**Executive Director of Resources**

***The organisation will be making several changes to structures once our new CEO joins in early March, which could result in some changes and additions to current areas of responsibility and day to day line management for the appointed postholder.  Any proposed changes would be managed in accordance with the council’s relevant HR policies.***

About Redbridge

Redbridge is home to more than 350 local voluntary and community organisations and thousands of businesses. We are among the fastest growing parts of the country and the third most diverse London borough. Our communities are attracted by a mixture of excellent schools, relatively affordable housing compared to other parts of London, high quality open spaces and rapid transport connections into the heart of the city.

Our population is getting both younger and older - driving increased demand in both adults and children's services. A growing population has placed huge pressure on a housing stock built for a different era. The pace of change to meet these challenges is phenomenal.

Alongside our values of Collaboration, Honesty, Excellence and Fairness we have an ambitious strategic delivery plan to make Redbridge a great place to live.

Role Purpose

Reporting to the Chief Executive, the Executive Director of Resources will provide strategic leadership, direction, operational management and financial control for a portfolio of activity within the Council’s Resources Directorate.

The Resources Directorate acts as the guardian of the Councils finances, providing financial management, advice and support, delivering resident focused finance services and driving efficiencies across the organisation.

The directorate is also responsible for the provision of high-quality information and communication technologies enabling the Council to deliver services more efficiently.

**Key Accountabilities**

Statutory & Regulatory Undertakings

* S151 Officer:
 - Responsible for the proper administration of the financial affairs of the Council
 - Provide advice on financial matters within budget framework, maladministration, probity and good practice
 - Ensure lawfulness and financial prudence of decision making
 - Lead an effective and positive finance service which supports the wider organisation and is aligned to its aims and objectives
* Work with the Chief Executive, Executive Leadership Team and Cabinet colleagues to develop and implement a financial strategy for the Council to deliver the Council’s vision and priorities.
* Exercise strong financial management and a commitment to outcome based financial planning to balance our priorities, increase demand for services and reduce income from central government.
* Undertake statutory and / or regulatory and enabling responsibilities for the Council’s finances, its trading companies, investment strategy, capital programs and the Council’s pension fund.

Executive Strategic Leadership

* As a member of the Executive Leadership Team, work positively with the Chief Executive and Leadership colleagues to lead a high performance, efficient, collaborative and customer focussed culture across the whole organisation with an aspiration to position Redbridge as a leading Local Authority in London and the country.
* Deputise for the Chief Executive as required.
* Support and advise elected members in the formulation, development and review of corporate strategies to meet the Council’s political and statutory requirements.
* Sponsor and lead transformation and change programmes across the Council, always acting corporately and collaboratively to break down service boundaries and ensure that transformation impact is maximised, delivering both improvement and efficiency in a timely way.
* Help to shape and deliver the Council’s Commercial Strategy and programme and provide the Council with financial assurance and scrutiny of the programme to support its effectiveness, legitimacy and value for money.

Operational Leadership, Development & Improvement

* Advise and support the political leadership (including relevant lead members) by providing clear options, implications and recommendations in respect of decision making relevant to the services provided within your Directorate.
* Support the Operational Directors and Heads of Service in the delivery of high performing services, focussed on achieving the Council’s core service outcomes.
* Be responsible, and accountable, for implementing the Council’s corporate performance framework – including service planning, performance monitoring, project management, budget management, risk assessment and management, learning from complaints, performance appraisal, workforce planning and equalities regimes.
* Create an inclusive, supportive and effective leadership culture across the Council to support a high calibre, motivated, empowered and creative workforce and ensure that the Leadership Team learns from those who deliver services and know what does, and does not, work for our residents and communities.
* Ensure a culture of continuous learning and act as a role model to support the values of the Council – Collaboration, Honesty, Excellence & Fairness.

Communication Partnership Working & Representation

* To build strong partnerships across the public, private and voluntary sectors, supporting such partnerships in their leadership role across Redbridge, and to represent the Council positively and professionally within such partnerships as appropriate.
* Take personal responsibility for facilitating public and community involvement in service development, to be visible to residents, businesses and communities, actively listening to issues and concerns and taking responsibility for promoting fairness, equality and community cohesion. To champion the very highest standards of customer service.
* Ensure that your services meet existing and emerging customer needs/expectations and reflect a positive customer journey experience and deliver opportunities for efficiencies through channel shift and embed learning from complaints.
* Liaise with Government, the Mayor of London, other local authorities and other national and regional partners to help shape and influence national and regional policy in the best long-term interests of the residents, businesses and communities of Redbridge.
* Represent the Council with the media and appropriate networks to advocate the Council’s perspective and ensure a positive image that raises the reputation of the Council.

Leading Business Performance

* Work collaboratively and constructively with the Chief Executive and other members of the Executive Leadership Team on all matters.
* As part of the Executive Leadership Team, take collective responsibility and accountability for organisational and service performance, supporting and constructively challenging colleagues to address areas of underperformance and striving to ensure Redbridge is a top quartile performer against relevant benchmarks.
* Ensure your Directorate complies with the Council’s Corporate Assurance Framework.

Resource Management

* Responsible for working collegiately across the Executive Leadership Team to develop the Council’s medium term financial strategy which reflects the priorities of the Council and ensure that it is regularly updated.
* Responsible for ensuring that the Council sets a legal and balanced budget every year and that the Council delivers a balanced, or better, year-end position for the Council year on year.
* Responsible for financial and budgetary controls within the Directorate, ensuring that all budgets are appropriately managed to ensure no overspends, that savings targets are fully delivered and that proper risk management arrangements are in place at all times.
* Accountable for all commercial and contractual relationships within the Directorate, ensuring these perform to their maximum potential and represent the best possible value for money.
* Lead, inspire and motivate staff across the Council and support the workforce to perform to their highest potential. Take personal responsibility for role modelling appropriate behaviours and creating a safe and open environment in which colleagues can flourish and perform to their best ability. Challenge and address both poor performance and inappropriate behaviour. Champion personal development, ensuring that there is a strong development and learning culture, putting in place clear talent management and succession planning strategies across the organisation.

General duties

* Support the Chief Executive in relation to emergency planning and resilience, providing support for the co-ordination of all measures to manage an emergency affecting the Council during the response and recovery phases.
* Demonstrate and positively reinforce the Council’s commitment to safeguarding and promoting the welfare of children and adults at risk and children looked after.
* Provide leadership support to Elections as and when required.

All duties and responsibilities should be carried out in accordance with the Council’s constitution, code of conduct, governance arrangements, policies and procedures.

**Person specification**

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|  | **Desirable / Essential** |
| **Statutory or Mandatory qualifications:** | Accountancy Qualification required (preferably CIPFA) |  |
| **Educational Ability** | Professional Finance qualification gained through extensive experience relevant to the key responsibilities of the post.  | E |
| **Key Subject or Content Areas**  | High quality leadership skills and a successful track record of leading organisational change.A successful track record at a senior level gained within a finance arena in a large scale and complex organisation.  | EE |
| **Strategic Direction** | An in depth understanding of policy and legislation that directly impacts on the strategic leadership of a local authority.A strong track record of successfully formulating, developing and delivering corporate strategies to transform services and deliver objectives in a large, complex and multi-disciplinary organisation.Significant experience of successfully leading and managing a diverse portfolio of professional services, gained at a senior level in a local authority or multi-functional organisation of comparable size, scope and complexity. | EEE |
| **Political Awareness** | Politically astute with demonstrable experience of having worked at a senior level in either a political environment or a comparable governance regime. | E |
| **Driving Change and Improvement** | A strong change leader and manager, comfortable with operating in an uncertain environment where the end state is not always known.Demonstrable success at a senior level in the initiation and management of effective and complex changes to services. This will include extensive experience of leading large-scale transformational programmes and projects within a complex environment. | **E****E** |
| **Performance Improvement** | A successful track record of establishing a strong performance culture including effective performance measures, the evaluation of service quality and improving service delivery in a way which meets the needs and expectations of customers.Experience of developing and implementing, commissioning and performance frameworks in a multi-disciplinary and partnership environment. | EE |
| **Leading Partners** | Experience of working in partnership with and managing internal and external stakeholders, including schools, local community groups, not-for-profit, public and private sector organisations, in complex and changing environments.Specific experience of working within the Health and Social Care sector to promote integrated services and improved outcomes. | EE |
| **Leadership and Development** | A visible, inspirational, supportive and approachable leader – with a demonstrable ability to lead and motivate staff to perform to their maximum potential in pursuit of clear organisational priorities.Strong commitment to personal development, including evidence of up-to-date leadership development. | ED |
| **Communication Skills** | Highly credible with local residents, businesses and communities. Skilled and confident at listening to and entering into a dialogue with a diverse range of residents, businesses and communities.High-level presentational skills and interpersonal skills with the ability to communicate effectively with a range of audiences.Well-honed networking skills.Ability to present highly complex information in a clear and concise manner. | EDDE |
| **Relational and Partnership Influence** | Strong partnerships skills, with a successful track record of collaborative working in pursuit of clear corporate priorities.High quality negotiation skills, with a strong track record of negotiating favourable commercial and/or contractual positions and interests.Credibility to represent the Council at the highest level of regional and national government.Experience of working in partnership with and managing internal and external stakeholders, including local community groups, not-for-profit, public and private sector organisations in complex and changing environments. | EEEE |
| **Strategic Analysis and Judgement** | Strong analytical and problem-solving skills – including the ability to be able to draw clear recommendations from complex information.Anticipates stakeholder needs before they are articulated, identifies potential alternative courses of action and makes use of information to map out implications to aid decision making. | ED |

**Other Considerations**

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| **Working pattern and travel** | The role will involve irregular working patterns and will require the post holder to be able and willing to work during these periods, including evenings and occasional weekends.*\*The salary scale is inclusive and recognises the volume of work in addition to and outside the Council’s normal office hours required by the post*  |
| **Safeguarding disclosure** | The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is identified as involving or undertaking regulated activity with one or more of these groups or is a position of trust. Employment is subject to suitability to work with children or other vulnerable groups and advanced Disclosure and Barring Service checks (DBS) is required. |
| **Special factors or constraints** | This post falls within the “politically restricted” category under the Local Government and Housing Act 1989 this post is politically restricted. The detail of the restrictions these places upon you are as outlined in the Statement of Main Terms and Conditions of Employment.Maintenance of the highest standard of conduct and public confidence in their integrity. |