

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Executive Director of Resources

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by our vision and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Northamptonshire
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Purpose and impact:

As a member of the Council's Executive Leadership Team (ELT) the Executive Director takes collective responsibility for the strategic leadership of the council, setting the tone and culture in line with the Council's (THRIVE) values and ensuring the use of resources are maximised to achieve priorities within agreed budgets.

This role provides strategic leadership of the Council's Resources Directorate of key corporate enabling services as well as some front-line services including: Finance and Procurement, Human Resources, Customer Services, Legal and Democratic, Transformation, Digital, Data and Technology, Regulatory Services, Revenues and Benefits, Business Intelligence, , Coroners and Registrars, , Audit and Risk.. These services are the backbone of supporting effective change and driving forward service improvement and transformation as the Council.

The Executive Director of Resources works closely with the Chief Executive (Head of Paid Service) ELT peers and senior members to drive forward the Council's vision and strategic priorities to be great place to live, work, visit and Thrive.

This role is pivotal to achieving the organisation's strategic ambition to be an Efficient and Enabling Council. This means striving to be a top performing council delivering good quality services while being efficient and effective with taxpayer's money. There is a strong focus on governance with a clear focus on opportunities to innovate and improve, whilst working ambitiously with our partners to shape our place and our opportunities.

Accountable to:

Chief Executive.

Role Specific Responsibilities:

1. Undertake a full and proactive organisational leadership role as part of the Executive Leadership Team, driving strategy and performing and maximising the use of resources to achieve West Northamptonshire Council's priorities. Work positively with all colleagues to lead a high performing, efficient, collaborative and customer-focused culture across the whole organisation.
2. Provide strategic oversight and leadership of all areas of the Resources Directorate. Ensure all services under the Directorate positively support the values and objectives of the Council ensuring they are enabling, efficient, provide meaningful data and intelligence, strong governance and actively work together to support service improvement and the identification of opportunities to innovate and transform.
3. Engage with senior political and managerial leaders to ensure financial probity and proper conduct of financial activities and decision making. Support and provide clear advice to elected members in the formulation, development and review of corporate strategies to meet the Council's political and statutory requirements, and in respect of a full range of issues across the portfolio. Work collaboratively with the Cabinet Member portfolio holders to agree the strategy and approach to the delivery of services, including reporting on service performance.
4. Drive transformational change, ensuring service redesign and transformation and integration is undertaken within a clear plan and deliverable financial targets. Leading a culture of continuous improvement that reflects the values of the Council and encourages creativity and commercial acumen within a public service ethos.
5. Working closely with the Section 151 officer to lead, support and develop the Council's Budget; Treasury Management Strategy; Capital Strategy, Medium Term Capital Programme, Medium Term Financial Strategy, Housing Revenue Account budget and long-term business plan; including joint formulation of the budget strategy, co-ordinating budget communication and supporting the Chief Executive with Councillor engagement.
6. Working closely with the S151 officer to ensure that the Council sets a legal and balanced budget every year and that the Council operates within a framework to seek to deliver a balanced, or better, year-end position for the Council year on year. Developing the future financial strategy to plan for changing funding sources and ensure financial stability and sustainability.

7. Working closely with the S151 officer to provide pro-active and strong financial advice and challenge based on robust analysis, forecasting and financial planning, to ensure that Council manages its budget and delivers its services cost-effectively, legally and in line an appropriate level of risk.
8. Leadership and management of the Council's Finance, Procurement, Audit and Risk, Legal and Democratic, HR, Digital, Data and Technology, Customer Service, Revenues and Benefits, Pensions, Business Intelligence, Business Support, Coroners and Registrars, Regulatory Services and Transformation functions to ensure that the Council has the capacity to deliver its current and future priorities in accordance with relevant government legislation, professional standards and leading edge practices.
9. Responsible for financial and budgetary controls within the Directorate, ensuring that all budgets are appropriately managed to ensure no overspends, that savings targets are fully delivered and that proper risk management arrangements are in place at all times.
10. Be outward focussed, bringing ideas, best practice and innovation to the design and delivery of services in order to better meet the needs of our services and communities, and ensure that strategic plans are developed and reflect national best practice.
11. Ensure that your services meet existing and emerging customer needs/expectations and reflect a positive customer journey experience and deliver opportunities for efficiencies through channel shift and embed learning from complaints.
12. Represent the council positively at internal and external meetings, to influence national, regional and local policies, programmes and services and to optimise achievement of the Council's strategic objectives. Ensure the Council's interests are represented with regard to the Northamptonshire Pension Fund.
13. Support the Chief Executive in relation to emergency planning and resilience, providing support for the co-ordination of all measures to manage an emergency affecting the Council during the response and recovery phases.
14. Demonstrate and positively reinforce the Council's commitment to safeguarding and promoting the welfare of children and adults at risk and looked after children.
15. Any other duties commensurate with the level of seniority and at the discretion of the line manager.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Executive Director / Director Standard Responsibilities:

1. Culture & wellbeing

Responsible for the establishment and maintenance of a positive organisational culture within the directorate, where safety is integral to all activities and wellbeing principles are prioritised, to support a healthy, motivated and resilient workforce.

2. Compliance

Promoting and ensuring compliance across the Directorate with the Council's Constitution and all corporate policies and practice in respect of Equalities, Human Resources, Finance and Contract Procurement across the Directorate.

3. Resources/Financial Management

Accountable for the management of budgets and delivery of the Medium Term Financial Plan within the Directorate, including the effective use of WNC resources and exercising of strong budgetary control, taking a proactive approach to risk management and business continuity planning on areas of accountability.

4. Governance

Responsible for ensuring sound governance and performance management is in place supporting and contributing to organisational effectiveness, value for money and customer excellence.

5. Health & Safety

Ensuring adherence to corporate health, safety and wellbeing strategy, policies and procedures so that the Council complies with, and fulfils its legal and regulatory obligations.

6. Partnerships

Acting as the Council's voice in local and national agendas, forming strong relationships and partnerships that drive forward joined up thinking, better use of resources and more joined up thinking.

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Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Ability to clearly articulate a clear vision and shared purpose and direction to key stakeholders internally and externally to achieve operational outcomes.	Essential	A, I
High quality leadership skills and a successful track record of leading organisational change. The ability to lead and influence others, make informed decisions and build and maintain successful relationships and networks.	Essential	A, I
Ability to initiate, develop and implement strategies to address complex cross-cutting issues	Essential	A, I
Ability to set ambitious goals for oneself and team members aligned to service and organisational objectives to deliver successful and measurable outcomes.	Essential	A, I
Able to apply innovation and creativity to thinking and initiatives to support change, service improvement and to meet desired outcomes.	Essential	A, I
Evidenced ability to interpret and analyse complex performance and finance information as a basis for driving improvements and change.	Essential	A, I
Lead and manage people effectively and motivate and empower others.	Essential	A, I
Demonstrable excellent communication, negotiating, influencing, advocacy and coaching skills; written, oral and presentation skills that take account of the audience and deliver the right message and achieve desired outcomes	Essential	A, I, T
Evidence of successes achieved from networking across a range of stakeholders that gains their respect, trust and confidence and supports reciprocal working.	Essential	A, I
Credible leader of partnerships, with the ability to advocate and champion for West Northamptonshire communities in a range of different partnership scenarios.	Essential	A, I

Knowledge	Essential / Desirable	Measured by
An in depth understanding of policy and legislation that directly impacts on the strategic leadership of a local authority.	Essential	A, I
Thorough understanding of the current issues and future challenges facing the sector and their impact across a range of local government services.	Essential	A, I
Understanding of, and commitment to, equality of opportunity in its widest sense; possesses knowledge of best practice in	Essential	A, I

inclusive leadership and removing barriers for opportunities and access to services.		
Understanding of the local government constitution and frameworks for decision-making	Desirable	A, I

Relevant experience:	Essential / Desirable	Measured by
Proven experience of providing strategic financial advice and challenge to members and senior leaders.	Essential	A, I
Significant experience of successfully leading and managing a diverse portfolio of professional services, gained at a senior level in a local authority or multi-functional organisation of comparable size, scope and complexity.	Essential	A, I
Demonstrable success at a senior level in the initiation and management of effective and complex changes to services. This will include extensive experience of leading large-scale transformational programmes and projects within a complex environment.	Essential	A, I
Experience of different local authority operating models for different services and a commercial mindset that will drive efficiency gains and income maximisation for the authority.	Essential	A,I
Leading high performing, professional teams.	Essential	A, I
Effective partnership working and collaboration; developing and maintaining positive and productive relationships with a range of internal and external stakeholders and strategic partners.	Essential	A, I
Proven track record of embracing digital approaches and new ways of working that have brought about tangible organisational benefits.	Essential	A, I
Experience of working directly with elected members in a political environment and responding appropriately to challenge and scrutiny.	Essential	A, I
Developing strategic policies and plans and ensuring the delivery and achievement of the outcomes associated with those plans.	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Management qualification or degree and /or significant experience in organisational leadership.	Essential	A, D
Demonstratable commitment to active participation in continuous professional development.	Essential	A, I, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Political Restriction and Other Requirements - This position is politically restricted

Day-to-day in the role:

Hours:	37	Primary work base:	One Angel Square
Job family band:	Strategic Management 15	Worker type:	Part Flexible
Salary range:	£151,368- £161,559	Budget responsibility:	£35m
People management responsibility:	Yes		

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

