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| **Post title:** | Director of Resources (S73) |
| **Grade:** | AD2 |
| **Responsible to:** | Chief Executive |
| **Directorate:** | Resources |
| **Date of issue:** | February 2024 |

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| **Job Context** |
| As a member of the Combined Authority Management Board, along with colleagues and the Chief Executive Officer (“CEO”) you will ensure the successful delivery of the Mayor’s priorities and the Authority’s corporate and business objectives.  As a Director you will provide outstanding strategic and organisational leadership to develop, embed and sustain the Combined Authority. With colleagues you have collective responsibility for the development and delivery of the new organisations operating model and supporting the development and embedding of the values and behaviours throughout the Authority. You will promote diversity and inclusion throughout the Authority and through partnerships and relationships with other stakeholders.  You will work effectively with elected Members of the constituent councils and the Mayor, to ensure the vision and strategic direction of the Authority is delivered.  You will act as an advocate for the Authority at local, regional, and national level, developing and enhancing the Authority’s’ reputation and influence, building partnerships and enabling the Authority to be a leader in the field.  As Director of Resources you will act as the Authority’s principal financial advisor (Section 73 Officer) providing high quality advice to both Members and officers of the Authority and execute the Authority’s legislative and financial requirements. These statutory responsibilities will also cover both Policing and Fire aspects of the Authority’s responsibilities, however the role holder is expected to work closely with the Head of Finance Policing and Crime, who will oversee all aspects of both Policing and Fire financial activities and requirements, under delegated responsibility from the Director of Resources.  You will lead key services for the Authority specifically around:   * Financial Management * Property, Procurement and Commercial (including overseeing a number of Service Level Agreements – SLA’s) * Governance * Health and Safety   This job is a politically restricted post as defined by the Local Government and Housing Act 1989. |

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| Leadership: | In order to ensure the corporate management of the Authority at a senior level and the execution of the Authority’s functions:  (a) Serve as a member of the Authority’s Management Board, delivering to the corporate agenda.  (b) Be the Director with responsibility for ensuring the delivery of the corporate objectives of the Combined Authority Plan.  (c) Lead the Authority’s Strategic Resources Services incorporating other related strategies   * Hold the statutory post of Section 73 Officer and ensure the Authority meets its statutory responsibility in respect of its Section 73 duties. * Identify and maximise commercial opportunities for the Combined Authority including supporting strategic leadership. * Manage a portfolio of services and functions to be high performing and deliver excellent customer service engendering an approach of continuous improvement, ensuring the Authority maintains a clear organisational focus on the strategic resources and financial capability and that relevant statutory requirements and national standards are met. * Develop and implement service and financial plans to provide cost effective services which deliver agreed objectives, priorities and improvements in the context of the Authority’s strategies and plans. Ensure stretching targets and measurable outcomes are agreed with the CEO and properly and regularly monitored and managed. * Work with all relevant partners to deliver and support the Authority and related partner services in order to improve life for local communities.   All Corporate Directors have a joint responsibility to:   * Provide outstanding strategic and organisational leadership to create, embed and sustain the Authority. * Be responsible for the delivery of the new authority operating model. * Ensure the Authority’s values and behaviours (once developed) are embedded across all services. * Promote diversity and inclusion throughout the Authority and through partnership and relationship with other stakeholders. * Lead the development and implementation of strategies to ensure corporate objectives and performance targets in the Combined Authority are met and actively promote, develop and review the Combined Authority Plan to support performance improvement. * Be accountable, as a member of Management Board, for the overall management, resources and performance of the Authority ensuring services operate with commercial effectiveness. Keep the Board informed of proposals which have significant financial and service implications for the Authority. Develop, deliver and support the Authority’s change programmes as appropriate. * Ensure policies of the Authority and services provided or commissioned are fit for purpose and mutually reinforcing. * Monitor the performance of services and ensure corrective action where performance falls short of policy objectives. * Keep the CEO informed of all matters affecting the performance of their role as CEO of the Authority. * Keep the CEO, Mayor and Executive Members appraised of matters which are particularly sensitive or controversial in nature. * Identify the needs of the service, produce and implement a future-focused Directorate business and performance plan, set challenging goals that focus on step change improvements and ensure that its objectives are achieved. * Drive transformational organisational change in order to achieve excellent member, customer and partner relationships while delivering cost-effective, high-quality services to residents. * Be responsible for the Wellbeing, Health & Safety of Staff in line with the Health & Safety Policies and practices. * Carry out roles identified within the resilience and emergencies and business continuity policies. Take a lead where required on single and/or multi agency response to emergencies both in and out of hours. |
| Directorate leadership and management: | * Strategically lead the Corporate Finance service driving the Authority’s financial strategy in delivering an effective treasury management, development of appropriate investment strategies, effective risk management, administration of the Council’s pension provision, management of the capital programme and the internal audit function. * Strategically lead the Service Finance function driving forward the Authority’s procurement function, effective application and management of financial systems, and the Authority’s overall financial support services providing a professional service to each of the functions. * Be responsible for developing and promoting good financial practice and applying effective financial controls to the Authority. * Strategically lead the Technology provision for the Authority through the development of an appropriate ICT strategy ensuring the right technologies, platforms and capabilities are in place to drive forward a high performing organisation. * Take a lead role in the scoping and implementation of any alternative service delivery models for support services. * Lead the efficiency agenda across the Authority ensuring synergies are identified and realised. Specifically to lead on the financial planning, procurement, digital and delivery plan elements of the agenda. * Carry the responsibilities of a Section 73 Officer. * Act as change champion to translate organisational ambitions into real achievements. The role has to balance internal and external focus to ensure the economic, social and environmental wellbeing of the Authority. * Ensure resources are used in a planned way providing an efficient and cost effective service which takes account of both changing needs and resource availability and delivers responsive high quality services with an efficient infrastructure. * Ensure budgets allocated to Services are managed effectively, taking into account the requirement for financial control and governance. * Exercise professional leadership through managing staff involved in planning, commissioning and/or providing resources services ensuring relevant professional and occupational standards are maintained. * Ensure services provided or commissioned by the Authority comply with statutory requirements and national standards. * Advise the Authority, its Committees and Officers on the exercise of all the services provided as part of Strategic Resource services. * Ensure the efficient execution of decisions and instructions of the CEO, the Authority and its Executive and Committees including Scrutiny. Provide high quality advice to both Members and officers of the Authority and execute the Authority’s legislative and financial requirements accordingly. * Maximise commercialisation of services provided, demonstrating strong commercial awareness and the ability to balance this alongside competing priorities. * Ensure the delivery of the Authority’s Plan. * Establish a culture and approach within Strategic Resources Directorate providing clear objectives and priorities which filter through to individual and team objectives that encourages and promotes performance management and improvement. * The post will be responsible for building the investment appraisal function within the Combined Authority. Investments will be independent appraised of investments, The Director of Resources will ensure decisions are made in accordance with both national guidelines and Combined Authority assurance frameworks. * The post will responsible for ensuring investment recommendations are made using Treasury Green Book principles, delivering value for money for public investment and maximising impact on local communities. |
| Partnerships: | * Lead, develop and sustain effective working relationships and partnerships with significant local, regional and national partners. |

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| Person Specification: |
| Essential |
| Knowledge and Experience   * Substantial knowledge of the national policy context, regulatory environment, financial legislation and key issues relevant to financial management, Technology, Procurement and commercial activity and transformation. * Significant understanding of the workings of local government and the current issues to be faced in a large, diverse Authority, particularly the financial, legal and political context of public sector management. * Significant management experience at a senior level in a large complex public, private or voluntary organisation. * A proven track record of significant achievement in delivering service(s) in or closely with a local authority, within financial and strategic related fields. * A proven track record in exploiting new opportunities and winning commitment as a leader in a large, complex and challenging organisation. To include experience of operating successfully within both or either a Local Authority or Combined Authority at a senior level. * Significant experience of budgetary responsibility including the successful management of large and complex budgets, delivery of savings. * Experienced in leading successful major organisational culture change within a large diverse organisation, including effective workplace relations to put the customer at the heart of service delivery. * Significant experience of working in a political environment * Experienced in working successfully with partners, both internal and external, to achieve common goals. * Evidence of building and maintaining reputational management. * Professional qualification at degree level or equivalent in a relevant subject and management qualification. * Membership of relevant professional body. |
| Occupational Skills   * Strategic planning skills and highly competent in strategic management with the ability to develop strategy, set high quality goals, objectives and priorities and the determination to secure their achievement. * Strong credible leadership with a passion for delivering improvement in services. * Excellent communication skills, strong negotiation and influencing skills and ability to effectively deal with the media. * Highly competent in financial management, to co-ordinate, monitor, interpret financial and management information and review financial resources, evaluating competing budgetary priorities and establish effective performance measures. * Able to display commercial/business awareness and the ability to gain and sustain customer confidence. * Business planning and ability to develop, communicate and secure ownership of a clear vision and direction. * Able to work successfully corporately for the benefit of the wider authority. * Development of practical and creative solutions to the management of strategic issues, resolves problems creatively, pragmatically and flexibly. * Political awareness and capacity for partnership working in a highly devolved and accountable service. |
| Behaviours   * Able to work flexibly to meet the demands of the job including some out of hours working at either evenings or weekends. * Committed to the development and demonstration of the corporate vision, values and behaviours. * Committed to ensure equality and inclusion are demonstrated. * Highly motivated and not easily discouraged. * Personal and professional demeanour and credibility which commands the confidence of members, senior managers, staff, members, external partners and other stakeholders. * A high degree of probity and integrity and work within the constraints of a publicly funded service. * A commitment to learning and achievement. * Able to travel for business purposes |

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| **Structure** |
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The postholder will work closely with Directors of the Police and Crime and Fire Directorates when they transfer to the Combined Authority in May 2024 and this role will be a key lead for driving transformation for the Combined Authority

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.