

Job description and specification

Job Title:	Executive Director Resources (S151)
Reference:	CEED1001
Service:	Resources
Grade:	CX
Reports to:	Chief Executive
Location:	Delamere House, Crewe with travel to Macclesfield Town Hall and other locations within Cheshire East.
DBS Requirement:	Basic DBS

Your job

You will be responsible for strategic leadership and operational performance of the range of 'core' business enabling functions which underpin the delivery of Council services and responsibilities. These include Finance (including revenues & benefits, and procurement), People (including HR, OD, culture and customer experience) and Improvement (including engagement & communications, transformation, strategy policy & performance and digital).

You will lead a team of qualified and experienced managers to provide effective advice and guidance to the wider leadership team, to support the delivery of their business objectives. You will also act as the Council's S151 officer and deputise for the Chief Executive as required.

In this job you will

1. Be a member of the Corporate Leadership Team, providing outstanding strategic leadership, vision, and direction to a portfolio of services.
2. Lead and direct the effective delivery of a range of business support activities providing enabling support, guidance, and advice to the wider leadership team.
3. Lead and direct the continuous development of integrated support services to meet the needs of the Council's business objectives.
4. Lead the successful development and achievement of the Directorate's business plan and key objectives within the agreed budget framework through effective risk management.
5. Drive the delivery of the Council's transformation programme for positive business change, ensuring significant organisational development to provide future-facing, cost effective and appropriate expertise, skills and training to the workforce.
6. Provide clear professional leadership and collaborative working with partners and local partner agencies to establish and deliver a framework to meet shared strategic objectives.
7. Provide professional leadership to ensure the Council's key income streams of business rates and council tax are effectively set and collected and that benefit payments are made in compliance with regulations.
8. Direct the provision of an effective Council-wide information and Communication Technology infrastructure, which supports the Council's operating model and service delivery outcomes, leading the development of the Council's Digital Strategy.
9. Lead and develop the provision of robust and legally sound procurement and contract management processes and procedures in support of the Council's commissioning activities.

10. Lead and co-ordinate robust arrangements to provide effective decision making and good governance through the provision of professional, HR and Finance advice in conjunction with legal services to officers and Members.
11. Direct the People, Improvement and Finance Services including enabling proactive, innovative and responsive services to be delivered by all Directorates.
12. Role model positive leadership behaviours, empowering, engaging and encouraging your teams to live the Council's values and behaviours, to facilitate achievement of the Corporate Vision.
13. Adopt an influential role in enhancing performance and efficiency across the Council, working effectively with lead Members and Council officers.
14. Act as the Council's Statutory Chief Finance Officer.

From time to time you may be asked to undertake work as may be determined by the Chief Executive. This will be up to or at a level that is consistent with your job role. This supports our joint commitment in our employee deal to work together as one team and one council to deliver the best service for our customers and communities.

In this job you will need

You must be able to demonstrate the following essential requirements:

- A clear understanding of the corporate statutory functions within local authority service delivery.
- Significant experience working in large, complex organisations and political environments.
- A degree level or equivalent and a relevant professional qualification and have membership of a CCAB accountancy body and to be able to undertake the S151 officer role
- Extensive experience in leading and managing the range of organisational enabling services at a senior level.

Statutory Functions

- Responsible for ensuring the proper administration of the Council's financial affairs.
- Must produce a report to all Members (in consultation with the Monitoring Officer and Head of Paid Service) if there is likely to be unlawful expenditure or an unbalanced budget.
- When a decision may involve unlawful expenditure or a loss or deficiency or an unlawful item of account as a result of the exercise of executive functions, then the Chief Financial Officer must submit his/her report to the Executive, every Member of the Authority and the External Auditor.
- Must advise whether particular decisions are likely to be contrary to the policy framework or agreed budget of the Authority.
- Must report to the Authority at the time that the budget is considered and the Council Tax set, on both the robustness of the budget estimates and the sufficiency of financial provision for all functions, as well as the adequacy of financial reserves, to produce a balanced budget.
- Must ensure that the guidelines and ratios set down for the purposes of Prudential Borrowing and funding of the Capital programme are adhered to once fixed, and report to Council if they are going to be infringed.

Our culture

For us, it is not just about our achievements as an organisation, but about how we do it. At Cheshire East Council we are working for a brighter future together –

- **We have a shared purpose**
- **We are supported and well led**
- **We are treated fairly and highly valued**
- **We succeed together**

This is all underpinned in our employee deal and everyone is expected to uphold their commitments by living by our values and demonstrating our behaviours.

Our values

Flexibility: adaptable, open to learning and resilient

Innovation: creative, challenges convention and always looks to improve

Responsibility: delivers on promises, efficient and has integrity

Service: listens, delivers quality, is reliable and enables others

Teamwork: respectful, inclusive and contributes at all levels

Your COMMITMENT

Shared purpose

- Bring a positive and can do attitude into work
- Be proactive and always responsive to our customers and communities
- Work responsibly and ask for help if you need it
- Tell us if you see or experience anything that is inappropriate or wrong

Well led

- Be honest and reliable
- Get involved, keep informed, make suggestions and share your ideas
- Embrace technology and new ways of working

Valued people

- Participate fully and make helpful contributions to team meetings
- Be respectful of others and work flexibly and collaboratively with colleagues and partners
- Care for your health and well-being enabling you to maximise your attendance at work
- Value helpful constructive feedback and act upon it

Succeeding together

- Take the opportunity to learn and develop
- Be supportive and appreciate others
- Work together as one team and one council to deliver the best service for our customers and communities

Our COMMITMENT

Shared purpose

- Provide a safe and positive working environment
- Setting clear performance objectives with realistic timescales for delivery
- Having fair and efficient policies and procedures in place and applying them consistently
- Listen, respond and act appropriately when you tell us about something that is inappropriate or wrong

Well led

- Provide honest, respectful and responsible leadership
- Be fair, consistent and timely in our decision making
- Work with you, enabling you to do your best work every day with the right resources, tools and technology

Valued people

- Have regular, useful team meetings, keep you informed and provide an opportunity for everyone to share their views
- Treat you as individuals, be respectful, flexible and supportive
- Care for your health and well-being
- Provide you with regular, meaningful and constructive feedback on your performance through one-to-ones and performance review meetings

Succeeding together

- Offer you opportunities for learning and developing
- Recognise and value your hard work and contribution
- Work together as one team and one council to deliver the best service for our customers and communities

Working for a brighter future together

