

## Job Description: Assistant Director – Resources and Performance

Reports to: Director – Governance and Communities

Salary: JNC Band 3

### **PURPOSE OF JOB**

The postholder will have a system leadership role in assisting the work of the Director of Governance and Communities in ensuring the council is compliant with all relevant legislation and regulatory standards relating to the main responsibilities.

To support and represent the Director Governance and Communities, leading and promoting the best use of resources, developing strong systems of financial management and the highest standards of strategic planning and organizational performance.

Specifically, the post will:

- Ensure the council has effective arrangements for financial management and financial administration together with a coherent and comprehensive strategy on financial resources which anticipates future needs
- Hold overall responsibilities for council wide strategy and policy development including the Council Plan and lead the design and implementation of accountability and assurance frameworks
- Hold overall responsibility for the development of information, intelligence and insight to drive standards and inform direction and priorities, underpinned by residents' voice and engagement, performance, and practice wisdom
- Lead the council's system of assurance
- Lead the customer interface for financial transactions including local taxation billing and collection and financial assessment for housing benefit and social care contributions

Providing strategic system leadership as a member of the council's senior leadership team by:

- Leading on outcomes as One Council, with place partners and within systems beyond place.

- Leading and influencing shared ambition, integration, collaboration and mutual accountability for outcomes.
- Maximising local policy decisions and embedding the council's values in wider systems.
- Developing and embedding approaches that safeguard the sustainability of the council and enable place and system resources to have the greatest impact for the people and place of North Lincolnshire.
- Promoting leadership at all levels of the organization, living the council's values, setting clear direction and the highest expectation of performance standards
- Ensuring that enabling, progressive and sustainable approaches underpin a One Council approach to continuous improvement, transformation and improving outcomes
- Under the guidance of Directors:
  - Communication and consulting with Elected Members, providing timely, objective information to inform policy making, enable challenge and promote transparency
  - Working with Cabinet Members to achieve the ambition, outcomes and priorities of the approved Council Plan.
  - Representing the portfolio Director (and other Executive roles as required) within the organization, place and system, commensurate with the scheme of delegations, agreed priorities and supporting frameworks
  - Managing risk within the resources available to the council and maintaining effective systems of assurance and governance

## **ACCOUNTABILITIES**

Lead the effective planning, organisation, delivery and continuous improvement and efficiency of all related services, resources and allocated budgets, through service delivery, efficiency and improvement plans as required.

Capitalise on service synergies, new approaches and innovation to improve service delivery and performance

Seek opportunities to foster partnership working and work in partnership with the council's recognised trade unions promoting a networking approach within an ethical framework.

Work with the Chief Executive, Deputy CX and Directors to develop and implement transformational programmes of activity to achieve the Council's outcomes and priorities.

Ensure the delivery of functions are enabling, person-centred and driven by quality and outcomes and determined by the needs of the people in different communities

Ensure that the development of service areas takes place within a balanced framework of central government priorities and policy guidance, local partner ambitions and political aspirations, and that future direction and priority actions are set out in clear and simple messages that have resonance with key stakeholders

Championing the corporate parenting role to ensure we achieve our promise to children in care and care leavers

Responsible for the council's financial regulations and contract procedure rules and designing systems and processes that enable achievement against the council's aims and goals.

To oversee the development and implementation of the Council's Medium Term Financial Strategy, the financial management and accounting frameworks and subsequently, ensuring compliance with those frameworks.

Take a proactive approach to ensuring the organisation is able to demonstrate value for money, and the implementation of new legislative and accounting requirements, ensuring that Codes of Practice, legislation and professional best practice are adhered to and implemented.

Ensure the council has an effective strategic procurement and commissioning capacity and to use this capacity to further ensure that the council achieves financial sustainability and demonstrates value for money

Leads, develops and ensures the effective implementation of the appropriate Commissioning Strategies for the council

Be responsible for the effective delivery of payments for goods and services and income collection functions, meeting legislative and good practice requirements, including compliance with HMRC for VAT.

Responsible for ensuring the Council has a robust self-evaluation process and be ready to present itself to corporate external regulators and associated peer reviews.

Develop frameworks for Quality Assurance and Performance Management and ensure effective review, monitoring and reporting mechanisms are in place to deliver results and improved performance.

Lead on the development of a corporate wide i-hub distributed intelligence model ensuring quality assurance, consistent data and intelligence gathering and dissemination, the cross fertilisation of these intelligence streams and the interoperability of systems.

Provide leadership for collation and interpretation of relevant data to inform the production of North Lincolnshire's Joint Strategic Assessment in collaboration with partners to consolidate whole place intelligence

Provide leadership to shape council transformation implementation program with particular focus on executive level projects sponsored by the Chief Executive/Deputy Chief executive.

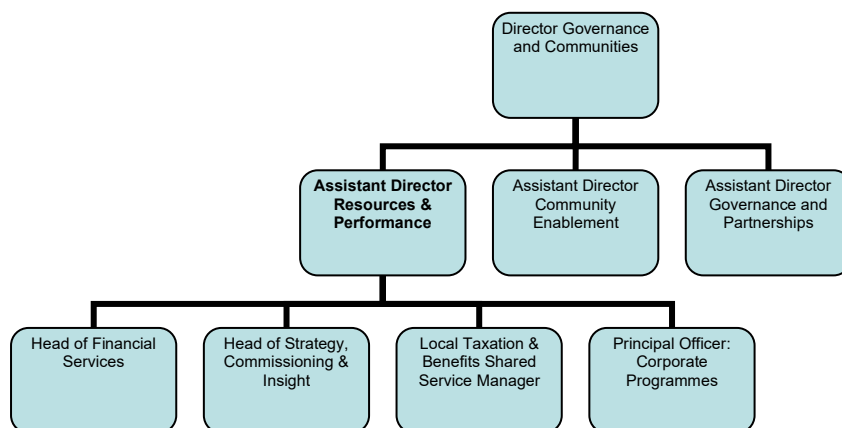
## **FUNCTIONS**

Provide strong, forward-thinking and positive system leadership of Resources and Performance, other resources and partnerships in order to deliver ever-improving performance relating to the functions for which the post holder has lead portfolio responsibility, principal amongst which are:

- Accountancy Services
- Financial Planning and Investment
- Commissioning
- Procurement
- Strategic Projects
- Local Taxation & Benefits
- Customer Transactional Services
- Strategy and Policy
- Integrated Strategic Needs Assessment and Insight

- Council Assurance, Performance & Improvement

## ORGANISATION



## DIMENSIONS

As a member of the council's senior leadership team shared responsibility for the overall resources and performance of the council.

Contributes to the management of the Governance and Communities Budget of £94mm (approx.) and Directly accountable c£41m (gross)

Direct management of 4 (included 1 Shared Services manager employed by NELC)

Total staffing responsibility: 180

## JOB CONTEXT

Regular contact with:

Chief Executive  
 Elected Council Members  
 Leader of the Council  
 Cabinet  
 Opposition Leader  
 Deputy Chief Executive and Directors  
 Tier 2 and Tier 3 roles  
 Chief Executives and Directors of Partnership Organisations  
 MPs  
 Community Leaders  
 Government Ministers  
 Heads of Emergency Services  
 Chief Executives and Directors of Local Industry  
 External Inspection Agencies  
 Town and Parish Councils

**Local Government and Housing Act 1989 – Politically Restricted Posts**

In accordance with the above legislation, this post is 'politically restricted'. In simple terms this means that you are prevented from having any active political role either in or outside the workplace. This debars you from holding political office but also restricts you from canvassing, from speaking in public or publishing a work which might give the impression that you are advocating support for a political party.

## **KNOWLEDGE, SKILLS AND EXPERIENCE**

A good understanding of Local Government and operating in a political environment

Professionally qualified accountant, having credibility in one or more relevant service area

Skills and experience in translating national policy and legislation into local solutions.

Successful management of people and service performance in a diverse environment.

Excellent communication skills together with networking skills that inspire trust, encourage creativity, forward thinking and engagement.

A resilient leader with the ability to empower others and develop leadership at all levels.

Knowledge and understanding of the relevant regulatory frameworks and requirements.

Ability to engage locally, regionally, and nationally and positively influence developments that affect North Lincolnshire.

Understanding of the relevant legal, commercial, political, operational and social aspects of a diverse and complex environment

Experience of developing and implementing planning, commissioning and performance frameworks in a multi-disciplinary and partnership environment

Experience of partnership working both internally and externally and of establishing trust and credibility

Experience of working at a senior level in a political environment , skills in understanding and responding to different perspectives and taking a cross-organisational perspective

A track record of influencing and demonstrating value for money at an organisational level

Ability to empower others and nurture leadership from others at all levels inside and outside the authority

Ability to innovate and generate new ideas and solutions to improve performance influencing organisational change

Experience of preparation of complex reports for both internal and external communication

Experience of leading large projects and cross functional programmes

A good understanding of the current challenges facing local government generally

Substantially numerate with advanced analytical skills and knowledge of qualitative and quantitative data

Strong commitment to diversity and inclusion

Personal and professional credibility and a high level of probity and integrity

**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are common occurrences and do not justify a reconsideration of the grading of the post.**

**APPROVED BY:**

(Please sign)

Postholder: ..... Date: .....

Manager: ..... Date: .....

ESSENTIAL CRITERIA	ASSESSED THROUGH:
<b>Knowledge, Skills and Experience</b>	<b>Application form (follow up at interview)</b>
<ul style="list-style-type: none"> <li>• Successful management of people and service performance in a diverse environment.</li> <li>• Ability to engage locally, regionally, and nationally to positively influence developments that affect North Lincolnshire</li> <li>• A track record of influencing and demonstrating value for money at an organisational level</li> <li>• Experience of developing and implementing planning, commissioning and performance frameworks in a multi-disciplinary and partnership environment</li> <li>• Experience of preparation of complex reports for both internal and external communication</li> <li>• Experience of leading large projects and cross functional programmes</li> <li>• Experience of partnership working both internally and externally and of establishing trust and credibility</li> <li>• Experience of working at a senior level in a political environment, skills in understanding and responding to different perspectives and taking a cross-organisational perspective</li> <li>• Ability to empower others and nurture leadership from others at all levels inside and outside the authority</li> <li>• Ability to innovate and generate new ideas and solutions to improve performance, influencing organisational change</li> <li>• Substantially numerate with advanced analytical skills and knowledge of qualitative and quantitative data</li> <li>• Strong commitment to diversity and inclusion</li> <li>• Personal and professional credibility and a high level of probity and integrity</li> </ul>	
<b>Knowledge, Skills and Experience</b>	<b>Interview</b>
<ul style="list-style-type: none"> <li>• A good understanding of Local Government and operating in a political environment</li> <li>• Skills and experience in translating national policy and legislation into local solutions.</li> <li>• Excellent communication skills together with networking skills that inspire trust, encourage creativity, forward thinking and engagement.</li> <li>• A resilient leader with the ability to empower others and develop leadership at all levels.</li> <li>• Management and Leadership skills</li> <li>• Knowledge and understanding of the relevant regulatory frameworks and requirements.</li> <li>• Understanding of the relevant legal, commercial, political, operational and social aspects of a diverse and complex environment</li> <li>• A good understanding of the current challenges facing local government generally</li> </ul>	
<b>Education, Training and Qualifications</b>	<b>Original documents</b>
<ul style="list-style-type: none"> <li>• Professionally qualified accountant, having credibility in one or more relevant service area</li> </ul>	
<b>Working Arrangements</b>	<b>Interview</b>
<ul style="list-style-type: none"> <li>• May require work outside of normal operating hours including evenings and weekends</li> <li>• Will be part of an emergency on-call duty rota</li> </ul>	

DESIRABLE CRITERIA	ASSESSED THROUGH:
<b>Knowledge, Skills and Experience</b>	<b>Application form (follow up at interview)</b>
<ul style="list-style-type: none"> <li>• Good understanding of Systems Leadership</li> </ul>	

<ul style="list-style-type: none"> <li>In depth knowledge and understanding of theory and good practice of financial codes relevant to local government</li> <li>Experience of delivering major service transformation, driving associated cultural change to embed the improvements.</li> </ul>	
<b>Knowledge, Skills and Experience</b>	<b>Interview</b>
<ul style="list-style-type: none"> <li>Ability to lead across boundaries in difficult situations and influence others</li> </ul>	
<b>Education, Training and Qualifications</b>	<b>Original documents</b>
<ul style="list-style-type: none"> <li>Relevant post-graduate qualification.</li> <li>Evidence of continuous professional development.</li> </ul>	
<b>Working Arrangements</b>	<b>Interview</b>

<b>THE POST IS SUBJECT TO:</b>	
<b>Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974</b>	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>Political restriction</b>	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>The ability to speak fluent English under the Immigration Act 2016</b>	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>