

Role Profile

SECTION 1 Brief Description

Role Title: Assistant Director- Resources

Grade: M

Reports to: Director

Profile updated: December 2025

Team/Service: Senior Management Team

SECTION 2 Job Family Description

Senior Managers – Responsible for the management and strategic direction of a specific group of functions, including the management, supervision and development of team members. Leads major service, departmental and cross-organisational projects.

The role profile describes the general nature of the work performed at this level. It is not intended to be a detailed list of all duties and responsibilities that may be required. The role will be further defined by annual objectives, which will be developed with the role holder. SYPA reserves the right to review and amend the job families on a regular basis.

SECTION 3 Role Purpose Including Key Outputs

To provide

- Leadership and direction to all of the Authority's Resources functions.
- Strategic advice to the Authority on finance, governance and other corporate matters.
- A sound internal control environment across all the Authority's activities.
- A robust performance management framework ensuring effective delivery of the Corporate Strategy.
- Effective oversight of service providers and contractual relationships within the scope of the Resources functions.
- Leadership for specific corporate projects and initiatives.
- Delivery of various statutory functions on behalf of the Authority.
- Effective support and assistance to and deputise for the Director as required.

To be the Authority's Chief Finance Officer under Section 73 of the Local Government Act 1985.

SECTION 4 Team Context

The Senior Management Team provides leadership and direction to all aspects of the Authority's work and is accountable for the delivery of the Corporate Strategy and specific operational performance targets in line with agreed budgets. Individuals within the Team are additionally accountable for the delivery of specific elements of the Authority's services.

The Resources department is responsible for delivering the key services which support the efficient operation of the whole organisation, specifically:

- Finance (including accountancy, accounts payable and receivable and staff and pensions payroll).
- Programmes and Performance Management
- Governance and Corporate Services (including democratic support, procurement, risk management, compliance, management support and information governance)
- Communications
- ICT (including infrastructure and pensions systems)
- Facilities Management

As Chief Finance Officer, the postholder is also responsible for securing an effective internal audit service which is currently provided under a Service Level Agreement by Barnsley MBC.

SECTION 5 Line Management

The role provides direct line management (including appraisal, performance review and personal development in line with the Authority's policies) of three Heads of Function and is responsible for around 42 other members of staff in the Resources department.

SECTION 6 Role Summary

Roles of this nature are responsible for the development and setting of strategy working closely with elected members, senior management colleagues and independent advisers. They provide leadership and direction to the wider management team and the whole organisation and act as the face and voice of the organisation in key partnerships, and on occasion to the wider local government sector and/or pension industry. They are responsible for the setting of priorities and allocating resources between projects and programmes of activity. Their time horizon is several years ahead, and they need to maintain an awareness of the external environment and its impact on the organisation so as to ensure that forward planning addresses the right issues.

This postholder holds the statutory role of Chief Finance Officer under the terms of the s.73 of the Local Government Act 1985.

SECTION 7 Budget Responsibility

The direct operational expenditure budget associated with this role is c. £4.5m, although the postholder is responsible for the overall management of the operational budget of c£9.1m and also for the costs and income associated with the Pension Fund which are of the order of £500m pa.

SECTION 8 Representative Accountabilities

Analysis, Reporting & Documentation

- Provide advice and guidance to Elected Members on strategic issues and service impact.
- Ensure a risk management culture, which does not stifle innovation, is embedded within the Authority.
- Provide regular reporting on the overall performance of the Authority and in particular financial performance for elected members and other stakeholder groups.

Service Delivery

- To provide clear, visible, professional leadership to support a culture that drives continual improvement, efficiency and customer satisfaction across the Resources department and the wider organisation.
- To work corporately with the other members of the Senior Management Team and Elected Members to ensure the Authority's vision, priorities and values are actively promoted and delivered.
- To personally ensure the delivery of agreed key projects.

Planning & Organising

- To allocate resources within the department to ensure delivery of the Authority's required performance standards.
- To lead the department's work on long-term planning, and the development and implementation of strategies, frameworks, systems, and procedures to drive organisational and cultural change and ensure continuous improvement of service delivery.

Work with others

- To play a constructive role within the Authority's Senior Management Team, working with colleagues to ensure that the Corporate Strategy is delivered.

People Management

- To ensure the performance and development of others is managed effectively, having regard to delegation and levels of accountability.

Organisational

- **Values** – To uphold the values and behaviours of the organisation in self and others.
- **Equality & Diversity** – To work inclusively, with a diverse range of stakeholders, and promote equality of opportunity.
- **Health, Safety & Wellbeing** – To maintain high standards of Health, Safety and Wellbeing at work and take reasonable care for the health and safety of self and others. To have regard to and comply with the safeguarding policy and procedures as appropriate.

SECTION 9 Education, Knowledge, Skills & Abilities

- Degree or equivalent, or significant vocational experience showing development in a series of progressively more demanding relevant work/ roles within the public sector and preferably local government.
- Proven oral and written communication skills.
- Excellent interpersonal skills with an ability to work collaboratively with a wide range of people and organisations.
- A strong track record of building teams, managing change and inspiring excellence, innovation and collaboration.
- Demonstrable skills and knowledge relating to strategic business planning, financial and organisational management.
- In-depth knowledge of financial management and governance in the public sector.
- Ability to drive innovation and efficiency through the use of technology and to ensure this is managed within a strong control framework. Some knowledge relating to issues of cyber security would be an advantage.
- 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 whilst managing risks effectively.

SECTION 10 Specific Qualifications and/or Experience

- A full CCAB accountancy qualification and evidence of up-to-date CPD is essential. (i.e., CIPFA, ACCA, ICAEW, ICAS).
- Must have at least three years of post-qualification experience in a professional role.
- Experience of working within a local authority or similar public sector body is essential, while experience of working within the Local Government Pension Scheme is desirable.

SECTION 11 Values expected to be demonstrated at all times

HONEST & ACCOUNTABLE:

Telling it like it is, taking responsibility for our actions even when we have made a mistake.

PROFESSIONAL:

Being highly skilled and competent and managerially applying rationality to decision making processes.

PROGRESSIVE:

Welcoming of change, while taking sensible risks and learning from our mistakes and from others.

EMPOWERING:

Providing the freedom for individuals to identify and implement solutions to problems.

SECTION 12 Management Behaviours expected to be demonstrated at all times

Management Behaviours	Demonstrated by:
We model positive behaviours to each other and to all staff	<ul style="list-style-type: none"> • We regularly offer encouragement and praise for positive behaviours. • We challenge inappropriate and unacceptable behaviour. • We give and receive authentic feedback. • We hold staff to account for their performance.
We take responsibility for improvement - within a clear framework	<ul style="list-style-type: none"> • We get on with making improvements and changes rather than wait for permission (within a clear advice frame that sets out what we can get on with and what we can't). • We trust people to do their job, we don't micromanage. • We give a heads up when we plan something new, we speak up early when there is a problem or when things aren't going well. • When something doesn't go well, we look for what we can learn and what we can do differently next time.
We all get behind a common goal	<ul style="list-style-type: none"> • We have a clear vision that sets out what our goals are and clear priorities which set out what our most important changes are. • We make the time to understand what we need to do to contribute to that vision. • We work together across the organisation and contribute to the organisation as a whole. • We challenge and question rumours and use discretion in sharing what gets discussed amongst managers.
We involve and engage people in decisions that will affect them	<ul style="list-style-type: none"> • We keep people in the loop about things that will affect them. • We seek and value the opinion of the people we manage and of other teams. • We take the time to set out plans then listen to the concerns and recommendations of those involved as to how we can strengthen those plans. • We communicate regularly and clearly to all staff.

South Yorkshire Pensions Authority is an equal opportunity employer and values diversity.