

Job Description



POST DETAILS			
Division/Department	Corporate Resources		
Organisation	TDC	Location	Cecil St
Job title	Director of Corporate Resources (and s151 Officer)		
Reports to (job title)	Chief Executive		
Grade	TG-Q	Politically Restricted Post <i>Tick ✓ as appropriate</i>	Yes x No <input type="checkbox"/>
DBS (CRB) Requirement <i>Tick ✓ as appropriate</i>	Standard: Yes x No <input type="checkbox"/>		Enhanced: Yes <input type="checkbox"/> No <input type="checkbox"/>

JOB PURPOSE
<i>Explain in one or two sentences the principal reason why the job exists</i>
<p>To direct and oversee the provision of financial and corporate support services to the Council, ensuring strong governance, effective customer engagement and the proper application of the Council's constitution.</p> <p>Act as the Council's Section 151 Officer, as required under the Local Government Act 1972.</p>

PRINCIPAL ACCOUNTABILITIES
<i>Include the most significant responsibilities of the job which have a clear end result. Normally there will be between six and ten accountabilities. See guidance notes for assistance with writing accountability statements.</i>
<ul style="list-style-type: none"> • Strategic Finance – advise Members and management on the financial outlook and lead Members and management across the organisation to develop strategies and plans that maximise value for money and minimise the need to raise local taxes, which enable the organisation to continue to make progress towards its aims and objectives. • Corporate & Financial Management – ensure the proper administration and stewardship of the Council's financial affairs as required under the Local Govt Act 1972; overseeing the provision of effective financial systems and processes by the Financial Services section, to meet the needs of the accounting standards and the Council's decision making processes, whilst taking into account the need to minimise the impact on staff resource requirements. • Technical and transactional finance – oversee the provision of financial services that robustly manage the financial transactions of the Council, ensure their proper reporting through statutory and management accounts, so that the Council's financial position is properly understood so that no opportunities are lost, or risks missed. • Direct the Council's approach to strategic procurement and the arrangements for its purchase-order processing, to ensure the council uses its contracts to best effect, in the most cost effective manner. • Direct the Council's business redesign and service review processes, taking a pro-active and future focussed approach, ensuring all targets and risks are managed. • Governance and Risk Management – oversee the Council's arrangements to ensure the highest standards of governance are upheld across the organisation at all times; and to ensure that arrangements are in place to identify and quantify the Council's risk and opportunities, and that

all significant risks are appropriately mitigated, and opportunities maximised.

- Legal Services – ensure the Council has access to professional legal advice and support to meet the needs of its services and projects, to support effective decision making and minimise the risk of legal challenge from third parties. Ensure that information relating to relevant national and European legislation is disseminated to staff, managers and members, as appropriate, inputting to the development of policies and implementation plans as required.
- Ensure that there are rigorous business planning and performance management processes in place to articulate the aims of the Council and ensure their delivery and that these foster a culture of continuous improvement and facilitate the delivery of value for money.
- Direct and oversee the Council's customer services approach, to ensure the development and adoption of common standards to enable a consistency of service delivery; ensure that measures are in place to change the culture to improve the customer experience and to better communicate service standards to manage customer expectations.
- Oversee the development and implementation of communications and public engagement strategies and plans to support the delivery of the Council's vision, aims, priorities and work programmes. Ensure these strategies are informed by robust and credible research and insight and that the necessary information technology and communications infrastructure is in place, or planned for.
- Provide the Council with communication and marketing services, to generate a positive interaction with the public, increase the public's awareness of the Council's services and improve public perception and satisfaction levels.
- Direct the corporate, democratic and electoral support services that ensure the smooth running of the Council's business by having policies, strategies and plans approved at the appropriate level, to meet the Council's governance and constitutional needs. Providing administrative and clerking support to meetings at the correct level for the type of meeting, setting standards for record-keeping where evidence that delegations have been properly exercised is required to maintain confidence in the decision making processes.
- Property Services – Lead on the Council's asset management strategies; ensuring that all acquisitions and disposal decisions are made based on a clear business case that considers both financial and social returns on investment. Ensure that decisions have a clear commercial or social benefit and are taken with a whole-life cost approach.
- Put in place appropriate approval and consultation mechanisms to facilitate wide reaching support for the Council's asset plans.
- Direct and oversee the work of the Property Services team, to ensure that they provide a timely, commercially aware and effective service, for the Council's property portfolio (for the commercial and council premises and TDC owned public spaces).
- Lead on the Council's commercial negotiations, relating to the acquisition or disposal of assets, including through the use of development agreements and joint venture partnerships; ensuring best value is secured for the council (from both a financial and social benefit perspective)
- Lead on the Council's ICT strategy, and the delivery of ICT support and infrastructure that meets the needs of the Council's services.
- Work with the Management Team to develop and deliver organisation development that promotes a culture of continuous improvement and the strongest standards of staff, Member and performance management. Ensure that this is adopted and embedded within the Directorate, and regularly review performance to ensure the delivery of improving value for money.
- Oversee the Member engagement process, including ensuring the operation of the Council's Standards procedure and Codes of Conduct.
- Put in place appropriate arrangements to undertake client-side responsibilities for services provided by shared services, or a third party.

REQUIRED ATTRIBUTES

Include the essential attributes that the job-holder must have in order to perform the role competently and successfully

Knowledge

- Comprehensive knowledge of the current financial and political landscape for local government
- An understanding of local government and political processes
- Knowledge of financial management processes at both a strategic and technical level, able to develop medium term financial plans for a large multi-service organisation.

	<ul style="list-style-type: none"> • Knowledge of the shared service and partnership landscape within local government, and an awareness of the complex governance arrangements that typically feature in multi-agency partnerships. • An appreciation of the economic, social and environmental issues facing areas of deprivation. • Able to form qualitative arguments that consider return on social investment against commercial/financial returns
Skills	<ul style="list-style-type: none"> • A visionary leader able to think creatively about how the Council can develop and grow, securing real public involvement in the way we do business, and ensuring our corporate governance and assurance processes are fit for purpose. • A proven change-agent, setting a first class example to staff by proactively seeking out and delivering continual improvement and dynamically implementing it. • Advanced interpersonal skills, comfortable in presenting to large groups and able to represent the council on outside bodies and promote good external relations and a positive image. • A credible leader, able to make a convincing argument and win hearts and minds to achieve a successful resolution to areas of dispute. • Adept at listening to others in order to take on board different views. • Able to lead, manage and encourage proactive activity, supporting the council throughout major change projects. • Committed to community engagement and high standards of customer service, ensuring the local community are informed and consulted on for appropriate service delivery issues and proposed changes. • Effective commercial negotiator, able to lead negotiations with third parties for the best outcome for the Council. • An effective delegator, able to develop staff through empowering them to act within agreed delegations. • To possess high levels of commercial acumen and employ that focus in the successful resolution of complex problems.
Experience	<ul style="list-style-type: none"> • Demonstrable experience of operation at a senior management position in a large public sector or equivalent complex organization, able to quickly establish and maintain credibility with stakeholders: Members, senior managers, employees and partners. • Experience of leading large or complex projects (ideally large change projects) • Experience of providing strategic financial advice and designing financial support services in a large multi-service organization with devolved budgets. • Experience in the development and application of council constitution would be desirable. • Proven experience of effectively building, developing and leading teams to success. • A track record of challenging traditional thinking in a persuasive and positive manner, leading innovative design and delivery of services. • Experience of leading on the development of strategic business plans, and putting in place effective monitoring to ensure successful delivery in a complex and dynamic environment. • Experience of contract and relationship management, either with private sector providers, joint venture partners or shared services. •
Qualifications	<ul style="list-style-type: none"> • Chartered membership of professional accountancy body (CCAB) is essential. • Management qualification or evidence of extended personal development desirable.

JOB DIMENSIONS <i>Include key statistics relating to the job</i>	
Annual budgetary amounts <i>State if impact is direct or indirect</i>	<p>Oversee the arrangements for preparing and monitoring against all of the Council's budgets: General Fund budget – gross circa £75m HRA balances c £10m General Fund capital programme £14.4m HRA capital programme £5.9m.</p> <p>Act as Treasurer, with overarching responsibility for the Council's treasury management activity: average investments £30m in 12/13 average borrowing in 12/13 £26m</p> <p>Direct responsibility for departmental budget</p>
Number of staff reporting to the job holder <i>Specify direct and indirect reports</i>	<p>Direct 6 Indirect approx. 85</p>
Any other relevant statistics	

NATURE OF CONTACTS <i>Include key contacts and the nature of the communications</i>	
Internal	<p>Staff at all levels across the organisation, including SMT on a wide range of topics, including giving instruction and advice to staff outside of the department.</p> <p>Members – District, County and Parish – providing advice and working with Members on policy and strategy development</p> <p>Regular contact with the portfolio holders that cover the department's work</p> <p>Attend Cabinet, Council and various Committee meetings</p> <p>Hold Portfolio Holder meetings</p> <p>Attend and be primary officer lead at Governance and Audit Committee</p> <p>Attend Corporate Performance Review Working Party</p> <p>Lead on the Asset Management Working Group (Officer and Member attended)</p>
External	<p>Manage relationships with internal and external audit; and liaise on specific finance related matters</p> <p>Manage relationships with EK Shared Services, EK HR and EK Housing</p> <p>Attend Kent Finance Officers Association (sharing attendance with the deputy S151 Officer)</p> <p>Regular contact with other S151 Officers across Kent</p> <p>Engagement with other contractors and service providers as and when required.</p> <p>Negotiation on commercial property deals with a range of external agents for the buying, selling and leasing of assets, and the drafting of development agreements.</p>

WORKING ENVIRONMENT CONTEXT
Complete this section if the job involves physical effort and/or strain or if the job-holder is required to work in unfavourable environmental conditions. This section does not apply to most roles in a normal day-to-day office environment.

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ORGANISATION CHART

Include an organisation chart which shows the immediate superior, peers and jobs reporting to this position. The organisation chart can be inserted below or provided as an attachment.

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JOB DESCRIPTION SIGN-OFF

Completed by	<i>Sue McGonigal Chief Executive</i>	<i>1/8/13</i>
Reviewed/Agreed by	<i>Next Level Manager Job Title</i>	<i>Date</i>
Dimensions Reviewed/Agreed by	<i>Job Title e.g. Finance Manager or as appropriate</i>	<i>Date</i>
Job Holder Reviewed/Agreed by	<i>Job Title</i>	<i>Date</i>