

## **Slough Borough Council**

### **Job Description – Executive Director Resources (Section 151 Officer)**

Date: **May 2024**

Post Pay Level: **SML 163**

DBS requirement: **Required**

**Job Description Reference: EDFC01**

**Job Title: Executive Director Resources**

**Responsible to: Chief Executive**

**Responsible for: Resources Directorate and Statutory S151 Responsibilities**

Number of reports:

Direct reports:

Indirect reports:

**Total Managed: 140**

**Directorate Responsibilities:**

*Strategic Leadership of Directorate and budget.*

**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.

**Main purpose of Job:**

As a member of the council's Corporate Leadership Team, to contribute proactively to the collective leadership of the council, working collaboratively with Members, services across the council, partners and stakeholders to deliver the council's objectives and priorities.

Lead by example in modelling and embedding the council's values and behaviours to help build a sustainable highly effective and inclusive organisation and develop our reputation as a successful council delivering great value for its residents.

To ensure that the Council has robust financial, risk management, and audit arrangements in place, and to provide assurance that this is the case.

Provide outstanding leadership and direction to the directorate, driving service transformation and ensuring excellent joint working with Members and other stakeholders.

**Main Accountabilities:**

- **Strategy development**

Help shape the direction of the council to drive forward the public service reform agenda and ensure delivery of its priorities and value to residents. Provide a strategic vision for the future development of the service to enable the council to meet its future challenges, fostering a culture of continuous improvement.

- **Corporate leadership**

As a senior leader working as part of the distributed leadership network of the council, work together to drive forward and accept collective responsibility for a range of departmental and cross-cutting initiatives which are required to ensure changes are embedded in a sustainable way throughout the organisation. Provide corporate leadership that encourages our staff to recognise their contribution to the strategic objectives the council has set.

- **Service leadership and management**

Lead the integrated delivery, improvement, management and performance of the service, commissioning and directing activity within the council and externally as required, and ensuring overall objectives are translated into effective plans and that the service is efficient and locally responsive. Provide inspirational and professional leadership to staff, strengthening skills and competence and fostering a strong culture of standards, performance and accountability.

- **Resources / Financial management**

Ensure tight budgetary control and prioritise use of resources and assets to support the delivery of the council's Corporate vision and help ensure that the council receives value for money from its expenditure. Drive and/or support the development of outcome-based commissioning models to better ensure strong price competition and transfer of risks through contracts with third parties. Champion and drive the development of commercial opportunities where appropriate.

- **Partners and stakeholders**

Actively engage, communicate and influence within the council, across partners and with the wider local and central government community to champion the council's approach to unified public services. Foster the bringing together of local services and decisions across agencies to reduce demand and help communities more independently support themselves.

- **Business change**

Lead, develop and ensure implementation and review of change management programmes to deliver continual improvement. Assist the Chief Executive and Executive Directors in developing a single council-wide corporate culture to engender a strong and shared approach to delivering services and provide better support for staff to deliver savings.

- **Compliance**

Ensure that all activities within the service comply with the council's constitution, Standing Orders, financial regulations, health and safety and safeguarding responsibilities and that effective systems operate within the service to manage performance and risk.

- **Equality and diversity**

Uphold and promote the aims of the council's equality and diversity policies to ensure non-discriminatory practices in all aspects of work, and that diversity is embedded in everything, from workforce planning and policy development to planning service delivery.

## **Specific responsibilities**

1. To be the Council's Section 151 Officer ensuring that the finances of the Council are managed to the highest standards of stewardship and probity, which meet the expectations of the public and Government.
2. Leadership and Management of the Resources Directorate, ensuring that the Services has the skills, capacity, capability and clarity needed to fulfil all tasks to the required high standards, that a culture of continuous improvement is in place within the Service and that best practice and best value principles are implemented and adhered to.

3. Providing timely and well-informed strategic advice across a range of resource areas including finance, people and technology and reporting to senior officers and elected members to enable informed decision making and the formulation of a robust Medium-Term Financial Strategy.
4. As a member of the Council's Corporate Management Team contribute to the effective leadership of the Council.
5. As a member of the Directorate Management Team, contribute to the management of the Directorate and lead the DMT in the development of service and workforce plans, projects and corporate programmes and ensuring the pro-active provision of sound and timely advice on all financial, commercial, audit and compliance, HR, IT & Digital Services, Risk Management matters to the Council and to present that advice to Government, Local Authority Associations, external auditors and other appropriate bodies.
6. Oversee the development, recommendation, and implementation of the financial plans aligned to the Budget and Policy Framework and the Council's financial control framework including the system of internal controls, which underpin the production of the annual Statement of Accounts.
7. 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.
8. To initiate new strategies and practices, with a focus on adopting new delivery models which bring best practice into the council, as well as attracting outside investment and seeking opportunities to trade services and increase income generation.

#### **Key Tasks:**

1. Develop strategic plans to respond to local needs and aspirations within changing context, policy, legislation and practice.
2. Develop programmes of work and initiatives that seek to support the Council as a going concern in terms of financial robustness.
3. Ensure that all policies and procedures relating to resources serve the interests of the Council and are communicated, implemented and maintained.
4. Maintain sound systems of financial and budgetary control across the Council, preparing reports to senior management and elected members with clear recommendations for action as required.
5. Oversee the programme of work required to successfully close the accounts each year, and to successfully audit them with minimal challenges and or qualifications.
6. Develop annual Service Business Plans and Workforce Development Plans in support of corporate objectives.
7. Review and comment upon all Council, CLT and committee papers ensuring that the reports are evidenced based, well-informed and accurate from a resources perspective.
8. Lead and manage the development of the Council's rolling Medium Term Financial Strategy (MTFS), Capital Strategy (CS) Treasury Management Strategy (TMS) and annual budget setting process including the rolling Capital Programme, to ensure sustainable balanced finances, adequate reserves. This to be underpinned by an effective monitoring process to track delivery of the MTFS, CS and TMS, and the priorities of the Council's Corporate Plan.
9. Develop and lead partnerships with other agencies and public service providers on cross-cutting issues and initiatives, to build successful relationships, develop common goals and standards and achieve ambitious, improved outcomes for our residents and businesses.
10. To be accountable for the budget and cost effectiveness of the Service, ensuring compliance with the Council's Constitution and that the Council receives value for money from its expenditure.
11. Influence public sector funding settlements, business rate retention and grant

allocations at a regional and national level where relevant.

12. To effectively manage relationships with key suppliers ensuring effective service delivery and value for money for the Council
13. To ensure that the Service promotes environmental sustainability and seeks to minimise the Council's carbon footprint

### Person Specification – Executive Director Resources

Qualifications	Essential / Desirable
Relevant professional qualification: CCAB CIPFA / CIMA - Post graduate or relevant equivalent knowledge and experience	E
Degree qualified	E
Evidence of continued professional, managerial and personal development -	E
A management or leadership qualification (desirable).	D
Experience	
Substantial experience, evidenced by a track record of success, leading and developing a significant organisational function or service in a large multi-disciplined organisation with comparable scope, budgets and resources including experience of producing a full statement of organisational accounts and all arrangements leading up to that.	E
A proven track record of achieving and managing cultural and organisational change and of leading improvement within Finance services.	E
Demonstrable experience of establishing and building partnerships and productive working relationships within a complex policy and service environment with senior managers and councillors, and a wide range of other bodies, such as partner organisations, communities, public agencies and statutory bodies.	E
Sound financial management experience with the ability to analyse services in terms of their unit costs, value for money and market context.	E
Evidence of successful resources management in a multi-disciplinary environment, as well as a successful track record in managing large budgets, business planning, quality and performance management including developing strategic financial plans, planning formulating and monitoring complex revenue and capital budgets with varied funding streams and partners.	E
Evidence of successfully instigating and transforming financial services into a leading-edge service provider.	E
Proven experience of developing and delivering strategies that support organisational ambitions and priorities.	E
Track record of delivering savings through effective service delivery design, procurement and contract management interventions and/or identifying profitable commercial opportunities to grow revenue and market share.	E
Experience of developing and writing strategic financial plans, ensuring they balance the support for the organisation's strategic aims and objectives with the resources available to it	E
Experience of providing specialist financial and commercial information, advice guidance and recommendations to senior audiences with differing levels of	E

understanding; leading motivating and managing large teams including the establishment of a positive performance culture that has delivered effective performance and rapid continuous service improvement	
Significant demonstrable experience of effective people management, leading, motivating, managing and developing a professional function and teams to achieve desired outcomes.	E
<b>Skills and abilities</b>	
Proven ability to manage political and cultural issues and deliver project, programme and change management programmes.	E
Ability to translate strategic objectives into operational plans.	E
Ability to deploy advanced interpersonal skills to inspire, motivate, coach and develop team members to high levels of performance.	E
Advanced relationship and stakeholder management skills and skilled in written and verbal communication to influence and engage others effectively.	E
Excellent financial and budget management skills with the ability to deliver economies through creative and efficient working practices.	E
A commitment to equality and diversity, both as a leader and a service deliverer, with an ability to demonstrate personal leadership on the importance of diversity.	E
Superior analytical and technical skills, for example, to work through complex problems, develop financial models, investigate and evaluate options and opportunities, lead commercial negotiations, manage and mitigate risks against a shifting background	E
A strong corporate player, able to develop shared approaches with colleagues across the Council and beyond and enable joined-up planning and shared values and objectives.	E
An enabler, with the ability to manage a wide range of complex issues and agendas at the same time and drive change through influence and diplomacy.	E
Tenacity and resilience, for example challenging existing ways of doing things and raising performance and standards.	E
Excellent judgement and analysis with the ability to broker solutions to complex problems.	E
Creativity and imagination in seeing new approaches, painting the vision, overcoming obstacles and showing that ambitious goals can be achieved.	E
Ability to provide timely, accurate and correct written and verbal advice for Members, Corporate Leadership Team and Officers to develop and articulate the strategic direction for the organisation.	E
Ability to manage conflicting demands to tight timescales.	E
<b>Knowledge and understanding</b>	
Knowledge of the issues facing local government and those relevant to service/functional responsibilities, together with the legal, financial and political context of public sector management and the statutory responsibilities of this post.	E

In depth knowledge of local government finances and the ability to interpret legislation to deliver strategies and policies for the Directorate and the Council.	E
Extensive knowledge of key national policy drivers, legislation and broader influences relating to finance and accountancy, with an understanding of the importance of concepts such as efficiencies, invest to save and value for money	E
Superior interpersonal skills to persuade, influence and challenge others to bring about behavioural change and achieve desired outcomes	E
Commercially aware with an up to date and relevant knowledge of procurement and contract management best practice.	E
Up to date and relevant knowledge of Finance best practice.	E
Able to resolve conflict in a sensitive and diplomatic manner	E
Knowledge and understanding of large and complex public service organisations.	E
Knowledge of project management methodologies and techniques and their application in a business context	E

### **Contacts and Relationships**

At this level the post holder will have significant contact with Elected Members and senior officers of the Council. As the lead officer for this area, the post holder will have contact with the public through engagement led by the Council as well as planned and unplanned communication with local media.

### **Other Role Information**

This is a politically-restricted post, and the post holder cannot be elected as a councillor in any local authority.