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Designation: Executive Director for Finance, Digital and Corporate Resources

Directorate: Corporate Resources

Grade: JNC1

Reports to: Chief Executive

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The main purpose of this role is to deliver the Council's corporate ambitions – with a relentless focus on residents - through an outstanding contribution to the corporate leadership team and through the further development of an innovative, modern and inclusive Finance, Digital and Corporate Resources directorate. The role-holder will provide outstanding professional and expert advice to the Council with the aim of delivering services that are joined-up, resident and prevention focused and digital by design. This will include ensuring that the Council is doing the basics well. You will be focussed on value for money and will seek to work across partnerships to ensure the Council is learning from best practice, is adopting a commercial mindset where appropriate and is securing the best alignment of resources with its partners possible. The role-holder will provide assurance to key internal and external stakeholders concerning the sound, sustainable and outcome-focused financial management of the Council and will oversee a number of essential services for the smooth running of its operations.

Specifically:

1. As a member of the Executive Management Team (EMT) you will be responsible for the successful delivery of the Mayor's priorities, the Council's corporate objectives and business objectives for your designated directorate.
2. To act as the Council's designated 'Chief Finance Officer and Principal Financial Adviser' in pursuance of Section 151 of the Local Government Act 1972.
3. To ensure that the Council has robust financial, risk management, health and safety and audit arrangements in place, and to provide assurance that this is the case.
4. To provide effective, inclusive, visible leadership and management that will contribute to the delivery of high-quality, resident-focused services and the continuous improvement of the Council, within the Council's resourcing capacity.
5. To lead and be accountable for specific Corporate Programmes and projects
6. To lead and champion the Council values ensuring they are embedded in everything we do.

Indicative budget: The Executive Director Corporate Resources Corporate resources directorate budget of £40m

Indicative staffing: c600 FTE (including agency staff)

**Statutory Responsibilities:**

- To be responsible for the administration of the Council's financial affairs in accordance with Section 151 of the Local Government Act 1972 acting as the Council's Section 151 officer.

**Portfolio specific accountabilities:**

To be the Council's Executive Director for Corporate Resources with direct accountability for the leadership and management of the following functions:

- Finance
- IT and Digital Services
- Revenue, Benefits, and Customer Services
- Risk management and Insurance
- Corporate Health & Safety
- Procurement and supplier management

**Executive Director specific accountabilities:**

- To be responsible for developing, monitoring, implementing and evaluating the Councils' financial strategy in support of the Council's corporate objectives
- Provide the highest level of professional advice to the Mayor and elected Members; and provide advice to the Chief Executive on corporate and service-related policy and managerial issues
- Ensure the pro-active provision of sound and timely advice on all financial, commercial, audit and compliance, IT & Digital Services, Risk Management, Public Services and Health & Safety matters to the Council and to present that advice to Government, Local Authority Associations, external auditors and other appropriate bodies.
- To ensure the financial integrity of the council through sound and effective stewardship of the authority's accounts, debt management and investments, associated information systems, and audit functions.
- Ensure that the council's strategies for supply and procurement for IT & Digital Services, Financial Services and Corporate Resources support the council's priorities and resource objectives.
- Provide accessible and timely financial information to the Council and to Directorates to enable accurate planning and monitoring of revenue and capital budgets.
- Develop and review financial procedures to apply effective financial controls to the Council and its Directorates.
- To ensure the development, monitoring and management of both capital and revenue budgets for the council.
- Develop integrated resource strategies which take account of interdependencies of people, technology, environment and other systems.

#### Corporate accountabilities:

1. Actively contribute to the Leadership of the Council in a way that promotes a 'one Council' approach.
2. 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.
3. To promote equality, inclusion and equity among all staff and ensure that services are delivered in a way that promotes equity in access, treatment and outcomes, and that recognises systemic discrimination and disadvantage.
4. To promote sustainability in the management of the Directorate, including encouraging a culture of innovation and accountability amongst staff towards sustainability, embedding sustainability in strategic policies, the management of physical resources and the delivery of services.
5. Participate in the GOLD rota as directed by the Chief Executive to ensure emergency planning and business contingency arrangements are in place throughout the Council.
6. Deputise on a rota basis for the Chief Executive.

#### Service:

1. Actively consider new inclusive and innovative ways of delivering services that provide high quality customer service and good value for money. Research and benchmark to establish most effective delivery methods.
2. Drive the implementation of consistently high-quality service standards and levels of resident and customer service, establish and monitor performance using Council project management and service review approaches.
3. Ensure there is effective integration of related services within and across the Directorate and the Council
4. Ensure the contribution of partner and contractor organisations is appropriately harnessed.

#### Performance:

1. Set strategic objectives and lead delivery through robust business and financial planning.
2. Ensure delivery of the Council's strategic objectives, through the achievement of milestones and targets in line with the Corporate Strategy
3. Hold managers and partners to account for the delivery of positive outcomes including tackling systemic inequities and valuing diversity using appraisal, commissioning, client management and other appropriate techniques. Ensure complaints and feedback are acted upon, services re-designed appropriately as a result, and high quality, appropriate responses are provided to diverse customers.

#### People:

1. Work collaboratively with the Council's partners to inform strategic decision making ensuring that this supports the delivery of specific corporate programmes.
2. Establish clarity around expected outcomes and standards, providing clear lines of accountability and delegated authority.

3. Establish and promote an inclusive culture of learning and workplace planning that enables staff to realise their potential, manage their careers and therefore improve outcomes for Lewisham's residents.

Political Restrictions:

This post is politically restricted and under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside the work.

**THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE COUNCIL TO MEET THE CHANGING NEEDS OF THE SERVICE.**



## Person Specification

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Post title:	Executive Director Corporate Resources
Directorate:	Corporate Resources
Grade:	JNC1
Report to:	Chief Executive

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### Essential Technical Knowledge and experience for statutory role:

- Managing a strategic budget process, leading its design and implementation
- Experience of the principles and practice of business planning and an innovative approach to income generation.
- Experience of corporate financial management, financial monitoring, and control procedures.
- Experience of managing large capital programmes, securing value for money outcomes through innovative cost and delivery models.
- knowledge and understanding of the legislative framework surrounding Local Government finance and its future development.

### Technical Experience:

Proven technical knowledge and experience in delivering some or all of the following services:

- Financial Management
- IT and Digital Services
- Revenue, Benefits and Customer Services
- Corporate Health and Safety
- Risk Management
- Audit

### Qualification

- The holder of this post must evidence a formal accountancy qualification and membership of a recognised professional accounting body pursuant with holding a section 151 officer post.

### Accountability

- Political awareness with proven experience of building positive relationships with diverse elected members to balance political drivers with strategic priorities.
- Experience of creating an inclusive culture of learning, to maintain a capable and high performing workforce that feels respected and engaged.

- Experience of providing inclusive leadership within a dynamic and changing environment.

#### Delivery

- Experience of interpreting vision and strategy to drive delivery through strong and effective inclusive leadership that works across systems and institutional boundaries.
- Experience of setting service standards that will enhance the reputation of the Council and empowers others to deliver.
- Experience of leading and delivering successful and inclusive organisational and cultural change programmes.

#### Decision Making

- Experience of making difficult decisions through the analysis of relevant information and risk assessment.
- Able to make decisions that demonstrate commitment to the Council's vision for Lewisham.

#### Working Together

- Experience of establishing and facilitating cross organisational working that shapes and influences the benefits of having a diverse workforce.
- Experience of developing services that takes account of the needs of diverse stakeholder groups.

#### Key Stakeholder Relationships

Internal: Councillors; Chief Executive, Executive Management Team and Directors, across the Directorate and beyond

External: Government Departments, National Consultation Groups, strategic partners, other Local Authorities, Trade Unions, MPs, partner organisations and suppliers, Professional Bodies, voluntary sector, national and local press, Local Strategic Partnership.

**DBS Disclosure Required?**    **No**     **Basic**     **Enhanced**