

JOB ROLE PROFILE

Post Title: Executive Director - Resources

Present Grade: Executive Director **Department:** Resources

Reports to: Chief Executive

Purpose of the Role:

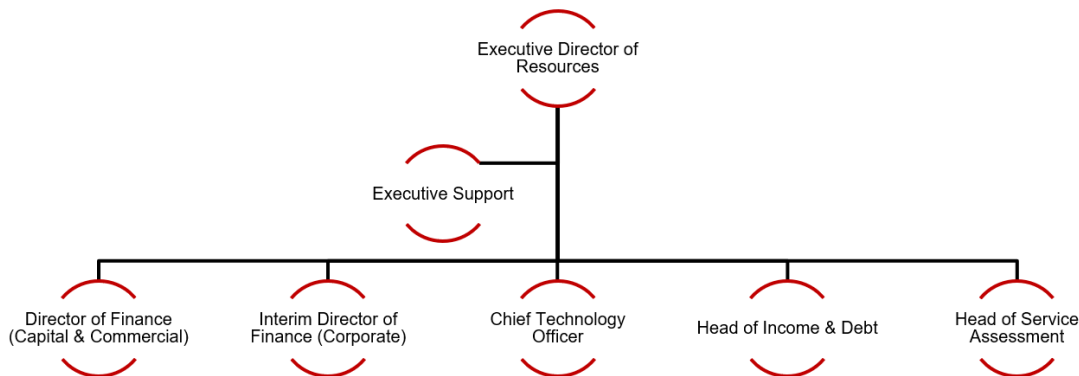
In full consultation with Members and the Chief Executive and as a full member of the Council's Corporate Management Board the Executive Director will:

1. create and communicate clarity of direction and purpose for staff at all levels in the context of the strategic aims and ambitions of the Council;
2. share in the development and review of corporate strategies and the planning, budgeting and allocation of Council wide resources;
3. determine corporate budget and resource allocation and priorities.
4. working closely with the Leader and Cabinet contribute to the development and achievement of strategic goals for the whole Council which fulfil statutory needs and are also focused on the wider needs and aspirations of residents;
5. act as a proactive ambassador for the Council. Build and maintain effective relationships with elected members, partners and other key stakeholders. Develop and lead partnerships with other agencies and providers to achieve ambitious outcomes for the Borough and help position the organisation as the market leading enabler of effective public services in the region. Represent the Council externally to make an impact for Enfield;
6. lead, direct and inspire people within own Directorate and Council wide to deliver great results. Promote diversity and inclusion across the Council. Ensure processes are in place for identifying and developing talent at all levels;
7. drive the development of evidence-based service improvement to ensure benefit for the people of Enfield. Build a culture to support innovation and creativity. Responsible for maximising opportunities for the organisation to be the local democratic leader of public services;
8. lead and own the development of a customer insight/management strategy to ensure the Council is anticipating and meeting customer needs where appropriate.
9. lead and drive the Council's commercialisation strategy.

10. Oversee, co-ordinate and where necessary direct all elements of the Councils security and counter terrorism response including cyber security, outdoor public places, people, corporate buildings; ensure overall policy and approach move towards securing a 'safe' operating environment. This will involve multi agency partnership working.

Structure Chart:

Resources Dept Structure Chart



Key Accountabilities:

As Executive Director of Resources, you will also be responsible for undertaking the following statutory and/or regulatory and enabling responsibilities:

- S151 Officer
- The Council's finances, its trading companies, investment strategy and capital programs.
- The Council's pension fund.
- To be responsible for the strategic and effective leadership of support services, including ICT and Procurement.

As a member of the Council's leadership team, the Executive Director will

- advise Cabinet on the allocation of financial and other resources necessary to realise the Council's aspirations and other priorities and requirements;
- make a significant contribution to the development of the Council's strategic aspirations and corporate and operational priorities, ensuring that these do not compromise the Council's capability to meet all statutory and other regulatory responsibilities;

- in consultation with relevant Cabinet Members be accountable for the effective use of allocated resources to ensure that the Council's agreed aspirations, corporate and operational priorities and statutory and regulatory responsibilities are met.
- maintain a constructive dialogue with Members to advise on and understand the administration's aspirations for the borough. Provide vision, leadership, drive and direction to the Council's staff and partners in meeting those aspirations.
- through own behaviours, be a role model for the leadership behavioural competencies, promoting and supporting the embedding of the Council's standards and values and behavioural competencies throughout the organisation culture of the Council.
- work with colleagues to establish and embed an organisation culture that supports and promotes the optimum use of resources and corporate infrastructure to ensure the delivery of value for money outcomes that meet the strategic and operational priorities and objectives.
- be an ambassador for Enfield promoting the overall interests of the borough with the aim of establishing and nurturing partnerships, generating inward investment that would benefit the borough and the local community and maximising income generation for the Council;
- provide vision, leadership and direction in developing and delivering the corporate strategic change programme.
- ensure clear service standards are developed, communicated and monitored internally and with relevant partners/suppliers and be accountable for the delivery of all service objectives in compliance with relevant legislation within the remit of the role driving changes/improvements where needed to ensure value for money.
- develop and embed a culture of performance management and outcome delivery to ensure the Council is able to deliver more with less.
- identify, challenge and act on areas of under-performance. Encourage and build on good performance.
- collaborate with colleagues and partners to facilitate the development and delivery of seamless outcomes that meet defined needs.
- ensure timely and well-planned service improvement programme management;
- ensure services have adequate arrangements in place to identify, assess and address risks and ensure they are managed and escalated (where appropriate) and that mitigation strategies are in place. Management of business continuity and other emergencies (in the event that such incidents were to arise).
- in consultation with members and colleagues, develop and ensure the realisation of commissioning and other strategies to scope and specify services that are required to deliver agreed outcomes.

- ensure the effective strategic planning, commissioning and delivery of services across the department.
- ensure there are effective two-way communication channels between customers, providers, partners and staff and their representatives to ensure the quantity, quality and standards of service outputs are understood and delivered.
- keep abreast of changes in legislation, policy etc. relevant to the remit of the role and ensure these are evaluated against prevailing services development and delivery strategies, and that any necessary, modifications and/or changes are communicated, made and implemented.
- promote equality, diversity and respect of customers, clients and all members of staff regardless of gender, age, ethnic origin, disability, sexual orientation, religion or any other protected characteristics.
- actively promote the development of a culture of self-help/self-support/self-service as an alternative to the Council meeting non statutory and/or regulatory needs.

Equality and Diversity:

The Council has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety:

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

Corporate Health and Safety Responsibilities

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means

1. understanding the hazards in the work they undertake;
2. following safety rules and procedures;
3. using work equipment, personal protective equipment, substances, and safety devices correctly;
4. working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to

- take part in safety training and risk assessments and suggest ways of reducing risks and
- take part in emergency evacuation exercises.

Employees shall report all accidents, 'near miss' incidents and work-related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, Assistant Director or Director of the Council.

Information Security:

In order to protect the confidentiality, integrity and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council's Information Security Policy.

Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment and the Council will ensure that its recruitment policies and practices are robust and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.

All staff working with Children & Vulnerable Adults should be aware of and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.

PERSON SPECIFICATION

Job Title: Executive Director - Resources
Grade: Executive Director
Department: Resources

Job Specifics – Skills, Experience and Behaviours	HOW TESTED Application – A Test – T Interview - I
<p>Essential:</p> <ol style="list-style-type: none"> 1. Ability to develop long term strategic plans and priorities for a complex service group to deliver upon agreed organisation strategy and objectives. To ensure that agreed service outcomes are achieved to meet the needs of internal and external customers. 2. A proven track record of acting as a pro-active ambassador by identifying, developing and managing appropriate stakeholder relationships (e.g. senior officers, Members, commissioning bodies and external agencies) to enable effective service delivery which meets the needs of customers. 3. Evidence of providing strong, visible and long-term strategic leadership and direction to a Directorate. Role holders will work with the Chief Executive, Members, residents and other stakeholders to set the strategic priorities of the borough, balancing resource constraints against effective methods of meeting needs. They will be accountable for holding oversight of the needs of residents. 4. Ability to motivate, lead and develop senior staff to support a culture of high-quality performance and continuous improvement to achieve excellent outcomes that meet the needs of citizens within a fixed level of resources. 5. Experience of maximising opportunities for the organisation to be the local democratic leader of public services. They will establish and maintain strong relationships in order to better manage public sector resources and ensure the delivery of high quality, value for money services to citizens which fully meet their needs. 	<p>A/I/T</p>

- 6. Ability to form strong strategic relationships with a broad range of external service providers in order to create opportunities that will help position the organisation as the market leading enabler of effective public services in the region.
- 7. Ability to lead and own the development of a customer insight/management strategy to ensure the organisation is anticipating and meeting customer needs where appropriate.
- 8. Ability to maintain a strong overall oversight of the needs of residents and experience of establishing strong relationships internally and externally in order to develop a full understanding of the current and future needs of local residents.
- 9. Evidence and experience of ensuring services operate in compliance with relevant legislation, statutory duties and council policies (e.g. procurement, health and safety, risk management), driving changes/improvements where needed.
- 10. Ability to lead delegated resources (people, financial etc) in order to demonstrate value for money and ensure services are delivered within agreed financial parameters.
- 11. Experience of providing leadership for the commercial development of services in order to demonstrate success in the marketplace and deliver service improvements to meet future service user needs.

Skills, Knowledge & Experience:

- 1. Ability to scan long term horizon and understand implications of broader national, regional and public sector trends for the Council.
- 2. Experience of working effectively within a political environment providing balanced advice and guidance on strategic and operational issues.
- 3. Ability to demonstrate successful achievement in context of leadership at an executive level in a large, diverse organisation.
- 4. Evidence of successfully managing the development and delivery of large-scale business plans.
- 5. Evidence of leading sophisticated transformational change successfully in order to improve outcomes.

A/I/T

<p>6. Evidence of successful strategic and operational resource management including evidence of the resolution of conflicting priorities within tight financial constraints.</p> <p>7. Able to demonstrate success in forging partnerships with a wide range of internal and external bodies such as government, voluntary and community sector, other public sector bodies, businesses, inspectorates and other stakeholders.</p>	
<p>Behaviours:</p> <p>Enfield staff are responsible, trustful of others and open, honest and respectful.</p> <p>We actively listen, learn and work collaboratively and constructively with others to find successful solutions.</p> <p>We put our customers at the heart of every decision and empower each other to make decisions that will best meet the needs of our residents.</p>	<p>A/I/T</p>
<p>Qualification(s)</p> <p>1. Educated to degree level or equivalent and fully qualified accountant such as ACCA, CIPFA, CIMA.</p>	<p>A</p>