

Job Description

JOB TITLE:	Corporate Director, Resources (S151 Officer)
GRADE:	Chief Officer £135,060 - £152,933 (plus Travel Allowance £3,456 pa and London Weighting £3,657 pa)
POST NUMBER:	
DIRECTORATE:	Resources
RESPONSIBLE TO	Chief Executive
ACCOUNTABLE FOR	<p>Finance, Procurement, Audit, Workforce, Organisational Development, Business Support, Revenues & Benefits, IT, Customer Services, Registrars, Information Governance, Treasury and Pensions and Payroll.</p> <p>As a member of the Corporate Leadership Team, providing leadership, direction, and governance by working in collaboration with colleagues, the Executive Mayor, Members, as well as internal and external stakeholders.</p> <p>Ensuring the Council's statutory responsibilities are delivered effectively within the remit of S151 Officer responsibilities.</p> <p>Leading Tower Hamlets in effective financial and resource management so that public money and assets are safeguarded at all times and provide high quality support services.</p> <p>Ensuring the efficient and effective provision of a range of support services</p> <p><i>Areas of responsibility for the post will be reviewed from time to time by the Chief Executive.</i></p> <p>DBS Standard check required</p> <p>This post is politically restricted</p>

JOB SUMMARY:	<p>To lead, manage, and provide strategic direction in all matters relating to the Council’s Directorate of Resources through service Directors, to ensure that accelerated and sustained improvements in performance against Council targets are achieved and that all relevant statutory requirements are met.</p> <p>To work actively with Corporate Director colleagues and the Chief Executive to ensure services are integrated at the point of delivery and take a leading role in the development of relevant Strategic Plans ensuring they are embedded both in the operational and strategic frameworks of the Council.</p> <p>To be the responsible and accountable officer for the development of policy and strategy on all matters relating to the Council’s Resources Directorate service areas, while driving effective collaboration across the Council including with the Executive Mayor and Members, to support the delivery of corporate priorities.</p> <p>Provide timely advice, on a range of matters which often attract public interest working closely with the Mayoral Cabinet where necessary and advising the Chief Executive, Members and other stakeholders.</p> <p>To be responsible, with the Chief Executive and the other Corporate Directors, for the strategic and corporate management of the authority.</p>
ROLE REQUIREMENTS:	
1.	To lead, manage, and take overall responsibility for the service divisions of the directorate, ensuring that services provided are continuously monitored and reviewed so that they are of the highest quality, provide value for money, and the overall responsibilities of the directorate are consistently met.
2.	Lead the delivery of a portfolio of activities and ensure that all service delivery is appropriately resourced in terms of capacity and capability and regularly reviewed.
3.	Provide leadership and direction for the Resources Directorate, monitoring the implementation of corporate aims and objectives in conjunction with the Chief Executive and Corporate Directors, ensuring financial probity, compliance and transparency are embedded in all service areas.

4.	Ensure that Proper Officer and statutory requirements are met and delivered by directing and ensuring high quality financial, and procedural advice is provided at all stages in the Council's decision making, achieving a strong corporate governance culture.
5.	Ensure revenue and capital resources are effectively managed, income is maximised and the Council's MTFS is managed and delivered efficiently and effectively.
6.	Direct and lead significant portfolios of work relating to digital and infrastructural system transformation in areas such as: Finance Audit Procurement Revenues & Benefits Workforce, OD & Business Support and IT
7.	Provide strategic leadership and direction in high value IT contracts, corporate accounts, and the governance of financial, procurement, and audit matters.
8.	Provide strategic direction, corporate leadership and advice on finance, procurement, audit and risk management matters ensuring the statutory requirements of the S151 officer are constantly adhered to.
CORPORATE RESPONSIBILITIES	
9.	Actively contribute to the leadership of the Council in a way that promotes a 'one organisation' approach.
10.	Develop and maintain positive relationships with elected members to ensure the Council and directorate strategic priorities are effectively implemented and to support Members to undertake their strategic monitoring role.
11.	To promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of disadvantaged groups.
12.	Support organisational change and learning, ensuring appropriate systems of performance and development, communication and engagement, quality measures, monitoring and review are in place for all services and the workforce that delivers them.
13.	To promote sustainability including encouraging a culture of innovation and accountability amongst staff.

14.	Participate in the required rota as directed by the Chief Executive to ensure emergency planning and business contingency arrangements are in place throughout the Council.
15.	Represent and deputise for the Chief Executive when required.
PEOPLE	
16.	Work collaboratively with stakeholders and partners to support the delivery of corporate programmes and the Strategic Plan.
17.	Establish clarity around expected outcomes and standards, providing clear lines of accountability and delegated authority within the Resources Directorate.
18.	Establish and promote a culture of inclusion, learning and workforce planning that enables staff to realise their potential and improve outcomes for Tower Hamlets residents.
FINANCE	
19.	Manage budgets and income delivery targets ensuring that resources are deployed in line with agreed priorities. Ensure that opportunities for efficiencies are systematically explored and developed and drive down spend where appropriate.
20.	Hold managers to account to provide services that are delivered or procured that represent value for money.
SERVICE	
21.	Actively consider new and innovative ways of delivering services that provide high quality and value for money.
22.	Drive the implementation of consistently high-quality service standards and levels of customer service.
23.	Continuously measure and improve customer service processes to improve the consistency, quality and efficiency of services.
24.	Ensure there is an effective integration of related services within the directorate and across the Council.
PERFORMANCE	
25.	Set strategic objectives and ensure they are achieved through robust business and financial planning processes.
26.	Hold managers and partners, where appropriate, to account for the delivery of targets and outcomes

27.	Manage, monitor, and control contracts effectively ensuring that Service Level Agreements, service standards and contractual obligations are met.
28.	Ensure that all services within your area of responsibility, including those provided by external contractors have robust business continuity plans and contribute to the discharge of the Council's responsibilities.
29.	Lead on borough-wide and strategic initiatives collaborating with internal/external stakeholders to deliver cross Council projects.

OTHER CONDITIONS:

To carry out other duties and responsibilities commensurate with the level of the post as directed by the Chief Executive.

Person Specification for the Post of Corporate Director, Resources	Essential (E) or Desirable (D)	Method of Assessment A= Application Form T= Test I= Interview
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Knowledge & Skills	Expert knowledge and understanding of strategic financial management, financial and accounting regulatory frameworks within Local Government, encompassing the overall financial affairs of a Council in respect of the General Fund, HRA, Revenue and Capital Programme	E	A/I
	Expert Knowledge of the strategic requirements to maintain a Council wide, planned and coordinated corporate budget planning & management process, maintaining the communication & liaison with key internal stakeholders, including members, directors, finance colleagues, and external stakeholders as required.	E	A/I
	Expert Knowledge of the requirements to strategically direct and steer the development of a sound Medium-Term Financial Strategy for the Council, capturing the associated corporate and wider economic, social and financial issues, risks and challenges.	E	A/I
	Expert Knowledge of the requirements to strategically direct and steer the development of a sound 30-year HRA Business Plan and financial Strategy, capturing corporate and wider economic, social and financial issues, risks and challenges.	E	A/I

	<p>Expert knowledge of the local government statement of recommended practice, the statutory and regulatory requirements on local authorities with regards to accounting, reporting and production of the statement of accounts and audit and inspection requirements</p>	E	A/I
	<p>Expert knowledge of the requirements to lead a strong financial control environment to facilitate the integrity, accuracy and robustness of the overall financial affairs of the Council and its reporting arrangements through the Ledger and financial statements.</p>	E	A/I
	<p>Experience of strategically leading the embedding of improvements and achievement of value for money in a financial setting with a strong delivery and performance focus and against the challenges of stringent financial constraints</p>	E	A/I
	<p>Ability to balance strategic leadership and direction with effective operational management in a local authority setting.</p>	E	A/I
	<p>Ability to foster an open and trusting culture with the ability to lead change through others</p>	E	A/I

	<p>and inspire high levels of performance</p> <p>Ability to apply discretion and initiative in dealing with complex issues.</p> <p>Authoritative and influential with highly developed relationship management and networking skills, and the ability to foster joint working for the benefit of residents and communities in Tower Hamlets.</p> <p>Naturally engaging, with experience and ability to inspire and command the respect, trust, and confidence of colleagues, Members and stakeholders.</p>	<p>D</p> <p>E</p> <p>D</p>	<p>A/T/I</p> <p>A/T/I</p> <p>A/I</p>
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	Excellent negotiation and influencing skills, able to evidence and persuade others to alternative points of view.	E	A/T/I
	Ability to adopt best practice, modern, innovative working practices, which enable the delivery of corporate priorities in a local authority.	E	A/T/I
	Customer oriented with well developed networking and partnership skills	E	A/T/I
	Significant financial and commercial awareness and effective budgeting and financial management skills gained in a local authority.	E	A/T/I
	Political sensitivity with an ability to make progress in complex policy areas and a strong belief in the value of local democracy and accountability.	E	A/I
	Commitment to Tower Hamlet Council's values and behaviours and equal opportunity policy	E	A/T/I

Qualifications & Experience	Relevant specialist and/or generalist degree(s) e.g. Finance	D	A
	Professional membership of CIPFA or equivalent (ACA, ACCA or CIMA)	E	A/I
	Substantial experience, evidenced by a solid track record of success, leading high quality services in a local authority.	E	A/I
	Relevant experience in managing the following service areas: <ul style="list-style-type: none"> • Finance • Audit • Procurement • Revenues & Benefits • Workforce, OD & Business Support and IT 	D	A/T/I
	A successful track record of engaging effectively with others at a senior and strategic level in a local authority while building sustainable productive partnerships with key stakeholders	E	A/T/I
	Experience of leading on new ways of working and delivery of culture change in a similar local authority.	E	A/I
	Significant experience of successfully leading and embedding financially affordable sustainable change, through support of others in a similar local authority with measurable improvements	E	A/I

	<p>Deep understanding of the external commercial and political environment for local government, and ability to translate that into organisational actions</p>	E	A/I
<p>Living the TOWER Values sets out the essential behaviours required of all staff.</p> <p>They are aligned to the organisation's five TOWER Values.</p>			

<p>We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets</p>	<p>Builds effective alliances with a wide range of stakeholders and partners to achieve better outcomes.</p> <p>Visible, approachable and takes steps to shape a positive working culture across the council and with partners.</p>
<p>We are OPEN and transparent</p>	<p>Role models and champions a coaching culture across the council and with partners, connecting the 'bigger picture' to audiences' own values, goals and ideas.</p> <p>Approachable and seeks regular internal and external feedback to improve how they do things and to shape strategy and organisational improvement.</p>
<p>We are WILLING to challenge, innovate and be accountable</p>	<p>Creates a culture of learning, builds capacity and manages talent internally</p> <p>Encourages innovation and commits resources for entrepreneurial ideas to achieve better outcomes</p>
<p>We empower each other to be EXCELLENT and go the extra mile</p>	<p>Get others excited about Tower Hamlets vision, strategy, values and goals and how they can make a difference.</p> <p>Delegates decision-making where appropriate, whilst supporting and managing organisational risk and actively seeks out ways to support and promote well-being across the organisation</p>
<p>We RESPECT all communities, they are the heart of everything we do</p>	<p>Seeks ways to harness the opportunities presented by the diverse workforce and community.</p>
<p>Additional Requirements</p>	<p>Willingness to work outside of contracted hours in the evenings and weekends subject to notice.</p> <p>To comply with the requirement to carry out a DBS check on this role.</p> <p>To comply with the requirements relating to political restrictions for this role.</p>