

Job Description

Post: Executive Director Corporate Resources and Commercial / S151 Officer
Salary: HAY 1
Reports to: Chief Executive Officer

JOB PURPOSE

To have key accountability and responsibility for the delivery and strategic development within the area of Corporate Resources and Commercial. This means leadership of Legal & Democratic Services, Procurement & Contracts, Strategic Support, ICT & Digital, Human Resources and Finance as the being the Council's S151 Officer as well as the ability to lead other areas within the organisation as required.

Support the Council, Cabinet and the Chief Executive in the development and achievement of the Council's vision and priority outcomes.

The role will support the Chief Executive in creating and sustaining consistent culture and behaviours conducive with a high performing Council, lead collectively and collaboratively within and outside the Council as key drivers of change supporting the Council to innovatively, proactively and confidently adapt to the dynamic resource and policy agenda.

The role will have very high-level accountability spanning organisational and system leadership, developing and sustaining effective partnerships, together with performance and stakeholder management and freedom to act in support of the Chief Executive.

The role will drive a high-performance culture within the Council.

The role will lead of key thematic matters and be responsible for the delivery of key corporate and Borough projects

PRINCIPAL RESPONSIBILITIES

1. Provide Strategic Leadership across the Council with specific responsibility for ensuring that priority initiatives are delivered in accordance with the Sefton Vision Outcomes Framework and the Council's Core Purpose.
2. Exercise the statutory responsibilities as the S151 Officer of the Authority and be the principal advisor on all financial services to Members, Officers and partners.
3. Lead a transformational approach to the delivery of Sefton services including creating new revenue streams, new models of service delivery, new demand management methods and new operating models to achieve the Sefton 2030 vision.
4. Work with the Chief Executive, Cabinet, Council, Elected Members and colleagues to deliver our vision for Sefton.
5. Personal accountability for the delivery of a prioritised work programme with agreed thematic outcomes relating to the Sefton's Core Purpose.
6. Responsibility for Strategic resource decisions and leadership of transformational projects.

7. Develop and sustain strategic partnerships at the local regional and national level.
8. Role model the agreed leadership behaviours and support the development of a high performance, innovative and collaborative culture.

RESPONSIBILITIES

1. Provide strategic leadership to the whole Council and work in close partnership with the Chief Executive to deliver the Council's plans and develop its ambitions.
2. Ensure the Council's longer term vision, strategy and priorities are delivered.
3. Develop and embed a performance culture that delivers better outcomes for local people.
4. Work closely with all Elected Members, specifically with the Leader and Cabinet Members, and support them in undertaking their Strategic Leadership and Community Leadership roles by providing expert strategic advice, support and challenge.
5. Advocate for the needs of local people and develop strategies that enable local communities to become more resilient and self-sufficient.
6. The postholder will:
 - Lead Council-wide partner Boards and groups as required;
 - Act as the Emergency Duty Co-ordinator, on a rota basis, for the Council's Emergency Planning processes and to attend ongoing training as required;
 - Represent the Council at key Civic events as required including Remembrance Services;
 - Represent the Council at partner events as appropriate.

ROLE SPECIFIC RESPONSIBILITIES

Act in the capacity of the Authority's lead officer for Statutory 151 Officer, Procurement and contracts, Legal and Democratic Services, Strategic support, ICT & Digital, Human Resources, Finance and to ensure the strategic planning, design and delivery of these service areas and provision of the best possible services for the people of Sefton.

To be part of the Council's Executive Leadership Team and Senior Leadership Board recognising that the role incorporates ownership, commitment and leadership responsibilities for delivery of both Council and Community strategies, working in partnership with other agencies to achieve goals and embracing the concept of One Council.

To engage colleagues responsible for the following key service areas to ensure that agreed outcomes are met consistently and in accordance with agreed policies and standards:

- Legal and Democratic Services – to ensure the Council complies with legislation and manages regulatory risk associated with its internal activities and services, including line management responsibilities for the Council's Chief Legal & Democratic Services and Monitoring Officer.
- Strategic support – oversee the Council's Policy, Performance and Communication and the development and delivery of corporate transformation plan as well as the leadership of Procurement and contracts.
- ICT and Digital, Human Resources, Finance – strategic management of the co-ordination and delivery of high quality wide ranging and comprehensive Corporate Support Services.

Ensuring there is effective integration of related services within the Directorate and across the Council, ensuring strong relationships between service areas and corporate functions. Maximise the partnership with and the contribution of private providers and the voluntary and community sectors, ensuring they are effectively and appropriately commissioned and procured to meet the Council's needs.

GENERAL:

The post may require specific safeguarding checks. Where these are required, the person appointed will be subject to those checks.

The post may require access to the Public Service Network (PSN) requiring compliance with the HMG Baseline Personnel Security Standard.

New appointments will be required to satisfactorily complete a six-month probationary period.

The postholder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change. Out of hours working will be required as appropriate.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Note: Where the post-holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

Executive Director Corporate Resources and Commercial – Person Specification

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
<p><u>Qualifications / knowledge</u> A fully qualified accountant and a member of a CCAB Body</p> <p>Recognised Leadership Qualification or Relevant Experience</p> <p>Knowledge and understanding of the strategic, regulatory and political context within which local government operates with the ability to lead the service areas within the post.</p> <p>In depth knowledge of formulating and implementing corporate policies and strategies.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>C/AF</p> <p>C/AF</p> <p>AF/I</p> <p>AF/I</p>
<p><u>Experience Relative to Role</u></p> <p>An in depth understanding of regulations/legislation and best practice across local government finance, with comprehensive understanding of national and local government developments, policy, and emerging trends</p> <p>Experience of operating at a high level within a complex organisation involving diverse stakeholders.</p> <p>Ability to successfully co-ordinate and deliver large multi partner projects.</p> <p>Substantial and proven ability to work successfully with Elected Members.</p> <p>Proven track record on delivering successful leadership and management outcomes within a large organisation setting.</p> <p>Significant understanding of strategic policy development and implementation within a large organisation setting applicable to Local Government and Sefton Council's vision.</p> <p>Excellent knowledge of the working of Local Government and other public, private and voluntary sector organisations.</p> <p>An ability to provide and empower innovative thinking which leads to tangible delivery of outcomes.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>

Assessment Methods Key:

AF – Application Form, C – Certificates, P - Presentation, I – Interview

Skill and Attitude and Value Based Criteria

- Sefton’s vision, core purpose and values set out how we as a Council want to work as an organisation and with our communities and our partners, to make Sefton a great place to live, work and visit.
- Personal responsibility to support the delivery of the vision and consistently demonstrate the Council’s behaviours and values.
- Have the necessary political knowledge, skills and abilities needed to operate effectively in a political environment.
- Develop, lead, participate and collaborate in effective partnership across organisations and sectors.
- Focus on outcomes, people and place, and break down barriers between services and organisations to facilitate One Council delivery.
- Thrive on ambiguity and demonstrate exceptional personal resilience.
- Create and sustain enabling and open relationships.
- Create the most effective environment for innovation, learning and performance.
- Lead change and empower the Council to effectively manage complexity, ambiguity and risk.

Prepared by:

Name: Phil Porter
Designation: Chief Executive
Date: February 2025