
JOB DESCRIPTION FORM

Job Title: Executive Director of Corporate Services and Chief finance officer
(S151 officer)

Job Holder:

Reports to: Matt Gladstone, Chief Executive

(Name & Title)

Job Purpose:

An Executive Director of the Council and core member of the Corporate Leadership Team (CLT), 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.

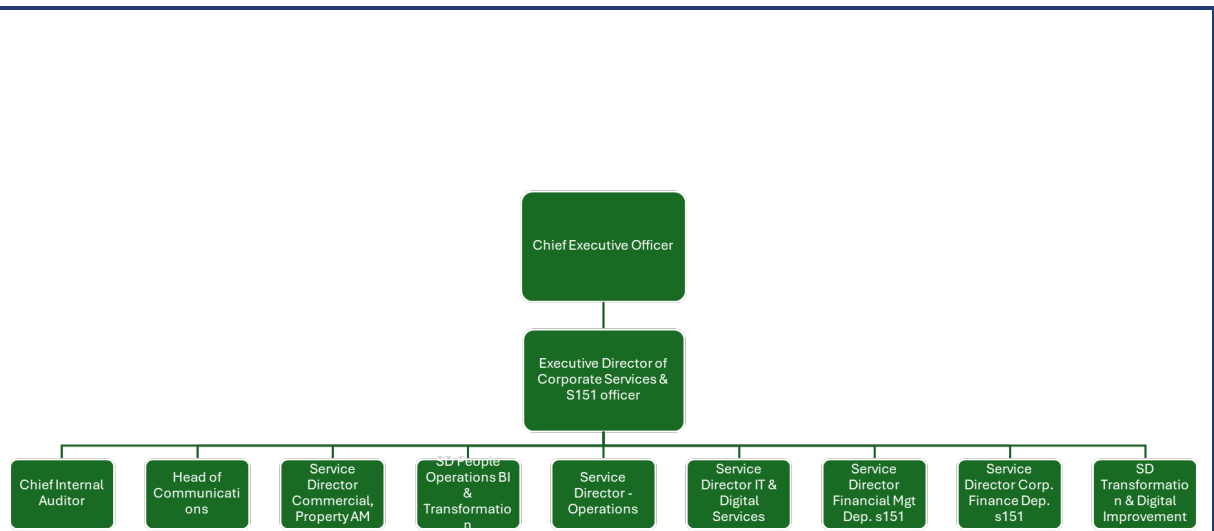
Acting as lead advisor to the Chief Executive and all Elected Members on all matters within their portfolio of responsibility, the post is responsible for a range of Council services that includes, but is not limited to:

- Finance & Operation Services
- Audit, Insurance & Investigations
- Human Resources, Development, Business Intelligence & Transformation
- Customer and Digital Services
- Communications
- Commercial and Property

The post has responsibility for shaping, setting and developing the overall Corporate Plan, strategies and policies, working as a core member of the Corporate Leadership Team and with all the political groups within the Council.

The post holder will undertake the statutory role of Section 151 Officer and provide advice to the Chief Executive, Corporate Leadership Team, Cabinet and Elected Members on all matters relating to the Section 151 role and ensure robust financial management within the Authority.

Organisation:



The role is a Tier 2 post reporting directly to the Chief Executive and is a full member of the Council's Corporate Leadership Team.

The role has several distinct areas of operation, each headed up by Service Directors and Heads of Service.

The postholder is accountable for assessing the service impacts and issues for the organisation and for creating realistic, cost effective and timely plans to support the achievement of the council's objectives.

Leadership & 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.

Ensure a leading contribution 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 effectively support all CLT 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.

Personally 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.

Lead the development and maintenance of 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.

To perform the role of 'on-call' Executive Director as part of the rota for local resilience and business continuity arrangements.

As a member of CLT, at times, you should expect to deputise for the Chief Executive.

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.

As the Chief finance officer you will be responsible for spearheading initiatives to prevent fraud and corruption, ensuring that ethical practices are followed in all aspects of the business. This includes overseeing transactions with partners, suppliers, customers, and service users, as well as maintaining transparent relationships with various stakeholders.

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.

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.

Equality, Diversity & 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.

Finance:

The post holder is directly responsible for a net position of c£40 million and expenditure of £101.897m, Income £52.819m .

As well as the organisational budget, the role also has shared responsibility for the income collected on behalf of other directorates, as well as welfare and benefits administration, taking into account both Council Tax and Non-Domestic Rates for the City of Peterborough.

The Chief Financial Officer responsibility includes overseeing budgeting, forecasting, and investments, ensuring that the organization can meet its financial commitments. Moreover, the CFO must exercise prudent control over public funds, demonstrating transparency and integrity to maintain trust and uphold the financial reputation of the Local authority.

The post will also have shared responsibility for financial management and monitoring across the council for all services.

Staffing:

The teams fluctuate, and some posts are filled on a temporary basis.

The post is responsible for directing a number of Service Directors and Heads of Service and will ultimately be responsible for a large workforce across a range of council service as noted below. The total number of employees within the Corporate Services Directorate is in excess of 400 FTE.

The post is responsible for a range of Council services that includes, but is not limited to:

- Finance & Operation Services
- Audit, Insurance & Investigations
- Human Resources, Development, Business Intelligence & Transformation
- Customer and Digital Services

- Communications
- Commercial and Property

Principal Accountabilities / Responsibilities:

- Lead and direct the Council's Corporate Services Directorate by providing support and advice to Members and officers in relation to these services, and ensure they are fully integrated into the overall work of the Council demonstrating the "golden thread" and organised accordingly. Equally ensuring that the Council fulfils its duties in relation to standards, complaints, scrutiny and fraud by establishing a culture of accountability and service effectiveness.
- Lead and direct the development of a robust transformation and business change function to enable a council wide approach to strategic and sustainable transformation in accordance with the council's Corporate Plan and which focuses on delivering efficiency savings and high quality, customer focussed services.
- In line with the Section 151 of the Local Government Act 1972, the officer is responsible for advising and guiding the Council, its committees, and partners on financial matters to inform decision-making processes. This includes attending and providing expert advice at Council and partnership meetings, ensuring that all financial practices are legal and within policy frameworks.
- Lead the development and implementation of the Council's digital strategy balancing technology, process and people to deliver efficient, effective customer and community focused services across the council.
- Lead the delivery of the Council's People Strategy, including the pay and reward strategy to ensure the council can attract and retain a high calibre workforce to support the delivery of high performing and customer focused services.
- Lead the development and delivery of the Council's performance management framework to enable the continuous improvement of council services.
- Support the Chief Executive to ensure the development and delivery of a robust and sustainable medium term financial plan.
- Provide clear, strong, motivational and strategic leadership to create a high-performance culture corporately and within the services managed that drives continuous improvement, efficiency savings and high levels of resident satisfaction.
- Direct and develop Council wide financial, people and other customer and corporate services efficiently and effectively, ensuring they are sufficient and available to discharge the Service's functions in line with published priorities, performance standards and budget requirements.
- Leads the development and maintenance of strategic relationships with key external stakeholders in the public, private and voluntary sectors, to optimise opportunities for delivering services in partnership or via shared service arrangements.
- Has lead responsibility for ensuring the delivery of a range of organisation wide customer and corporate services; ensuring these services meet the highest standards of governance, finance, people, risk management, transformation, probity and service delivery. The post needs to ensure the necessary corporate capabilities are in place relating to each service area and to ensure the effective provision of critical support functions to the organisation.
- The post requires the highest levels of political astuteness and personal integrity, alongside the ability to apply strong critical thinking skills to enable the organisation to deliver its objectives within statutory and value for money requirements. This post must also play a key role in supporting the development and delivery of the overall strategic objectives of the Council, working as 'one Council' across the organisation.

Areas of Responsibility:

Further details than shown above:

- Chief finance officer – Section 151 officer
- Corporate Finance (*including Financial Strategy and Planning, Capital Strategy, Treasury Management, Loans, Borrowing and Major Project Finance and Insurance*);
- Service Finance for Council Services and a range of Arm's Length Bodies;
- Partnership Contracts;
- Commercial and Procurement Services;
- Health and Safety;
- Audit and Risk Management;
- Business Continuity;
- Human Resources (*including employee relations, workforce development; organisational design & engagement, occupation health, pay & reward & Business Intelligence*);
- Welfare and Benefits Administration;
- Council Tax and Non-Domestic Rates collection and management;
- Digital Services, including Digital Strategy, Change Programmes, Service and Security;
- Business and Executive Support including Council wide administrative support, Print and Mail;
- Policy, Insight and Corporate Consultation;
- Strategic Change and Delivery, including Programme Management and Business Intelligence and
- Corporate Communications, including Media Relations and Internal Communications.

Key Relationships:

Reports directly to the Chief Executive

- Cabinet and other Members
- Executive Directors
- Corporate Directors, Service Directors and senior officers
- Other local authorities
- Public, private and third-party sector partnerships and providers

Direct reports

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

Other contacts

- Frequent contact from members, including out of normal working hours.
- Frequent requests for advice on a range of issues from officers across the Council (including outside normal working hours where necessary).
- Regular contact with CLT colleagues (at least 2 or 3 times a week) to support their service delivery and strategic issues.
- Regular 'ad hoc' meetings with Leader
- Regular meetings with Cabinet portfolio holders, and Shadow Cabinet portfolio holder.
- Attendance at Cabinet Policy Forums and other meetings requested by Cabinet or Cabinet members.
- Attendance at Scrutiny Committee meetings.
- Contacts with Local Government Association and Government Departments on

corporate services matters.

- Representing the authority at external local and national events.

Decision Making Authority:

- Takes all strategic and operational decisions relating to the business and statutory framework of the division without reference to the Chief Executive, who is kept informed of high-profile matters on a need to know basis.
- Informs and/or consult the Chief Executive about all politically sensitive and complex matters relating to the business of the division.
- Takes responsibility for the development of strategic business and financial plan for the directorate in the context of a collaborative corporate and departmental planning framework.
- Takes responsibility for the financial decisions within the overall budget directorate and corporate standing orders and financial regulations.
- Makes recommendations to the Chief Executive in relation to strategic policy and planning of the division, defining priorities, and developing plans in response to those priorities.
- Takes responsibility for making or influencing decisions that will have a significant impact on their organisation and on the people and communities that the organisation serves.
- Contributes to the strategic development of the department as a member of the senior management team.
- Extensive and significant decision-making authority at an operational, strategic and financial level - most aspects of the role are autonomous (within statutory and policy constraints).
- Wide ranging delegations set out within the Constitution, and the ability to make decisions within the Chief Executive's delegations, in their absence.

Person Specification

Essential Criteria

- Degree equivalent and/or relevant professional qualification and/or relevant experience.
- Recognised accountancy qualification, e.g. CIPFA, ICAEW, CIMA, ACCA, with relevant professional qualifications required to fulfil the role of the Council's Section 151 Officer
- Evidence of continuing leadership and personal development

Desirable qualification

- Qualified accountant including membership of relevant CCAB bodies (as set out in Local Government Finance Act).
- Relevant leadership/management qualification.

Knowledge / Experience

Significant and successful experience of:

- Working at a strategic 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.

- Operating within a multi-agency delivery model with multiple partners and stakeholders.
- 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 that have a high degree of external facing challenge and ensuring delivery 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.
- Significant experience of the preparation, management and control of budgets for a large, complex organisation, ensuring prioritising and targeting of resources to achieve maximum value for money and income generation.

Role specific:

- Extensive prior experience of leading resources and corporate services in a large organisation, translating business strategy into effective financial and operational plans.
- Significant knowledge and experience of Local Government finance and an in-depth understanding of financial management across multi-disciplinary functions and of budget formulation, setting and monitoring across a number of complex services, organisations and partnerships.
- Experience of delivering transformational and cultural change, and politically sensitive programmes within a large complex organisation

Skills required

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.
- Proven 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.

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 work.