

Job Description

Post title	Corporate Resources Director	Grade	Director
Directorate	Transformation	Post ref	

Overall job purpose

Undertake the statutory role of Section 151 Officer and provide advice to the Chief Executive, Strategic Leadership Team, Cabinet and elected Members on all matters relating to the Section 151 role and ensure robust financial management within the Authority.

The provision of a professional financial service within the Authority.

Lead, develop and monitor the Authority's Medium-Term Financial Strategy ensuring that it is aligned with other key plans and strategies of the Council.

Lead and manage the Corporate Finance and Commercial Development Sections to ensure that all services, activities and initiatives are in accordance with corporate priorities and meet performance targets.

Day to day direct liaison with the Revenues and Benefits Manager to ensure that all services, activities and initiatives are in accordance with corporate priorities and meet performance targets.

Oversee the management of Strategic Procurement and the Council's Anti-Fraud Programme and requirements.

Reporting relationships

Reports to:	Executive Director – Transformation
Responsible for:	Statutory Section 151 Officer Role (Local Government Act 1972). Corporate Finance Team Commercial Development Section Strategic Procurement Anti-Fraud Compliance

Key tasks and responsibilities – post specific

To provide timely professional advice to the Chief Executive, Strategic Leadership Team, elected Members and Officers to ensure robust financial management within the Authority.

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.

To report to the Chief Executive on matters relating to statutory responsibilities.

To provide strategic leadership for all activities associated with financial planning, financial management, resource planning, commercial development, strategic procurement, anti-fraud and risk management.

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 processes.

To certify the Annual Statement of Accounts.

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.

To ensure the financial affairs of the Council are in accordance with the Council's Financial Regulations, Contract Procedure Rules and appropriate legislation.

To promote and engage in partnership & collaborative working which supports the priorities and objectives of the Council and the Corporate Finance Section and to represent the Authority at meetings with partners and other public and private sector agencies, voluntary groups and individuals.

To participate in Emergency Planning/Civil Contingency activities as required.

Key tasks and responsibilities – corporate

To live and breathe the Corporate Values.

To provide a strong vision and delivery ethos for the Service areas of responsibility, bringing innovation, creativity and forward thinking approaches, whilst ensuring that strategies are well evidenced and evaluated.

To lead, the delivery of Corporate Plan priorities and Service targets.

To work closely with the Executive Director and Strategic Leadership Team, relevant elected Members, to provide and develop the services under your remit and responsibilities within the overall Policy Framework and Constitution of the Council.

To ensure robust data and performance management and monitoring is embedded across all areas of responsibility.

To attend meetings of the Cabinet, Council, Overview and Select Committees and other corporate committees and working groups, providing necessary briefing as required

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.

To be responsible for Strategic Assets within your service areas.

To participate in Civil Contingency planning and development as specified and provide senior management cover out of hours as required.

To promote equal opportunities and equality of opportunity across the range of services delivered by the Service Area.

To undertake any other duties which may for time to time be reasonably directed by the Chief Executive and Strategic Leadership Team.

Ensure at all times all Health & Safety legislation requirements are met and that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.

Employee signature

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties many be lost and others gained without changing the general character of the duties or the level of responsibility. As a result, the Council expects that this job description and person specification will be subject to revision.

Employee signature:

Date:

Person Specification

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 Level 1 Assessment
<ul style="list-style-type: none"> • Leading Places • Facilitating system wide collaboration • Creating positive disruption • Developing shared vision • Leading a High-Performance culture • Engaging Communication • Enabling Innovation and Learning • Displaying genuine concern • Achieving effective outcomes • Leading in a political environment • Acting with Integrity and Authenticity • Self-reflecting and taking care 	E – Application Form / Interview / Test

Skills	Essential / Desirable	Assessment
Horizon scan and identify emerging key drivers for the Council.	Essential	Application Form / Interview
Critically analyse services and formulate innovative and practical solutions to improve	Essential	Application Form / Interview
Present complex subjects clearly and concisely, gaining respect from senior managers and elected members	Essential	Application Form / Interview
Advanced analytical skills	Essential	Application Form / Interview
Problem solving and creativity	Essential	Application Form / Interview
Political Awareness and Sensitivity	Essential	Application Form / Interview

Knowledge	Essential / Desirable	Assessment
Thorough understanding of strategic and corporate strategy and key drivers	Essential	Application Form / Interview
Public Sector Financial Management	Essential	Application Form / Interview
Local Authority Accounting principles and practice	Essential	Application Form / Interview
Development and implementation of financial strategy	Essential	Application Form / Interview
Organisational Performance Management and Improvement	Essential	Application Form / Interview
Framework(s) for assessing public sector financial management performance	Essential	Application Form / Interview

Funding sources and their application	Essential	Application Form / Interview
Local government political framework and processes	Essential	Application Form / Interview

Experience	Essential / Desirable	Assessment
Experience of operating at a senior management level as a S151 Officer.		
Experience of Commercial Development Strategies, Programmes and Approaches	Essential	Application Form / Interview
Significant experience of the application of Local Authority Accounting Principles and Practices.	Essential	Application Form / Interview
Experience of applying effective Financial Strategy	Essential	Application Form / Interview
Significant experience of the management of financial planning, management, monitoring and review	Essential	Application Form / Interview
Project and Programme Management delivery	Essential	Application Form / Interview
Accessing and use of external funding.	Essential	Application Form / Interview

Qualifications	Essential / Desirable	Evidence
Educated to Degree Level or equivalent.	Essential	Certificates
Relevant professional / post graduate qualification	Desirable	Certificates
CIMA or CCAB Qualified Accountant	Essential	Application Form / Interview
Evidence of continuing professional development	Essential	Application Form / Interview

Additional information / other requirements of the post
<ul style="list-style-type: none"> • This post is politically restricted under the Local Government and Housing Act 1989 • The post holder is eligible for casual car user allowance. • The post involves driving and so the post holder will be required to undertake relevant DVLA licence checks. • The employee will be required to work out of normal working hours / attend evening meetings as part of their role. • The employee will be required to be part of the emergency rota

Date produced / last amended
June 2024

Equality Act 2010
<p>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.</p> <p>If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.</p>