

JOB DESCRIPTION FORM

Job Title: Service Director - Financial Management & Deputy
s151 Officer

Job Holder:

Executive Director, Corporate Services & s151 Officer

**Reports to:
(Name & Title)**

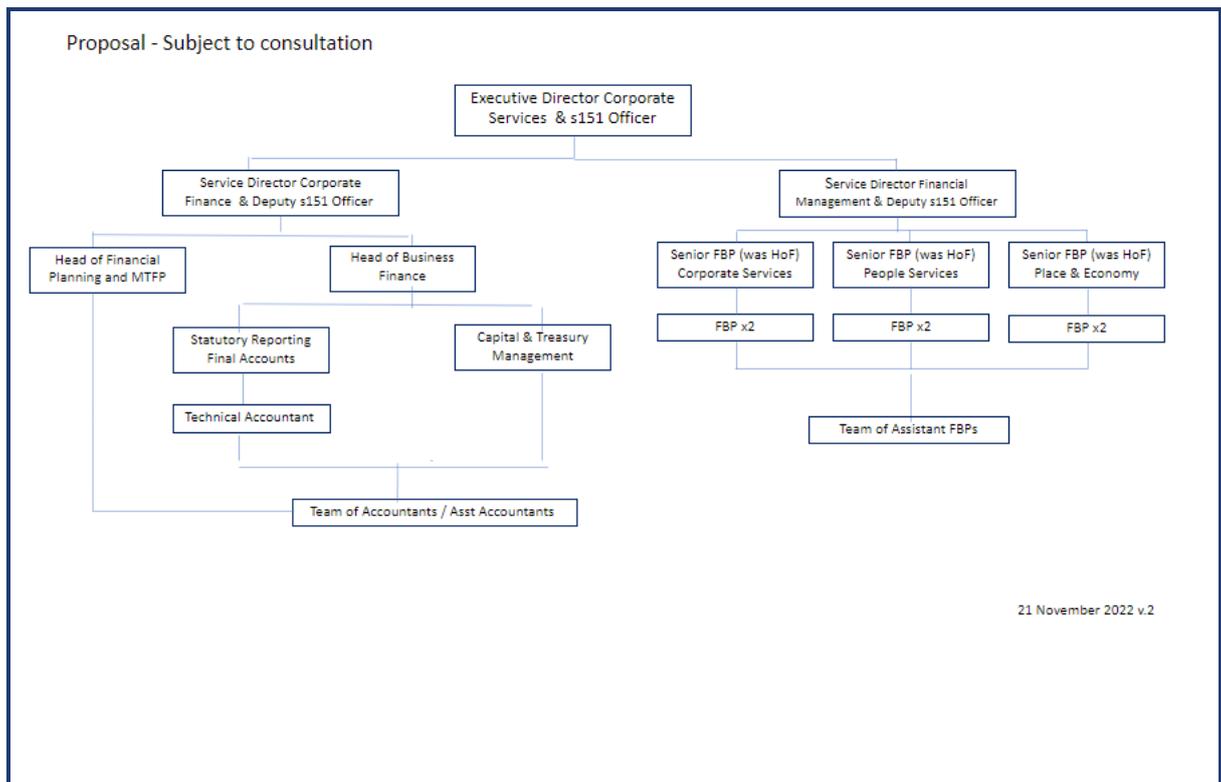
1. Job Purpose:

A Service Director of the Council and member of the Extended Leadership Team (ELT), this role takes collective and shared responsibility for the effective leadership and corporate management of the Council's services and delivery of improved outcomes and the achievement of value for money.

Acting as a professional lead on all matters within their portfolio of responsibility, the post is responsible for a range of Council services that includes, but is not limited to:

- To support the Executive Director – Corporate Services & s151 Officer in all aspects of Financial Management and to lead the relevant Finance function across Peterborough City Council. To provide the vision and strategic direction for the service, leading performance improvement to ensure a continuously high performing and improving service.
- To maintain accuracy and integrity of the Council's Financial Management function, including Budget Management, Forecasts, Projections, Profiling and Financial Plans.
- To be the lead on financial aspects of Council wide transformation initiatives, working with Executive and Service Directors, senior managers and budget holders to maximise opportunities for the benefit of Peterborough.
- The postholder will act as one of two Deputy s151 Officers, deputising as statutory s151 Officer as and when required.

2. Organisation:



3. Leadership and collaboration:

Provide clear, compelling and inspiring leadership to the Council contributing to the delivery of the Council's Purpose, Strategic Priorities, communicating a clear vision and purpose to positively engage others, internally and externally.

Effectively contribute to the development and delivery of the Council's Corporate Strategy, Medium Term Financial Strategy and Workforce Plan. Actively understand the challenges faced by colleagues across the organisation to be able to support all ELT colleagues to deliver their objectives as well as those of the whole council.

Create a high-performance culture by providing strong and motivational leadership to drive continuous improvement, efficiency savings and higher levels of satisfaction for residents of the County. Actively promote the council's priorities and ways of working and the Council's values and behaviours to ensure they are delivered throughout the organisation.

Role model and take responsibility for ensuring an effective approach to corporate parenting and safeguarding of vulnerable people is embedded in areas of responsibility. Develop and implement effective communication and engagement arrangements with service users, stakeholders, communities and partnership agencies to facilitate effective relationships that drive improvements in service delivery.

Actively develop and maintain strong and strategic relationships with key external stakeholders in the public, private and community and voluntary sectors, to optimise

opportunities for delivering services in partnership wherever this would generate improved outcomes, effectiveness, or efficiency.

Ensure that the Council is able to specifically influence, work with and achieve collaborative benefits and investments, in partnership with the Cambridgeshire and Peterborough Combined Authority, NHS Cambridgeshire and Peterborough Integrated Care System and the Greater Cambridge Partnership and District and City Councils.

As a Senior Responsible Officer (SRO) or Sponsor of major programmes and projects of change and delivery, ensuring effective programme and project management approaches are applied, ensuring delivery to time, budget and plan, managing risks and issues dynamically and ensuring benefits planned are realised.

4. Governance:

Fully understand and uphold the Constitution, Scheme of Financial Delegation and Contract Procedure Rules of the Council and ensure that they are followed throughout the directorate as well as that effective strategy, policy and resource considerations are at the heart of decision making so that services are delivered as efficiently and effectively as possible.

Support the democratic process, providing advice to elected members on the appropriate response to local, regional, national and international matters as well as the internal business of the Council.

Champion and lead risk effective management of risk and the active response to audit findings in relation to service delivery and be jointly accountable with others in CLT for the corporate risk register and corporate risk framework of the Council.

Ensures the Council fulfils its duties in relation to standards, complaints and scrutiny, to maintain an open culture of transparency, accountability and ownership, taking responsibility for mistakes, putting them right and learning lessons for future improvement.

Act to protect and improve the overall reputation of the Council, representing the Council at appropriate local, regional and national forums and in the media, as required.

To promote, preserve and protect the health, safety and wellbeing of councillors, employees, service users, contractors and partners in the provision of Council services, ensuring that the provisions of all relevant legislation are achieved, such as the Health and Safety at Work Act 1974.

5. Innovation:

Champion innovation by being open minded to new and radical ways to deliver services, actively seeking out good practice from others to learn from to develop our own service

design and delivery.

Promote a culture of continuous improvement by encouraging colleagues to share ideas, take appropriate risks, and recognising innovation.

Champion and embed a performance and quality assurance culture that delivers results through rigorous open challenge, personal accountability and continuous improvement.

6 Equality, Diversity and Inclusion:

Promote an organisational culture that is positive, safe, respectful and compassionate, as well as open to change and feedback enabling everyone to feel empowered and valued.

Act at all times in ways that create an inclusive environment where people can thrive and be empowered to do their best. Role model good behaviour and practice and proactively seek ways to ensure staff feel valued and develop a sense of belonging.

Demonstrate awareness of the diverse needs of our residents to inform the decisions made about the services we deliver and ensuring a robust approach to equality impact assessments and their application to employment, service delivery and policy development.

7. Finance:

The post holder is directly responsible for the Net Revenue Budget is approximately £200m.

The post holder will:

- continually review and reshape service delivery to achieve financial efficiencies and maximise opportunities for income generation, whilst maintaining the highest standards of service delivery
- ensure the effective management and deployment of all appropriate budgets in line with agreed financial processes, envelopes and savings, including contract budgets for people services and pooled budgets where appropriate.

8 Staff:

The postholder will be responsible for a workforce of approximately 15, including direct and indirect reports.

9. Principle areas of accountability:

- To lead a high performing strategic and operational service in order to deliver the Council's Corporate priorities and vision.
- To act as PCC's professional and / or statutory lead on all service issues to deliver a high quality service strategy, excellent levels of performance and innovation in service delivery.
- To champion the corporate vision and direction internally and externally, engaging with staff, elected members, partners and stakeholders, building strong relationships to represent the interests of PCC.
- To provide inspirational leadership to service teams, driving customer focused service delivery, embedding a culture of change, continuous improvement and excellent people engagement and management.
- To lead cross organisational corporate delivery in order to achieve corporate outcomes and change.
- To act as Deputy to the Executive Director of Corporate Services & s151 Officer as required.
- To work within Financial Regulations to maintain and improve corporate financial management
- To assess service risks and determine the appropriate level of risk and create realistic, cost effective and timely plans to support the achievement of PCC objectives.
- To champion the corporate, partnership and service visions and direction internally and externally with employees, politicians, partners and stakeholders, building strong relationships to represent the interests of the Council in order to achieve and improve service outcomes.
- To provide strategic advice and critical challenge, identifying opportunities and practical options for improvement, enabling the delivery of a stronger, more efficient, effective and streamlined Council that will deliver high performing services to the residents, businesses and customers for Peterborough.
- To contribute to the management and development of the overall service so that we provide high-quality, cost-effective services to the Council, Corporate Leadership Team, managers and budget holders and develop employees to achieve high levels of performance to enable the Council to achieve its objectives.
- To ensure that sufficient resources from the Council and strategic partners are identified and are available, and are effectively and efficiently used to provide Value For Money.

10. Areas of responsibility:

The post holder will be responsible for the following service areas:

- To provide leadership and management, and a vision that will enable development of innovative, flexible and community focused approaches to service delivery.
- To work collaboratively with Elected Members and the Corporate Leadership Team to achieve improvement and business transformation in all Council areas.
- To act as an ambassador for the Council, promoting and developing the Council's image, forming strategic alliances and developing effective working relationships on a local, regional and national basis.
- To ensure that sufficient resources from the Council and strategic partners that have been identified are available, and are effectively used to provide Value For Money.
- To ensure strategies for improving services are in place and support the transformation agenda.
- To support the Corporate Leadership Team.
- To provide leadership in the management and development of staff to achieve corporate, team and personal objectives including individual and groups of projects.
- To establish and service Steering and Management Groups as appropriate, in order to build a strong and collaborative working relationship between partners.
- To lead on the development of digital service business, corporate and strategic plans and standards and their monitoring and collective review.
- To ensure that strategies and management plans are regularly reviewed and updated to support performance improvement. To manage staff and relationships with partner organisations, businesses suppliers and other contractors.

Statutory Responsibilities:

- To be the deputy Chief Financial Officer to PCC and act as Deputy Statutory Finance Officer (s151 Officer)
- To ensure the Council has proper arrangements in place for the administration of its financial affairs, including effective financial controls are in place as required.
- To support the Service Director – Corporate Finance & Deputy s151 Officer in the completion of the Statement of Accounts and all statutory returns.
- To lead and manage the Financial Management Team, providing a financial advisory service with a business partnering approach.
- To enable an efficient and effective budgetary control and monitoring process for both capital and revenue.
- To play a key role in supporting directorates with service and business transformation opportunities to achieve continued excellence, efficiency and improved customer services.

11. Key relationships:

- 1:1 meeting Fortnightly with Executive Director, Corporate Services & s151 Officer
- Extended Leadership Team meetings
- Directorate Management Team meetings
- Annual performance conversation and mid-year review.
- Regular e-mail, telephone and personal contact and ad hoc meetings as required.

Direct reports

- 1:1 meetings monthly.
- Service management team meeting fortnightly.
- Regular e-mail, telephone, personal contact and ad hoc meetings as required.

Other contacts

- Elected Members: contact on a regular basis (weekly to monthly), both formally and informally with a range of Elected Members including Cabinet Members
- Directors to deliver specific priorities
- Strategic Partners: senior managers and strategic partnerships with Peterborough City Council. This includes both public and private sector bodies e.g. Serco

12. Decision Making Authority:

- This role will contribute to all strategic decisions relating to its specialist portfolio. It will also be responsible for all operational decisions relating to the business and specialist area. The post-holder will exercise judgement to decide which matters to keep the Executive Director of Corporate Services & s151 Officer informed of on a “need to know” basis.
- Has accountability for all day-to-day decision making within their area of the Directorate.
- Full ability to make decisions in relation to teams and service areas, without reference to the Executive Director of Corporate Services & s151 Officer but consulting with the Director as required regarding critical and / or politically sensitive matters. The Cabinet Member for Corporate Services will also be updated
- The post-holder will take responsibility for financial decisions within the overall budget of the service and corporate standing orders and financial regulations.
- The post-holder will make recommendations to the Executive Director of Corporate Services & s151 Officer in relation to the strategic policy and planning of their services, identifying priorities and developing plans in response to those priorities.
- The post-holder will contribute to the strategic development of the department
- Acts on behalf of the s151 officer by resolving issues and concerns as appropriate across all council departments before recommending decisions to the s151 officer

13. Person Specification:

Essential qualification:

- A fully qualified accountant and member of a CCAB body with extensive demonstrable Continuous Professional Development.

Desirable qualification:

- Institute of Leadership and Management (level 7)

Knowledge / Experience:

Significant and successful experience of:

- Working at a senior level within a large and complex organisation with comparable scope, responsibilities, budget, and resources.
- Providing balanced strategic advice and guidance in a political setting.
- Leading the delivery of public services with competing priorities and demands often outside of the Council's direct control.
- Leading transformational change and creating innovative service models, particularly in response to the demands of an organisation that is undergoing a radical transformation and modernisation.
- Delivering complex projects on time and within budget and outcomes.
- Leading and contributing to strategic decision making, resource allocation and to policy formulation and delivery, adopting a problem-solving culture.
- Delivering creative and innovative solutions to improve the use of resources and achieve value for money across an organisation.
- Establishing a strong performance culture including effective performance measures, evaluation of service quality and the improvement of service delivery to achieve the Council's objectives.
- Leading, managing and developing employees to sustain high levels of service delivery, recognising and developing talent.
- Developing and nurturing positive and constructive working relationships with a wide range of customers, stakeholders and partners, maintaining a positive personal and organisational profile.

Role specific:

- Successful strategic leadership and operational management, within complex medium / large organisations to deliver excellent business and customer focused service.
- Demonstrable track record of providing accurate, reliable, practical, clear and effective service information at strategic level.
- Extensive experience of budget setting and management in a complex organisation.

- Experience of integrated accounting systems.
- Engaging and supporting internal and external partners and senior stakeholders (voluntary, public and private sectors) in service development and delivery and its continuous improvement.
- Developing and implementing service strategies, change and transformation to achieve excellence in service delivery and to improve value for money.
- Leading, motivating and managing professionals and teams including service improvement, performance management and career development.
- Managing complex issues in partnership environments to deliver organisational excellence and change and to minimise risk.
- Successful compliance with and adherence to relevant legislative and regulatory frameworks.
- Experience of consistent achievement as a senior manager in one of the service areas including evidence of a clear understanding of the statutory and regulatory functions relating to public standards and provision in the public sector.
- Experience of strategic management and achieving sustainable improvements, with the ability to translate strategic objectives into operational plans.
- Evidence of commercial and business acumen, exploiting new opportunities to achieve outputs and outcomes related changes and an outward customer facing and community focus.
- Experience of working effectively in a political environment, demonstrating high levels of political awareness, sensitivity, confidentiality and understanding and the ability to translate that into delivering the agendas of the administration and winning the confidence of Elected Members and external stakeholders.

Skills:

Ability to demonstrate:

- A comprehensive understanding of the current issues and challenges facing local government as well as the statutory framework governing the sector.
- Skills in understanding and responding to different perspectives and taking a cross-organisational approach, gained by working in a political or similarly challenging environment.
- Business acumen and an entrepreneurial mindset to lead the strategic delivery of services and maintain a focus on obtaining best value for money at all times balanced, against the difficult and sensitive challenges faced.
- Ability to lead, develop and sustain effective team, partnership and multi-agency working through strong effective advocacy, influencing and negotiating skills.

- Skills to provide creative solutions to complex problems together with high level analytical, presentational and communication skills.
- Ability to establish and sustain positive relationships that generate confidence, ability and trust.
- Highly developed influencing and negotiation skills to operate at a strategic professional and political level, locally and nationally.
- Understanding of the barriers to organisational and cultural change and the commitment to being a catalyst for change.

Role specific:

- Effective leader and manager of people and projects.
- Ability to adapt quickly to complex situations and problems, demonstrating high levels of decisiveness and resilience.
- Commercially aware, able to apply commercial principles to public sector finance in order to income generate and sell services to other Council departments and external organisations.
- Relationship and stakeholder management with multiple and diverse stakeholders – internal and external.
- Ability to influence and impact through verbal and written communication and presentation.
- Customer focused and business aware and able to apply this awareness to services provided.
- Commitment to the physical, social, environmental and economic regeneration of Peterborough.
- Thorough knowledge of financial, legal and regulatory framework and organisational / regional / national requirements.
- Awareness of how to be successful in public sector practice and political environment.
- Demonstrable Continuous Professional Development including for professional / technical and leadership / management development.
- Strategic and logical thinker and decision maker able to provide practical and creative solutions to the management of partnership, corporate and directorate issues.
- An understanding of, and demonstrable commitment to, PCC's Vision, Mission and Values.
- Awareness of public sector practice, the political environment and PCC's diverse communities.
- Proven ability to take responsibility for actions, projects and people, take initiative and work under own direction, initiate and generate activity and introduce changes into work processes and make quick, clear decisions which may include tough choices or considered risks.
- Excellent ability to work strategically to realise organisational goals, demonstrate creativity, initiative, resourcefulness and resilience.
- Proven ability to adapt to changing circumstances and tolerate ambiguity, accept new ideas and change initiatives and adapt interpersonal style to suit different people or situations.
- Proven ability to establish good relationships with customers, staff and partners.

- Communicate well with people at all levels, including Directors and senior managers, Elected Members and strategic partners. Build wide and effective networks of contacts.
- Proven ability to gain clear agreement and commitment from others by persuading, convincing and negotiating. Make effective use of political processes to influence and persuade others.

Personal Effectiveness:

Ability to demonstrate:

- A clear and strong personal commitment to equality, diversity and inclusion and a track record of developing inclusive services and leading by example.
- Evidence of leading people and services to recognise, respect and value individual needs to achieve a culture of inclusivity.
- Evidence of operating effectively and openly within the democratic process with the political acumen and skills to develop productive working relationships with Councillors that command respect, trust and confidence.
- Personal and professional credibility which commands the confidence of elected members, senior managers, staff, external partners and external stakeholders.
- Leadership by example with a style that empowers others and is open to question and challenge as well as a commitment to continuous self-improvement.
- A commitment to and evidence of successful strategies in managing personal resilience and wellbeing at a leadership level and promoting positive leadership practice, role modelling these behaviours for others.
- Evidence of planning for the future delivery of services, including effective workforce planning for future challenges.

14. Additional Information:

Political Restriction:

This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside of work.

SIGNATURES:

After reviewing the questionnaire sign it to confirm its accuracy

JOB HOLDER:

DATE:

LINE MANAGER:

DATE: