**Job Description**

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| **JOB TITLE:** | **Corporate Director, Resources (S151 Officer)** |
| **GRADE:** | **Chief Officer** |
| **POST NUMBER:** |  |
| **DIRECTORATE:** | **Resources** |
| **RESPONSIBLE TO** | **Chief Executive** |
| **ACCOUNTABLE FOR** | **Finance, Procurement, Audit, Workforce, Organisational Development, Business Support, Revenues & Benefits, IT, Customer Services, Registrars, Information Governance, Treasury and Pensions and Payroll.**    As a member of the Corporate Leadership Team, providing leadership, direction, and governance by working in collaboration with colleagues, the Executive Mayor, Members, as well as internal and external stakeholders.  Ensuring the Council’s statutory responsibilities are delivered effectively within the remit of S151 Officer responsibilities.  Leading Tower Hamlets in effective financial and resource management so that public money and assets are safeguarded at all times and provide high quality support services.  Ensuring the efficient and effective provision of a range of support services    ***Areas of responsibility for the post will be reviewed from time to time by the Chief Executive.***  **DBS Standard check required**  **This post is politically restricted** |

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| **JOB SUMMARY:** | | To lead, manage, and provide strategic direction in all matters relating to the Council’s Directorate of Resources through service Directors, to ensure that accelerated and sustained improvements in performance against Council targets are achieved and that all relevant statutory requirements are met.  To work actively with Corporate Director colleagues and the Chief Executive to ensure services are integrated at the point of delivery and take a leading role in the development of relevant Strategic Plans ensuring they are embedded both in the operational and strategic frameworks of the Council.  To be the responsible and accountable officer for the development of policy and strategy on all matters relating to the Council’s Resources Directorate service areas, while driving effective collaboration across the Council including with the Executive Mayor and Members, to support the delivery of corporate priorities.  Provide timely advice, on a range of matters which often attract public interest working closely with the Mayoral Cabinet where necessary and advising the Chief Executive, Members and other stakeholders.  To be responsible, with the Chief Executive and the other Corporate Directors, for the strategic and corporate management of the authority.  The Corporate Director for Resources has a critical role to play in our improvement journey, particularly across these areas:   * Procurement Improvement where delivering the change needed to resolve the issues identified in the external auditor’s statutory recommendations and deliver against the Ministerial Directions are key * HR Transformation as part of a wider cultural change programme * Strengthening alignment at the corporate centre and supporting a robust, single view of change.   In addition to the Ministerial Envoys, we have appointed four TAB Leads, whose involvement in challenging and accelerating our improvement journey is a key strength of the new partnership-based approach to improvement. As S151 you would work most closely with Jenny Rowlands, Culture and Partnerships Lead who is supporting the Council’s next iteration of the Cultural Change Programme, ensuring that staff experience and psychological safety are at the heart of our approach and brings a wealth of expertise as former CEO of Camden Council and from chairing the London Self Improvement Board. |
| **ROLE**  **REQUIREMENTS:** | |  |
| 1. | | To lead, manage, and take overall responsibility for the service divisions of the directorate, ensuring that services provided are continuously monitored and reviewed so that they are of the highest quality, provide value for money, and the overall responsibilities of the directorate are consistently met. |
| 2. | | Lead the delivery of a portfolio of activities and ensure that all service delivery is appropriately resourced in terms of capacity and capability and regularly reviewed. |
| 3. | | Provide leadership and direction for the Resources Directorate, monitoring the implementation of corporate aims and objectives in conjunction with the Chief Executive and Corporate Directors, ensuring financial probity, compliance and transparency are embedded in all service areas. |
| 4. | | Ensure that Proper Officer and statutory requirements are met and delivered by directing and ensuring high quality financial, and procedural advice is provided at all stages in the Council’s decision making, achieving a strong corporate governance culture. |
| 5. | | Ensure revenue and capital resources are effectively managed, income is maximised and the Council’s MTFS is managed and delivered efficiently and effectively. |
| 6. | | Direct and lead significant portfolios of work relating to digital and infrastructural system transformation in areas such as: Finance  Audit  Procurement  Revenues & Benefits  Workforce, OD & Business Support and IT |
| 7. | | Provide strategic leadership and direction in high value IT contracts, corporate accounts, and the governance of financial, procurement, and audit matters. |
| 8. | | Provide strategic direction, corporate leadership and advice on finance, procurement, audit and risk management matters ensuring the statutory requirements of the S151 officer are constantly adhered to. |
| **CORPORATE**  **RESPONSIBILITIES** | |  |
| 9. | | Actively contribute to the leadership of the Council in a way that promotes a ‘one organisation’ approach. |
| 10. | | Develop and maintain positive relationships with elected members to ensure the Council and directorate strategic priorities are effectively implemented and to support Members to undertake their strategic monitoring role. |
| 11. | | To promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of disadvantaged groups. |
|  | 12. | Support organisational change and learning, ensuring appropriate systems of performance and development, communication and engagement, quality measures, monitoring and review are in place for all services and the workforce that delivers them. |
|  | 13. | To promote envoyility including encouraging a culture of innovation and accountability amongst staff. |
|  | 14. | Participate in the required rota as directed by the Chief Executive to ensure emergency planning and business contingency arrangements are in place throughout the Council. |
|  | 15. | Represent and deputise for the Chief Executive when required. |
| **PEOPLE** |  |  |
|  | 16. | Work collaboratively with stakeholders and partners to support the delivery of corporate programmes and the Strategic Plan. |
|  | 17 | Establish clarity around expected outcomes and standards, providing clear lines of accountability and delegated authority within the Resources Directorate. |
|  | 18. | Establish and promote a culture of inclusion, learning and workforce planning that enables staff to realise their potential and improve outcomes for Tower Hamlets residents. |
| **FINANCE** |  |  |
|  | 19. | Manage budgets and income delivery targets ensuring that resources are deployed in line with agreed priorities. Ensure that opportunities for efficiencies are systematically explored and developed and drive down spend where appropriate. |
|  | 20. | Hold managers to account to provide services that are delivered or procured that represent value for money. |
| **SERVICE** |  |  |
|  | 21. | Actively consider new and innovative ways of delivering services that provide high quality and value for money. |
|  | 22. | Drive the implementation of consistently high-quality service standards and levels of customer service. |
|  | 23. | Continuously measure and improve customer service processes to improve the consistency, quality and efficiency of services. |
| 24. | | Ensure there is an effective integration of related services within the directorate and across the Council. |
| **PERFORMANCE** | |  |
| 25. | | Set strategic objectives and ensure they are achieved through robust business and financial planning processes. |
| 26. | | Hold managers and partners, where appropriate, to account for the delivery of targets and outcomes |
| 27. | | Manage, monitor, and control contracts effectively ensuring that Service Level Agreements, service standards and contractual obligations are met. |
| 28. | | Ensure that all services within your area of responsibility, including those provided by external contractors have robust business continuity plans and contribute to the discharge of the Council’s responsibilities. |
| 29. | | Lead on borough-wide and strategic initiatives collaborating with internal/external stakeholders to deliver cross Council projects. |
| **OTHER CONDITIONS:**    To carry out other duties and responsibilities commensurate with the level of the post as directed by the Chief Executive. | | |

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| **Person Specification for the Post of**  **Corporate Director, Resources** | | **Essential (E) or**  **Desirable (D)** | **Method of**  **Assessment**  **A=**  **Application Form**  **T= Test**  **I= Interview** |
| **Knowledge &**  **Skills** | Expert knowledge of local government financial management, including the General Fund, Housing Revenue Account (HRA), capital and revenue programmes, and regulatory requirements.  Substantial experience in leading high-quality services and managing key service areas in a local authority.  Proven ability to lead the development of a robust Medium-Term Financial Strategy addressing corporate, economic, social, and financial challenges.  Strong track record of providing strategic leadership while ensuring effective operational delivery.  Experience at a senior level of leading multi-disciplinary teams and functions.  Significant commercial awareness with effective budgeting and financial management skills, including proven experience of delivering corporate budget planning and management processes.  Excellent negotiation and influencing skills with the ability to introduce modern and innovative working practices.  Strong customer focus with well-developed networking and partnership-building skills.  Ability to apply innovative and creative solutions to complex organisational and financial problems.  Political acumen with a clear commitment to the Council’s values and equal opportunity policies.  Experience of leading digital transformation initiatives in finance, procurement, HR, or IT.  Experience of promoting and embedding diversity and inclusion initiatives within the workplace.  Proficiency in advanced data analysis techniques to inform decision-making and improve services.  Familiarity with complex stakeholder arrangements e.g. government guidance, improvement, inspection. | E  E  E  E  E  E  E  E  E  E  D  D  D  D | A/T/I  A/T/I  A/T/I  A/T/I  A/T/I  A/T/I  T/I  T/I  T/I  T/I  A/I  A/I  T/I  T/I |

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| **Qualifications**  **& Experience** | Relevant degree and full membership of CIPFA, or equivalent (ACA, ACCA, or CIMA). | E | A |
| **The Corporate Director, Resources will need to display behaviours in line with our TOWER Values:** | | | |
| We work  **TOGETHER**  across boundaries and with partners to achieve the best outcomes for Tower Hamlets | Builds effective alliances with a wide range of stakeholders and partners to achieve better outcomes.  Visible, approachable and takes steps to shape a positive working culture across the council and with partners. | | |
| We are **OPEN**  and transparent | Role models and champions a coaching culture across the council and with partners, connecting the ‘bigger picture’ to audiences’ own values, goals and ideas.  Approachable and seeks regular internal and external feedback to improve how they do things and to shape strategy and organisational improvement. | | |
| We are **WILLING** to challenge, innovate and be accountable | Creates a culture of learning, builds capacity and manages talent internally    Encourages innovation and commits resources for entrepreneurial ideas to achieve better outcomes | | |
| We empower  each other to be  **EXCELLENT**  and go the extra mile | Get others excited about Tower Hamlets vision, strategy, values and goals and how they can make a difference.  Delegates decision-making where appropriate, whilst supporting and managing organisational risk and actively seeks out ways to support and promote well-being across the organisation | | |
| We **RESPECT**  all communities, they are the heart of everything we do | Seeks ways to harness the opportunities presented by the diverse workforce and community. | | |
| **Additional**  **Requirements** | Willingness to work outside of contracted hours in the evenings and weekends subject to notice.  To comply with the requirement to carry out a DBS check on this role.  To comply with the requirements relating to political restrictions for this role. | | |