

Role profile



Director Property and Finance (S151)

Salary: circa £120,000



Brighton & Hove
City Council

Job Summary

As Director of Property and Finance, you will be part of the Corporate Leadership Team directly reporting to the CEO. You will lead the overall direction and continuous improvement of the council to ensure the effective provision of services and the delivery of priorities as set out by members and in the Council Plan.

Your areas of direct responsibility include the statutory S151 role, Strategic Property and estates management, Welfare, Revenues & Business Support, Financial Operations and Procurement and Audit (via our shared services partnership ORBIS).

You will lead and manage a service directorate management team made up of:

- Head of Strategic Property
- Head of Welfare, Revenues and Business Support
- Deputy Chief Finance Officer and Head of Corporate Finance
- Head of Finance, Families, Children and Wellbeing Directorate
- Head of Finance, Homes and Adult Social Care Directorate
- Head of Finance, City Operations Directorate
- Orbis roles: Chief Internal Auditor and Orbis Director of Procurement

Purpose of the job

At Brighton and Hove, we take a one Council approach to achieving our mission to create a better Brighton and Hove for all. As a Service Director you will take leadership responsibility across the organisation for key organisational themes and/or areas of work that support Council Plan mission delivery as well as leading and managing allocated portfolio of services.

You are part of the extended Corporate Leadership Team. Together we set the tone and culture of the organisation. We are the most senior strategic advisors to the Council. We ensure the Council resources are aligned to the delivery of the Council plan. Our values and behaviours are key to us creating a City Council fit to meet the needs of our residents.

As part of the extended Corporate Leadership team, you will stand with us in our commitment to be visible and adaptive leaders; to connect the organisation and with our residents; to create space for creativity and innovation; to reflect and learn from our mistakes; and to strive to build psychological safety throughout our interactions.

Working as a learning organisation, we are aiming to...

Be connected: An ecosystem with a clear one Council mission and purpose aligned to creating “a better Brighton and Hove for all.” Leadership that connects and brings critical resources together to address wicked issues. Empowered with decisions made as close to the front line as possible.

Be innovative and diverse: Dynamic, diverse workforce and leadership. Reflecting the community of B&H. Leadership network at all career stages and ages.

Be confident: Agile, test & learn. Mistakes are learning experiences we grow from. Comfortable with working in complexity.

Be creative: Space for experimentation, reflection, innovation. Creative policy development. Being an influencer and leader in key policy that will change the lives of our residents. Embracing AI and new technologies to create efficiency and space to deal with wicked issues.

Be healthy and psychologically safe: trusted environment, enabling everyone to bring their best selves to work. Resilient workforce that looks after its health and wellbeing.

Corporate Leadership Accountabilities

A Connected Council

1. Enable a connected organisation with a clear one Council mission to create "a better Brighton and Hove for all." by providing effective corporate leadership and working collaboratively and in an integrated way across the council, ensuring the development of trusted relationships within the council and across the system locally, and embedding co-design as a way of working.
2. Work with lead members and support the Corporate Leadership Team in their role as the senior advisers to the Leader and Cabinet on their strategic policy direction and forward planning of objectives, services, and resources to support delivery of their political ambitions for the City.
3. Build leadership that connects and brings critical resources together to address the knotty, challenging, and wicked issues faced by the city.
4. Create a structure with clear accountability, communication, and transparency that empowers staff to make decisions as close to the front line as possible.

An Innovative and Diverse Council

1. Enable the organisation to become more dynamic by leading on change and transformation in allocated service portfolios and across the organisation, including using data and digital to deliver better outcomes for residents whilst using resources more effectively across the council.
2. Build a diverse workforce that reflects the communities of Brighton & Hove.
3. Actively and proactively use power and influence to eliminate all forms of discrimination and unfairness in the council and the city, embedding the principles of equity and inclusivity into how the council thinks and acts in designing and delivering services and as an employer.

Corporate Leadership Accountabilities

A Confident Council

1. Lead, motivate and inspire the council's staff creating an environment and culture that empowers staff to do their best, and requires them to work collaboratively and effectively across the council and with partners.
2. Be an effective member of the extended corporate leadership team by embracing our organisational values and displaying the leadership behaviours that will ensure a confident, cohesive leadership team.
3. Build working practices that are agile and take a test & learn approach.
4. Embed reflective practice and a growth mindset culture where mistakes are seen as opportunities to grow.
5. Develop workforce skills and acumen to work in complexity and be courageous leaders.

A Creative Council

1. Ensure the Council develops and maintains relationships with partners (public/quasi-public institutions, community/voluntary sector, private sector – locally, regionally, and nationally) to shape the external world, and build solid relationships to ensure the council can fulfil its wider role as a civic leader.
2. Build the space and capacity for experimentation, reflection, and innovation.
3. Enable creative policy development.
4. Embrace AI and new technologies to create efficiency and address critical challenges, while recognizing their limitations.

A Psychologically Safe Organisation

1. Create a trusted environment that enables everyone to bring their best selves to work.
2. Build a resilient workforce that prioritizes health and wellbeing.

Leading governance, financial management and performance improvement

1. Ensure the robust implementation of corporately led performance management and governance arrangements that ensure organisational effectiveness, value for money and customer excellence.
2. Ensure effective financial management, cost controls and income maximisation within areas of responsibility, fluctuating demands, and priorities. Ensure resources are well managed, and innovatively and effectively deployed to the best possible effects assuring value for money in all activities.
3. Lead the delivery of the directorate's Health & Safety plan in within areas of responsibility and allocated service areas, demonstrating inclusive leadership and commitment to continuous improvement in health & safety performance and ensure that all operations are conducted in accordance with the council's health & safety policy, standards, and all relevant legislation.
4. Uphold the Nolan Principles and provide role modelling and leadership to ensure the wider leadership team and organisation meets the ethical standards expected of public office holders.

Your role-specific accountabilities

- Lead the financial strategy and planning for the Council, ensuring alignment with our missions in the Council Plan
- Fulfil the statutory obligations of the S151 Officer ensuring the proper administration of the Council's financial affairs.
- Oversee the preparation and management of the Council's budget, including multi-year financial planning and forecasting.
- Provide strategic financial advice to the Chief Executive, Corporate Leadership Team, and elected members.
- Ensure the Council complies with all statutory requirements related to financial management and reporting.
- Maintain a robust system of internal controls and risk management to safeguard the Council's assets and ensure value for money.
- Prepare and present financial reports ensuring transparency and accountability.
- Oversee the management and development of the Council's property portfolio, ensuring assets are used effectively and efficiently, maximising the return on our commercial estate and securing capital receipts to fund transformation.
- Develop and implement property strategies that support the Council's service delivery and financial objectives working closely with colleague across the Council to develop our future ways of working and related culture change.
- Ensure the delivery efficient and responsive Welfare, Revenues and Business Support services to residents and staff.
- Act as the client for the Orbis Procurement and Internal Audit services ensuring the needs of the Council are met by these services.
- Ensure compliance with all relevant property legislation and regulations.

The most important things about you

Knowledge and Experience

- A strong track record in a leadership position including with some experience at senior level in a Local Authority, with experience of successfully leading and managing large and complex services.
- A good understanding of the political context and financial challenges facing local government in Brighton & Hove and nationally, gained through experience at a senior leadership level.
- Demonstrable success in the modernisation and transformation of services, working effectively with partners and facilitating cultural change and continuous improvement, and understand how to harness data and technology as part of modernisation and transformation.
- Demonstrate a record of success in championing equity, equality, diversity and inclusion, and in proactively addressing issue of systematic inequality and discrimination.
- Evidence of providing sound professional advice to political leaders, and building effective and productive working relationships in complex political environments
- Substantial experience of developing and sustaining relationships with external bodies and partners in order to maximise benefits of these partnerships for the city and the Council.
- A record of successful resource management, Health & Safety management, budget formulation, rigorous monitoring and control of the performance of human, financial and physical resources in a complex/political organisation.

The most important things about you

Skills and Abilities

- Ability to inspire, foster and champion innovation, leading to the successful delivery of services, further enhancing the council's reputation
- Excellent management skills and judgement developed through leadership roles in large and complex organisations
- Ability to forge effective working relationships with politicians and external stakeholders to create a responsible, high performing modern council in order to make Brighton & Hove a centre of local government excellence
- A leadership approach that inspires and empowers others to fulfil their potential and take pride in and responsibility for their work.
- A strong and credible leader who enables others to deliver their best, builds effective teams and creates a dynamic environment that can deliver changes to improve outcomes for residents
- Ability to effectively engage with a diverse range of stakeholders across a range of sectors to build productive relationships and collaborative partnerships and proficient at resolving conflicts that may arise.

The most important things about you

Role Specific Attributes

- A relevant professional qualification in finance (e.g., CIPFA, ACCA, CIMA).
- Extensive experience in a senior financial management role within a large, complex organization.
- Strong strategic and analytical skills, with the ability to develop and implement effective financial strategies.
- In-depth knowledge of local government finance and property management.

Equalities

- Demonstrate sensitivity to people's diverse individual requirements, act proactively, flexibly, and inclusively in identifying, removing, and resolving barriers faced by minoritised groups, and for all people engaging with the council.
- Lead by example, actively creating and promoting the council's core values and equality, diversity, and inclusion aims and outcomes with our communities and staff through personal example, open commitment, and consistent visible action.

Health & Safety

- You will maintain awareness of current UK Health & Safety legislation.
- You will have Knowledge of Health and Safety Management Systems.
- You will have Knowledge and awareness of hazards in their area of responsibility and how to assess and manage associated risks.
- You will complete the mandatory IOSH for Executives & Directors training.