

## Job Description

<b>Job Title:</b>	??Executive Director of Finance & Operations
<b>Responsible To: (<i>day to day issues</i>)</b>	Elected Mayor
<b>Hay Know How Score</b>	700
<b>Spot Salary</b>	0.8 FTE actual salary £99,634

### 1. Key Purpose of Job

To work with the Elected Mayor, Councillors and officers to:

- 1.1. Provide Corporate, Financial and strategic visionary leadership to ensure that Torbay Council establishes and sustains excellent delivery of key corporate priorities.
- 1.2. To ensure the implementation of necessary change management agendas to enable the delivery of Council Priorities, navigating successfully through the challenges ahead, including reviewing the organisational structure of Torbay Council.
- 1.3. Act as the Council's principal advisor, assisting and advising the Elected Mayor and Councillors both individually and collectively, to determine policy and strategy which reflect the objectives and priorities of the Council.
- 1.4. Ensure there is sufficient and relevant corporate capacity to achieve Council priorities and ensure the effective management of resources including employees and partnerships to enable continuous improvement within available resources in the delivery of service priorities.
- 1.5. To be Council's Head of Paid Service as defined in the Local Government and Housing Act 1989 and thereby ensure the proper and efficient management of all the Council's employees.

### 2. List Key Duties and accountabilities of the post

- 2.1. To oversee the financial management of the Council's budgets and provide Corporate and Operational leadership to Directors and Executive Heads of Service.
- 2.2. To assist the Elected Mayor in working within the budget set by council and setting the budget for approval by council in conjunction with the s151 officer
- 2.3. To advise the Elected Mayor, Councillors and the council, on the preparation, review and delivery of the council's business and financial plans and to take responsibility for the achievement of specific parts.
- 2.4. Develop clear strategic vision with the Elected Mayor and Councillors and identify key strategic issues in order to drive forward the Council's agenda for innovation, change and development.
- 2.5. Provide dynamic strategic leadership to the Council's Management Team in order to secure its effectiveness in:-
  - a) Financial planning and management of all resources to deliver value for money;
  - b) strategic policy development and co-ordination;
  - c) performance of the Council and the delivery of integrated customer-focused services;

- d) effective engagement and communications;
  - e) external relationships and partnerships;
  - f) effective governance with robust systems and processes underpinned by probity and integrity.
- 2.6. Build a positive organisational culture in order to create a sense of common purpose and ownership of the Council's ambitions and priorities.
- 2.7. Act as principal advisor to the Elected Mayor, Councillors and the Council and ensure they receive quality and timely information and advice to help them develop corporate policies and translate political priorities into positive actions.
- 2.8. Develop effective partnerships with public, private and voluntary sector individuals and organisations in order to ensure the delivery of cost effective integrated services to the community.
- 2.9. Establish and develop a high performance culture through clear assignment of accountabilities, effective processes for objective setting, performance measurement and evaluation so that the organisation continuously learns and achieves sustainable improvements and value for money in service delivery.
- 2.10. Ensure, through proactive employment policies and practices, that the Council builds adequate organisational capacity so that the appropriate quality of workforce is effectively recruited, led, remunerated, informed, engaged and consulted, developed and motivated to achieve agreed service objectives and priorities.
- 2.11. Provide leadership to the authority on equality and diversity issues in order to ensure that services respond to the range of needs in the community and that workforce policies and practices comply with best practice, as well as legislation
- 2.12. To manage the postholders responsible for the discharge of any statutory functions, this includes:
- The statutory role of director of children's services, which will be the responsibility of one corporate director.
  - The statutory role of director of adult social services, which will be the responsibility of one corporate director.
  - Director of Public Health
  - Monitoring Officer
  - Section 151 Officer
- and to also manage the postholders of the following posts:-
- Director of Place & Planning
  - Executive Heads of Finance, Business Services, Commercial Services and ICT
- 2.13. To ensure that good practice is implemented and innovation encouraged in all areas of the Council's activities.
- 2.14. To ensure effective consultation and communication with the public on the relevant aspects of Council services.
- 2.15. To ensure that Torbay Council is nationally recognised for innovation and outstanding work.

## **1. Accountability - Budget**

1.1. Influence over the Council's full budget of circa £126m

### **Direct Reports**

- Director of Adults Services (0.8 FTE)
- Director of Place & Planning (0.8 FTE)
- Director of Children's Services (1.0 FTE)
- Executive Heads (x4FTE) – Finance (also s151 Officer), Business Services, Commercial Services & ICT.
- Director of Public Health
- Monitoring Officer

## **2. Other Duties**

2.1 To undertake additional duties as required, commensurate with the level of the job.

## Other Information

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) The Council operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Council vehicles. The Council does not permit smoking breaks within work time, however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
- c) The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
- d) The post-holder must comply with the Council's Health and Safety requirements as outlined in the H&S policy appropriate to the role.
- e) This post is based at Town Hall but the post holder may be required to move their base to any other location within the Council at a future date.
- f) The post is a politically restricted post as laid down by the Local Government and Housing Act 1989.

### **Note for Candidate**

#### **All Candidates**

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

#### **Candidates who consider that they have a disability**

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.



## Person Specification

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<b>Essential Skills and Effectiveness:</b>	<b>Desirable Skills and Effectiveness:</b>
<ol style="list-style-type: none"> <li>1. Leads by example and is visible in doing so, providing staff with a compelling vision, common purpose and clear sense of direction.</li> <li>2. Able to direct and shape the nature of change, and champion new initiatives in support of strategic goals, encourage others to adapt and implement change successfully.</li> <li>3. Seeks out fresh insights and intelligence from diverse sources to develop imaginative and innovative solutions. Takes informed risks and moves into uncharted territory while taking accountability for success and failure.</li> <li>4. Exceptional leadership skills and ability to engage, empower, motivate and develop staff and create a high performance organisational culture.</li> <li>5. Able to operate effectively within the democratic process, with the political acumen and interpersonal skills to develop productive working relationships with, the Mayor, Councillors and Officers that build respect, trust and confidence.</li> <li>6. Is tenacious and resilient, able to work successfully in a high pressure, political environment and manage competing demands and priorities.</li> </ol>	

- 7. Committed to local democracy, community and stakeholder involvement in local decision making
- 8. Highly developed networking, advocacy and communication skills with the ability to persuade, influence and form sustainable partnerships for the Council.
- 9. Able to develop the personal credibility, probity and integrity to influence and direct the work of others, and to inspire loyalty.
- 10. Focuses on the strategic development of current and future capabilities required to take the organisation forward.
- 11. Maintains “state of the art” level of knowledge in own area and uses this to develop improvements / transform ways of working. Is committed to learning and development of skills personally, within the workforce and the community.
- 12. Leads and initiates a feedback culture in which regular, constructive and honest feedback is valued, given and sought from a variety of sources.
- 13. Ability to use effectively a number of different leadership styles

**Essential Knowledge:**

- 1. An understanding of the issues and priorities of Local Government.
- 2. Commitment to continued personal and professional development.

**Desirable\_Knowledge:**

- 3 Awareness of relevant legislation.

3. Demonstrable knowledge of financial management and budgeting.	
4. Working knowledge of organisational and cultural change.	

<b>Essential Experience/Achievements:</b>	<b>Desirable Experience/Achievements:</b>
<ol style="list-style-type: none"> <li>1. Substantial experience of community and organisational leadership and successful and consistent achievement at senior management level, this could be within either a local authority or other organisation of comparable scope, complexity, responsibilities and resources.</li> <li>2. Proven experience of financial management (public or private sector) budget formation, short term financial planning, monitoring, audit and control</li> <li>3. Able to demonstrate a track record of successful transformation and change management, implementing and delivering new delivery models, ways of working, cultural and behavioural change.</li> <li>4. Able to demonstrate a track record of successful corporate management and the achievement of ambitious goals and objectives, resulting in sustainable, positive outcomes.</li> <li>5. Substantial track record of success in building high performing teams, leading a diverse group of professional senior staff and securing high levels of engagement across the workforce.</li> </ol>	<ol style="list-style-type: none"> <li>9. Experience of using investment appraisal (inc Capital budgeting) techniques for decision making.</li> <li>10. Successful track record of working effectively within the democratic process of a high pressure, political environment and building positive working relationships with the Mayor and Councillors.</li> <li>11. Experience of working with National / International bodies and organisations.</li> </ol>



- 6. Able to demonstrate a track record of developing effective relationships and productive partnerships across a variety of sectors in order to deliver services, support business and grow the local economy.
- 7. Proven and effective leadership skills with evidence of ability to propose, develop and implement organisational and business strategies.
- 8. Able to demonstrate a successful track record of attracting inward investment and working with businesses and partners in order to generate growth and build strong and resilient communities.

**Essential Qualifications/Professional Memberships:**

- 12. Educated to degree level (or equivalent)
- 13. Evidence of formal post graduate management development (or equivalent)
- 14. Evidence of ongoing professional development.

**Desirable Qualifications/Professional Memberships:**

- 1. Accountancy qualification

**Essential – Other requirements of the job role**

- Ability to travel efficiently around the Bay/South West and wider area in order to carry out duties
- Ability to participate in the Council's performance management process
- Ability to accommodate on-call working
- Ability to accommodate occasional home-working