



RECRUITMENT PACK

DIRECTOR OF RESOURCES

THANK YOU

Dear candidate

Thank you for your interest in this key role at North West Leicestershire District Council.

This is a new role responsible for all aspects of finance, procurement, ICT, Revenues and Benefits, and business change. The role will also be the Council's Section 151 officer. We are looking for an experienced candidate with strong people management skills who can provide both strategic and operational leadership to join us and help us transform the Council to meet the challenges facing the sector in the next few years.



Leading a dedicated team of 50 staff covering 5 service areas, you will have overall responsibility for the robust management of the Council's finances, oversee an extensive capital programme and take the lead in developing a wide-ranging transformation plan to support our ambitious plans for the district.

It is preferable that you have a strong public sector finance background and experience of running the day-to-day delivery of key financial services but will also have experience of delivering change and be able to demonstrate commercial acumen.

Working as part of the Corporate Leadership Team you will work collaboratively across the Council and with partners to meet future demands and challenges such as delivering our carbon reduction commitments, regeneration, and a new build programme. Your ability to develop and nurture internal and external relationships with key stakeholders will be key to our success.

The nature of this role demands a collaborative yet clear leadership style, the ability to use data and insight to drive performance and embrace new ways of working to improve the customer experience.

This is a great opportunity to join us at a time we are transforming our services to meet the future needs and aspirations of our communities.

I look forward to meeting you.

Regards

Allison Thomas
Chief Executive
North West Leicestershire District Council

ABOUT NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

North West Leicestershire District Council is both the council's name and geographical location and is situated between Leicester, Burton upon Trent, Derby, and Nottingham. The area of the district is 108 square kilometres.

Main roads through the district are the M42/A42 between Birmingham and Nottingham and the A50/A511 between Leicester and Burton upon Trent. The M1 motorway, which runs through the district, is accessible from junctions 22, 23, 23A and 24. The nearest railway stations are at Burton upon Trent, Loughborough and Leicester.

With a population of almost 93,500, North West Leicestershire is mainly a rural district, sitting at the heart of the National Forest, bringing in tourism from around the country. It is home to East Midlands Airport, which has replaced the mines as one of the region's major employers. It is a key location for many large businesses, with the likes of Pall-Ex, United Biscuits and TNT having bases here, and large developments like the Marks and Spencer distribution centre and Jaguar Landrover making North West Leicestershire their home.

Like many other shire districts, authority over North West Leicestershire is shared between the district council and the county council. Areas of responsibility of the district council include local planning, building control, council housing, refuse collection, recycling and some leisure services and parks.

The district council is currently controlled by 38 councillors representing 38 wards, who are elected every four years; the last election took place in May 2019 and saw the Conservatives remain in control. A whole Council election will take place in May 2023.

The council has an executive known as the Cabinet which is made up of 7 councillors who have special responsibilities and power. As the Conservatives have overall control of the Council they hold all of the seats on the Cabinet.

Key Links:

Budgets:

https://www.nwleics.gov.uk/pages/council_budgets_and_spending

Priorities and performance:

<https://www.nwleics.gov.uk/pages/performance>

MTFS:

https://www.nwleics.gov.uk/files/documents/mtfs_2018_2023/Medium%20Term%20Financial%20Strategy%202018%20%202023%20for%20website.pdf

The Cabinet:

<https://minutes-1.nwleics.gov.uk/mgCommitteeDetails.aspx?ID=126>

STRUCTURE CHART



Organisation Who's Who

February 2023

COUNCIL'S VALUES – ONE COUNCIL, ONE TEAM

- Trust - As an organisation we want to be open, fair and transparent, and to be trusted that we will deliver our promises. Please give examples of how you have delivered what has been requested.
- Respect - Our community is made up of many different people with different needs, all of them important. Please give examples of how you will respect and value customers and colleagues, taking into account their individual needs.
- Excellence - North West Leicestershire District Council wants to lead the way and be the best we can for our community. Please give examples of how you make sure your work is of high quality.
- Pride - The council is working to make North West Leicestershire a happy, healthy and vibrant place to work and live. Please give examples of what you do in your work to show pride in your workplace and community.
- Growth - Life in North West Leicestershire District Council is not about standing still. We aim to work together to grow and to continually improve. Tell us about what you have done to help you do your job better and bring more quality to your work.

DIRECTOR OF RESOURCES – ABOUT THE ROLE

In a central, well connected location at the heart of the National Forest, North West Leicestershire District Council has every reason to be confident about the future. We have a booming economy, which includes all the benefits of having East Midlands Airport in the district, we are working with partners to establish the East Midlands Freeport, and the regeneration of Coalville continues apace. In addition, we opened a state of the art £21m leisure centre in 2022 which will support our ambition to create healthier communities. We have also recently opened a new customer service centre in Coalville and our new headquarters will open in late April 2023, enabling a flexible hybrid approach for our staff. We are now looking ahead to ensure that the council is equipped to thrive in what is a challenging financial situation across the sector.

This is a newly created role which will report to the Chief Executive and work closely with Members and the Corporate Leadership Team to support the smooth running of the organisation.

There are five key services below the Director of Resources

- Finance
- Procurement
- ICT
- Revenue & Benefits (delivered via partnership with Hinckley & Bosworth and Harborough District Council)
- Business Change

Indeed, the transformation aspect of this role is vital for the council – we have a good track record of delivery and dedicated staff, but we need to become more agile and flexible in our approach and modernise some aspects of how the council is run so they are fit for the future. As our new Director of Resources you will be at the heart of this agenda and will develop and lead a new transformation team which will drive this work.

We are therefore seeking forward thinking, innovative and politically astute candidates with excellent leadership skills, who can work at a strategic level as well as develop what is already a strong finance team. As the Section 151 Officer, you will need considerable senior finance experience in a local government setting, as well as the ability to develop and implement a new financial strategy and culture.



ROLE PROFILE

MAIN PURPOSE

- To lead and manage the delivery of the council's services allocated to this post in an efficient and effective manner, within the strategies and policies approved by the council. Services to include Finance, Procurement, Service Transformation, ICT and Revenues and Benefits. [Please note this list is subject to change and is not definitive.]
- To undertake the role of the Council's statutory Finance Officer (S151)
- To provide the necessary leadership, guidance and direction to all employees and to oversee the management of budgets.
- To play an effective part in the corporate management of the council through membership of the corporate leadership team
- To provide elected members with appropriate advice and guidance in relation to the development and delivery of council services,
- To deputise for the Chief Executive during periods of unexpected absence or when requested to do so by the Chief Executive

SUMMARY OF MAIN DUTIES AND RESPONSIBILITIES

- Leadership – to play a key role within the Council in role modelling the values of the Council at all times and providing direction and leadership relating to front line service delivery. Also to provide strong and motivating leadership for the Heads of Service reporting to the post, whilst undertaking senior management responsibilities commensurate with this post e.g. reflections and 1:1 meetings, service and financial planning, communications, performance management, health and safety, risk management, and emergency planning.
- Challenge – to positively manage ongoing improvements within services by recognising the achievements of individuals and teams, whilst encouraging creativity and autonomy with responsibility.
- Financial and Corporate Governance – to ensure that effective financial and corporate governance controls are implemented whilst seeking ongoing areas for improvement.
- Corporate Strategies – to ensure Council's strategies / plans are delivered whilst seeking ongoing areas for improvement.
- Elected Members – to work with Members to assist in their understanding and engagement of services and to provide them with appropriate support and advice regarding their casework and other council activities, including attendance at appropriate council meetings.
- Community stakeholders – to build and develop effective relationships with a variety of stakeholders including Parish Councils, Business and Enterprise organisations, voluntary sector groups.
- Procurement – to ensure that all procurement procedures meet legislative and statutory requirements, resulting in efficient and effective provision of good services.
- Development / Training – to ensure that all employees receive effective and relevant development / training appropriate to the needs of the Council. To actively promote learning and development opportunities across the Council.
- To promote equal opportunities in service delivery and employment practices.
- Corporate – to participate in the Emergency Planning callout rota of the Council as Incident Control Manager
- General – to carry out such other duties required consistent with the general level of responsibility of the post.

COMPETENCIES AND ABILITIES

- Leadership and effective change management skills, energy, determination, positivity, self-awareness, with resilience to cope with the demands of the role.
- A persuasive and effective influencer who can foster partnerships, work collaboratively across boundaries and achieve performance and results through others.
- Political awareness and capability of working effectively within the political dimension, with the ability to support elected members.
- A good understanding of public accountability.
- An ability to innovate and lead in the transformation of service delivery.
- An ability to maintain a focus on strategic and long-term issues by developing and holding a vision/strategic view and an awareness of the capacity of the Council to deliver effective results.
- A good communicator, networker and achiever, capable of building and communicating a shared one - vision approach of the Council.
- Excellent written skills to formulate reports, policies and other documentation on complex issues.
- Excellent inter-personal skills to manage diversity and to influence and motivate staff effectively.
- An ability to communicate at all levels to audiences of different backgrounds, knowledge, experience and expectations.
- An ability to produce high quality outputs to exacting deadlines, amidst conflicting demands.
- An ability to lead in the continuing process of culture change, responding to constraints with a 'can do' attitude to work.
- To engage with customers, service users and members by using established and emerging technologies.



EMPLOYEE SPECIFICATION

Key questions or criteria are developed to set minimum criteria for this job.

In the role of Strategic Director it is essential that you can answer yes to the following criteria:

- Are you eligible to work in the UK?
- Do you have a degree level qualification?
- Are you a fully qualified ACCA finance professional with a track record of demonstrable achievement at a senior management level?
- Do you hold a current full driving licence?

EDUCATION, KNOWLEDGE, AND EXPERIENCE

EDUCATION OR RELEVANT TRAINING

Relevant degree level qualification and membership of a recognised financial professional body to be the Councils S151 Chief Finance Officer.

Desirable - Management qualification, e.g., DMS or MBA qualification.

And / or qualification / knowledge of coaching or mentoring.

KNOWLEDGE AND EXPERIENCE

A track record of consistent and demonstrable achievement at a senior management level ideally within one or more of the service areas within the remit of the post.

A track record of leading, motivating and managing teams to achieve high performing and significant sustainable improvement and outstanding results, through internal and external partnerships.

Significant experience and a proven track record of the initiation and management of change through innovation and transformation of service delivery.

Evidence of providing visible and supportive leadership, empowering, enabling, motivating and developing a team and its members.

Experience of working in a pressurised environment and managing competing priorities between individuals and organisations, both internally and externally, whilst delivering on a range of projects and adapting to changing circumstances.

A clear understanding of the context of potential challenges facing the public sector.

Experience of leading and influencing corporate initiatives.

Experience of managing strategic relationships with key stakeholders and partners at a senior level.

Experience in the preparation and presentation of complex strategy and policy documents to non-technical audiences.

Experience of effective management of human and financial resources.

A good understanding of political processes and experience of managing politically sensitive issues and of working with officers and elected members (or equivalent in an alternative public sector or private sector environment).

Evidence of establishing an effective performance management culture to drive continuous improvement, including service planning, target setting, performance and staff management.

Knowledge of the legislative framework relating to the provision of services in the public sector.

CONDITIONS OF SERVICE

A full statement of the terms and conditions of employment will be given to you if you are the successful applicant. However, the following provides a summary of the main terms and conditions.

The post is covered by the Chief Officer National Conditions of Service with some local variations.

SALARY SCALES

This is on a salary scale comprising six incremental points – see below.

1	82,522
2	84,376
3	86,274
4	88,213
5	90,199
6	92,228

The salaries in the chart above do not include the national pay award currently being negotiated. When agreed this increase will apply from 1 April 2023.

Starting salary within the range will be subject to discussion with the successful applicant.

Salaries are paid on the 25th day of each month, by bank transfer.

Incremental progression is normally automatic, awarded annually on the 1st of April.

In addition, the Council will reimburse the payment of one professional subscription, and you will be provided with a mobile telephone.

ANNUAL LEAVE

Annual leave entitlement is 30 days per annum with nine bank holidays and extra statutory days.

HOURS OF WORK

Your hours of work are unspecified subject to a minimum of 36.25 hours per week and will include evening and weekend work as necessary. It is a requirement of the role that you are a member of the Emergency Planning Incident Control Officer 24/7 out of hours service. This is undertaken on a rota basis with other members of the Senior Management Team, so will generally involve one week in every eight.

An agile working hours scheme is in operation, which allows for greater flexibility in working times, and many of our employees now undertake a significant proportion of their work from home. We will provide a laptop, screen etc and contribution towards the cost of a desk and a suitable office chair if needed.

There will be a requirement to attend the offices when needed for face to face formal Council meetings and as part of your wider management role.

POLITICAL RESTRICTION

This post is politically restricted in accordance with the terms of the Local Government and Housing Act 1989. Due to the seniority of this role, and the nature of the post, there is no right of appeal against this restriction.

The final decision on the appointment to this post will be by a small Appointments member committee chaired by the Leader of the Council.

NOTICE

This post requires a notice period of 12 weeks.

PENSION

You are automatically included in the Leicestershire Pension Fund. Pension rights are usually transferable if an officer moves from one public authority to another.

SMOKING AT WORK

The council has a Smoke Free Council Policy in place.

USE OF VEHICLES

With this post you have the option to lease a car in accordance with the terms and conditions of the Authority's policy. This scheme allows the choice of any lease car, and the Council will pay a defined contribution towards the cost of the vehicle depending on engine size and CO2 output. As an alternative you may choose to receive a lump sum car allowance currently valued at approximately £3,000 per annum. The car allowance is not classified as pensionable pay. The nature of this job role means that you will need to use your own vehicle for business use so you must ensure that your insurance documents reflect this. Any business mileage will be paid at the lease car rate – currently 16.6p per mile.

RELOCATION SCHEME

A generous relocation scheme is available for candidates seeking to move to the area. The scheme provides for financial assistance with removal costs, legal and other fees associated with house sale and purchase, settling in allowance and assistance with costs where two properties are temporarily being maintained or support with travel costs. There is a requirement to move within a 20-mile radius of the Council offices – this area includes parts of the large nearby urban areas of Derby, Leicester and Nottingham and a significant rural area containing numerous villages. Further details of the scheme are available on request.

OTHER BENEFITS

We offer a range of other benefits to all employees which include 24/7 Confidential support line, the option to buy additional leave, free eye tests, discounts at our Leisure centres, Workplace bike scheme, Star recognition process to recognise outstanding achievements, coaching opportunities, free car parking, free will service, salary sacrifice electric and PHEV car leasing scheme, and excellent support for continued professional and wider career development.

IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

You must be eligible to work in the UK. Candidates will be required to provide original evidence of his/her eligibility to work in the UK. (Passport, national insurance number, or visa/work permit).

HOW TO APPLY

To find out more about the role please contact Luke Judd at Starfish Search on 07435 270659 or luke.judd@starfishsearch.com

The role is listed at the Starfish website at: <https://starfishsearch.com/jobs/dir-of-resources/>

You will be able to apply via this site, by uploading your CV and a supporting statement. The statement should be no more than four sides and needs to address the key points of the employee specification and how you will meet our Council values.

Closing date: 30th April 2023

