



JOB TITLE:	EXECUTIVE DIRECTOR RESOURCES AND TRANSFORMATION		
GRADE: JOB CODE:	JNC Chief Officer	SERVICE AREA:	Resources and Transformation
REPORTS TO:	CHIEF EXECUTIVE	LOCATION:	Civic Centre
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • Disclosure and Barring Service (DBS) – Not Required • Politically Restricted Post Work • Outside of normal office hours may be required • Active participation in local, regional and national networks 		

At Walsall Council, we believe that people are at the heart of everything we do. In our work, the way we listen and respond to our customers and colleagues will determine the way we grow and bring Council's vision to life. To succeed, we must push the boundaries of customer service and added value - outstanding is the new standard and the new routine. Using evidence-based insight into solving problems, managers will create an environment that provides opportunities for all individuals and communities to fulfil their potential.

As leaders of people, managers will:

- *Work collaboratively to develop strong working relationships and provide a bridge between the council and the communities it serves;*
- *Embrace change and strive for improvement continuously;*
- *Provide value for money to ensure services are delivered in a timely fashion, combining sustainability with quality;*
- *Challenge the status quo, enable and empower, act with integrity.*
- *Together, they will deliver services that the people of Walsall will be proud of.*

1. Corporate duties and accountabilities:

- Every member of staff has a responsibility in the field of safeguarding and a duty to adhere to the procedures set out in the Corporate Safeguarding Policy.
- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.

- Through personal commitment and clear action, the post-holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

2. Main purpose of the job role:

- To work with Cabinet Members, the Chief Executive and the Corporate Management Team, provide direction, leadership, improvement and to drive performance in the services for which the post holder is responsible
- As the Councils s151 officer direct and lead professional, effective and efficient finance services to the Council, both strategic and tactical enabling front line services to deliver and the whole Council to drive forward its objectives and goals.
- Ensure the effective use of physical and financial resources through close working with the Corporate Management Team and wider workforce.
- Ensure the Council has appropriate and effective decision making processes in line with the principles of good governance.
- Ensure effective risk and performance management to provide assurance that the Council is meeting its aims and complies with financial and legislative requirements in line with core values.
- Lead on organisational change, the Council's transformation programme and ensure plans, contracts and policies are delivered effectively and sustainably.
- Act as an advocate for the Council and the Borough at a local, regional and national level.

- Provide clear leadership to the directorate, transforming services, building mutual confidence and creating effective working relationships with internal and external stakeholders and partner organisations.
- Ensure the Council fulfils the statutory requirements for which the post holder is responsible

3. Role specific duties and accountabilities: *please refer to [role of the manager](#) detail or advice & guidance document*

Horizon Scanning

- Deliver the Councils vision, policies and priorities ensuring that these are understood and implemented both corporately and at a service level
- To promote and lead the development of the Council as an organisation that embraces modern business methods, flexible management arrangements and agile working to meet increasing customer expectations and continuously reduce costs.
- Manage a robust annual budget setting process and delivery of the Medium Term Financial Plan.
- Responsible for the Councils IT and Corporate Workforce, and Estates Strategies.

Leading People

- To lead on business transformation, ensuring continuous improvement strategies are in place to balance the needs of individual directorate services with the need to deploy a flexible and cost effective service across the Council and partner organisations.
- To lead on and deliver the Council's digital agenda.
- Ensure collaborative working internally and externally that delivers continual improvements in service delivery and a clear focus on agreed priorities.

Managing Resources

- To direct the overall stewardship of the Council's finances, the continuous improvement of the efficient use of financial resources across the Council and the effective control of the Council's revenue budget and its capital programme in order to achieve the Council's objectives.
- To lead the proper administration of the Council's Financial Management Systems in accordance with Section 151 of the Local Government Act 1972 and the relevant provisions of the Local Government Finance Act 1988.
- To develop the corporate financial framework to enable the Council to prioritise and utilise its financial resources to the greatest effect and ensure activity and process comply with Government regulations and legislation.
- To lead a corporate approach to capital investment that supports the future development of the council's business and makes the best use of assets
- To identify new techniques, processes and procedures to improve procurement practice and achieve value for money for all bought goods and services across the Council.
- Actively and effectively manage the Council's resources ensuring robust financial, service and workforce planning and the availability of timely and accurate information to Members.

Managing Performance

- To enhance service capability and improve delivery by working closely with digital technology partners to exploit emerging technologies.
- To work with customer, commissioning and operations directors using business intelligence to identify digital opportunities and continue to digitise services.
- Ensure effective, modern governance of the Council and the legality, probity, integrity, proper public accountability and scrutiny of its decision making processes.
- Lead effective management of change and improvement of services.

Managing Self

- Maintain high levels of knowledge and expertise through CPD networking with other professionals, constantly striving to improve.
- The post holder is responsible for his or her own self development on a continuous basis at the developing and maintaining his substantial quantity of up to date knowledge of the specialist area and detailed generalist knowledge across a wide spectrum of related fields comma and asset fully expected to undertake suitable development and training.
- to enhance own performance working constructively with their line manager to identify personal strengths and agreeing actions in relation to development needs

Service Accountabilities

- Finance & Corporate Landlord and Performance including, Internal Audit, Risk and Insurance, Council Tax and Business Rates, Performance, Payroll and Pensions
- Human Resources including Strategy, Business Partners, Operations, Organisation and member Development, Health and Safety, Schools HR, Recruitment, Disclosure and Barring.
- Transformation and Digital including ICT, Programme Delivery
- Legal and Democratic Services Including Electoral Services.

4. Key Stakeholders and reporting lines

- To develop and promote strong partnerships with residents, other public and agencies, education providers, local business and the voluntary and community sector that provide joint solutions for the improvement of the borough and improve the quality of life for local people.
- Develop relationships with government departments, professional bodies organisations to represent and promote the councils interests and build its include ensuring required evaluation of performance is carried out, effective participation of the council and partners in national inspections of the subsequent preparation and implementation of any improvement plans.
- To provide clear leadership within the Council and amongst partner agencies in providing a focus for regeneration, economy, place/environment, and resilient communities
- Reporting to the Chief Executive. Acting Chief Executive from time to time. Substitute at meetings for the Chief Executive as appropriate.
- Regular liaison with and advice to relevant Portfolio Holders
- Regular reporting to Cabinet, Council, Scrutiny committees and accountability to the same

EMPLOYEE SPECIFICATION JOB TITLE: EXECUTIVE DIRECTOR RESOURCES AND TRANSFORMATION	GRADE JNC CHIEF OFFICER	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form =A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: refer to corporate behaviours document		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	I	3
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
Abilities/Skills: (refer to JE guidance document)		
Can demonstrate horizon scanning and future thinking to take advantage of opportunities and manage potential threats.	A/I	3
Evidence of ability to provide a clear overview of complex issues and provide sound, professional and reliable advice.	A/I	3
Highly developed analytical, problem solving and negotiating skills with the ability to produce practical and creative solutions to ensure the achievement of corporate and strategic objectives.	A/I	3
An ability to communicate effectively to a wide range of organisations and people, at all levels.	A/I	3

Highly developed networking, negotiation and influencing skills supported by outstanding advocacy, oral, written and presentation skills.	A/I	3
Able to build and maintain relationships, alliances and networks both within and external to the Council and also able to influence at various levels in the Council including: - Councillors, Government, officers, business partners, visitors and residents.	A/I	3
Financial and commercial acumen and awareness with the ability to act with creative and entrepreneurial flair.	A/I	3
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
Extensive knowledge and understanding of the management environment in large, complex, politically led, public sector organisations - preferably Local Government.	A/I	3
Experience must be sufficient in breadth and depth to enable the post holder to operate at the highest level of the organisation, providing strategic vision, direction, financial performance, leadership and management.	A/I	3
Substantial experience of successfully leading a complex organisation or service to achieve outcomes, including organisational change and improvement.	A/I	3
Can demonstrate a track record of success in leading, mobilising, deploying, motivating, developing and inspiring a large workforce.	A/I	3
Strong personal and leadership credibility, sound judgement and the ability to form positive inter-personal relationships.	A/I	3
A high degree of political sensitivity, understanding and responding to the implications of working within a political and democratically accountable organisation.	A/I	3

Significant experience of working within public sector governance arrangements, including working with elected members and able to demonstrate political sensitivity and the ability to interpret political will.	A/I	3
Evident experience and credibility to work across the region as an influencer and partner.	A/I	3
Demonstrable and sustained record of achievement in corporate planning and public service delivery.	A/I	3
Significant experience at a strategic level of identifying and delivering organisational change including the implementation of digital technology solutions.	A/I	3
Evidence of continuous professional development	A/I	3
Qualifications: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
Chartered Accountant	A	3
Educated to Degree level and/or a Post Graduate Diploma/Level 7 qualification in a relevant subject and/or significant relevant strategic experience.	A	3
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
Prepared by:	Helen Paterson	Date: 10 October 2019