creativity and forward-thinking approaches, whilst ensuring that strategies are well evidenced and evaluated.
- To lead, motivate and develop a multi-disciplinary team of officers (including those in Shared Service agreements) to deliver Corporate Plan priorities and Service targets.
- To work closely with the Chief Executive, Strategic Leadership Team, Leader, relevant Cabinet Executive Leads and other Elected Members, to provide and develop the services of the Directorate within the overall policy framework of the Council.
- Ensure that the work of the Directorate is of a high quality and achieves its objectives by effective planning, performance, risk and financial management.
- To identify key areas in which the Directorate can contribute to the Corporate Plan, and put in place strategies, programmes and management structures to ensure that the Directorate's services carry this out effectively.
- To ensure that appropriate capital and revenue budgets relating to the activities of the Directorate are managed, monitored and reviewed in accordance with corporate guidance and timetables, working closely with the Finance and Performance teams, as well as Service budget holders.

- To ensure performance targets for services in the Directorate are set, monitored and reviewed and information on performance is provided in accordance with corporate governance structures and timescales.
- To attend meetings of the Cabinet, Council, Overview and Scrutiny Committees and other corporate committees and working groups, providing necessary briefing as required.
- As part of the Ashfield Strategic Leadership Team, contribute to the corporate management and leadership of the organisation, including leading strategic cross cutting initiatives and/or groups when required.
- To chair a monthly Directorate Management Team meetings and facilitate other briefing events for employees of the Directorate.
- To represent the Council at meetings with partners and other public and private sector agencies, voluntary groups and individuals at a local, regional and national level as required, helping to influence policies and strategies relevant to Ashfield and the Service.
- To increase the Council's influence with key external partners and improve their focus and support for our aims and objectives.
- To, if nominated, act as a Director of a Council owned company as required balancing the role of company director with the role of director at the Council.
- To act as Chief Executive Officer and/or Head of Paid Services when delegated by the Chief Executive.
- To promote effective marketing of the Directorate's activities in all respects, across the district and to a regional, national or international audience as necessary.
- To ensure that all activities undertaken by the Directorate are in accordance with health and safety policy protocols and practices.
- To participate in Civil Contingency planning and development as specified and provide senior management cover out of hours as required.
- Committed to ensure equality and inclusion are demonstrated.
- To undertake any other duties which may for time to time be reasonably directed by the Chief Executive and Strategic Leadership Team.
- Committed to the development and demonstration of the corporate vision, values and behaviours.

Key Tasks and Responsibilities Service Specific

- To ensure that the Council meets its statutory Section 151 requirements under the Local Government Act 1972
- To ensure that the Council has a robust and deliverable financial strategy
- To ensure that appropriate financial controls and procedures are in place and are effective
- To establish and implement strategies for organisational development and business transformation ensuring the council remains fit for purpose
- To ensure that the Councils has the appropriate IT infrastructure

Person Specification

Essential upon appointment	Assessment (Certificate(s)/Application Form/Interview)
Knowledge / Qualifications • Degree (or equivalent) in a relevant discipline • CCAB Qualified Accountant, preferably CIPFA • Continual professional development • Public Sector Financial Management • Local Authority Accounting principles and practice • Detailed knowledge and experience of one or more of the functional areas of the Directorate - Corporate Resources including Financial Management, Customer Experience, Digital, Communications/Events, Policy and Performance, Revenues and Benefits, Procurement	Application Form/Certificate Application Form/Certificate Application Form Application Form Application Form Application From/Interview
Experience • Significant experience of senior management and leadership experience in a large and complex organisation • Experience of operating as a Section 151 Officer • Significant experience of the management of financial planning including the development and implementation of financial strategy	Application From/Interview Application From/Interview Application From/Interview

• Programme and project management and delivery including implementing and monitoring of external funding • Experience of significant revenue and capital budget management	Application Form/Interview Application Form/Interview
Skills • Horizon scan and identify emerging key drivers for the Council. • Report writing and advanced analytics • Awareness of the political environment and sensitivity • High level interpersonal skills	Application Form Application Form Application Form/Interview Interview
Other Requirements • The postholder is eligible for casual car user allowance. • The post involves driving and the postholder will be required to undertake relevant DVLA licence checks. • The postholder will be required to work outside of normal working hours / attend evening meetings as part of their role. • The post holder is required to work on the emergency rota • A commitment to learning and achievement.	
Desirable on appointment	Qualification - Relevant professional/post graduate qualification in related subject.
Competencies	
<i>Please refer to the SLT competency framework for more information about the behaviour descriptors for each competency.</i>	
Competency framework relevant to the post:	Leadership
	Assessment
Leading Places	Certificate (s) / Application Form / Interview
Facilitating system wide collaboration	Certificate (s) / Application Form / Interview
Creative Positive disruption	Certificate (s) / Application Form / Interview

Developing shared vision	Certificate (s) / Application Form / Interview
Leading a High-Performance culture	Certificate (s) / Application Form / Interview
Engaging Communication	Certificate (s) / Application Form / Interview
Enabling Innovation and Learning	Certificate (s) / Application Form / Interview
Displaying genuine concern	Certificate (s) / Application Form / Interview
Achieving effective outcomes	Certificate (s) / Application Form / Interview
Leading in a political environment	Certificate (s) / Application Form / Interview
Acting with Integrity and Authenticity	Certificate (s) / Application Form / Interview
Self-reflecting and taking care	Certificate (s) / Application Form / Interview

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.

If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.