Cheshire West & Chester Council

Executive Director of Corporate Resources – Section 151 Officer

SALARY

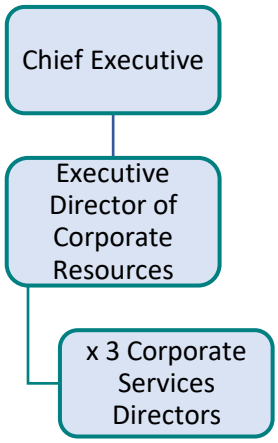
Up to £160, 217 per annum

RESPONSIBLE TO

Chief Executive Officer

CORE PURPOSE

Lead, inspire and energise everybody to make a positive difference to people's lives.



Reporting directly to the Chief Executive and operating as a key member of the Council's Management Board, the Executive Director of Corporate Resources will be responsible for driving transformation change and providing strategic leadership, direction and impact across the Council; to support its vision, priorities and values. Responsible for Corporate Services, consisting of Finance, Governance and Transformation and Strategy Directorates.

The post holder will fulfil the statutory financial leadership Section 151 role for Cheshire West and Chester Council and the Cheshire Pension Fund. They will lead the budget process, setting resource plans, overseeing capital and revenue resources, and ensuring efficiency and sustainable finances.

It will therefore require strong leadership from the Executive Director to work collaboratively with the Corporate services Management Team and Elected Members to ensure Cheshire West and Chester values, priorities and ambitions are realised through maximising the resource and delivery potential across the council, whether this is through strategy, policy, governance, digital or data/performance.

The post holder will participate in national and regional networks; to contribute to national policymaking and ensure Cheshire West and Chester remains at the forefront of best practice.

PERSONAL GROWTH
Access learning and development opportunities

WORKING REWARDS
Discounts in shops, hotel, restaurants, motoring and health

FAMILY FRIENDLY LEAVE
Flexitime, volunteering and family friendly leave

FLEXIBLE WORKING
Flexible working arrangements ensure you can achieve a healthy work life balance

GENEROUS ANNUAL LEAVE
26 days annual leave increasing to 31 days, opportunity to earn additional days' leave

PENSIONS
Access to the generous benefits the Local Gov Pension scheme offers, including life cover

INVESTORS IN PEOPLE We invest in people Gold
disability confident LEADER
Inclusive Employers
CARE LEAVER COVENANT
Cheshire West and Chester

RESPONSIBILITIES *the Executive Director of Corporate Resources will…*

1. Oversee the development of corporate strategies and policies ensuring they are embedded throughout the organisation through effective performance and governance management systems.

2. Oversee on the Council's transformation programme, maximising the role of innovation and digital in future plans, driving forward the Councils financial and workforce strategies.

3. Embed a culture which empowers services within Corporate Services to have a commercial and customer focus that delivers service improvement and innovation.

4. Act as the Council's principal financial adviser and head of profession carrying the statutory responsibilities as defined in Section 151 of the Local Government Act 1972 to enable the Council and Cheshire Pension Fund to allocate and manage its resources and to meet its statutory responsibilities.

5. As a member of the Council's Management Board, contribute to decision-making on all aspects of the Council's work, and ensure Council and Cabinet decisions, and the scrutiny of those decisions, are well informed by evidence, analysis and sound advice.

6. Act as a Council's strategic representative with the Cheshire and Warrington Combined Authority, providing systems leadership across the sub-region, influencing policy, investment and governance decisions, and developing collaborative approaches that deliver benefits for residents, businesses and communities

7. Assure the proper management of the council's resources, to ensure the appropriate government, legislative and Council requirements are met, and the interests of the Council are safeguarded in the short, medium and long term.

8. Oversee the Council's capital programmes, in aggregate and in respect of higher risk projects, advising Members on key issues to ensure statutory requirements are met, resource decisions are appropriately informed, and investment and prudential borrowing is managed within available resources.

9. Develop, monitor and review the strategic management of the Cheshire Pension Fund to ensure prudent management of the portfolio in accordance with national standards and optimisation of returns.

10. Oversee the development and maintenance of a risk management, corporate governance and internal audit strategy in consultation with Councillors, Senior Management and the External Auditor to protect the interests of the Council and ensure that the risk of inefficiency, error, loss and fraud are identified and acted upon.

11. Initiate, develop and influence external relationships with Council Companies, key stakeholders and partners in line with organisational strategy and direction of travel.

12. Inform, support and advise Members of the Council so that they can perform their executive, scrutiny and representational responsibilities and ensure that decisions are appropriately informed, and services delivered according to Council priorities.

13. Facilitate cross council working on major policy agendas and initiatives, driving a one council approach.

14. Act as the lead signatory for Council Disclosure and Barring Services checks.

15. Champion Health and Safety as responsible Officer in line with requirements contained within the Health and Safety Strategy.

ADDITIONAL RESPONSIBILITIES:

- This role is classed as 'agile' which means that the postholder will be visible and work across all Council environments for a minimum of three days per week, with occasional working from home.
- This is a politically restricted post.
- The postholder will be required to work outside of normal office hours, where required.
- The role requires a willingness to travel across the borough and nationally.
- This role requires participation in an on call Emergency Response rota.
- This role requires the postholder to undertake other duties, commensurate with the grade, as may reasonably be required and in line with organisational development and change.

STRENGTHS

- Challenge the status quo
- Visualise the future
- Methodical and conscientious with attention to detail
- Purposeful and decisive
- Strive for excellence
- Adapt to changing events
- Bringing people together
- Set clear expectations
- Explain complicated matters simply
- Take responsibility
- Build trust and strong relationships
- Deliver on time

REQUIREMENTS the Executive Director of Corporate Resources will…

- Hold a relevant professional accountancy qualification (CIPFA/CIMA/CCAB) sufficient to act as the section 151 officer and membership of an appropriate accounting body.
- Have evidence of continued professional, managerial and personal development.

- Have a successful track record of providing professional, robust and resilient leadership, with high standards of conduct in a complex and diverse organisation ideally in the public sector.
- Have significant successful experience of strategic financial planning, developing and overseeing relevant large complex budgets, including shared resources and diverse revenues, and ensuring compliance with statutory requirements.
- Have the ability to establish high-performance culture and lead large scale strategic change.
- Have the ability to develop high quality collaborative internal and external relationships across diverse stakeholders.
- Have a track record of working effectively within a political environment, exercising sound judgement, providing clear and balanced advice and guidance.
- Have current and in-depth knowledge of National, Regional and Local Government issues, developments, best practice and wider public sector agendas
- Role model collaborative working, working in partnership with Members, and the local community to achieve the best outcomes for the residents of Cheshire West and Chester.
- Understand and promote equality, diversity and inclusion at every level and positively challenge inclusion measures within the workforce and in the delivery of services.
- Work with colleagues to ensure compliance with all statutory requirements particularly in relation to risk, safety and resilience.
- Work with colleagues across the organisation to identify new opportunities to maximise efficiencies, continuously drive improvements and increase performance to deliver corporate priorities ensuring services that are delivered or commissioned meet the highest possible standard and that all individuals take ownership and drive change.
- Demonstrate the ability to communicate, negotiate and influence at a strategic and political level.

THRIVE OUR VALUES - the role will model core values through…

T — TEAMWORK
Working flexibly, co-operatively, effectively, utilising resources, expertise and knowledge with others

H — HONESTY
Always acting in a caring, responsible and accountable manner which maintains the integrity of the council as a public

R — RESPECT
By valuing individual contributions and encouraging a culture of mutual respect

I — INNOVATION
Being innovative in everything we do; applying creative ideas to improve services and meet the council's outcomes

V — VALUE FOR MONEY
Financial impact and value for money are considered in everything we do for the benefit of the Council and our residents

E — EMPOWERMENT
Giving employees the responsibility to make decisions and striving to facilitate the contribution of others