

Job Description and Particulars of Appointment

1. Details of Post

- Job Title: Executive Director of Resources
- Post Number:
- Salary: C2 £125,766 - £136,246
- Corporate Function: Resources
- Reports to: Chief Executive

2. The Role & Scope

This role provides the overall managerial and strategic lead for the Council's Resources functions which include:

- Audit
- Communications & Engagement
- Finance
- HR Admin & Payroll
- Information & Insight
- Occupational Health & Safety
- Procurement
- Revenues & Benefits
- Risk, Resilience & Insurance
- Technology
- Treasury & Pensions
- Workforce & OD

(Note : The range of service responsibilities may vary over time, but it is envisaged that at the commencement of this role the direct management responsibility includes the above)

This role forms a key part of the council's executive leadership team to contribute significantly to the overall strategic and operational management of the council. It will support the Chief Executive in ensuring effective corporate governance and operational delivery across the organisation.

The postholder is responsible indirectly for over 590 staff and a budget of approx. £128m

Working with the Chief Executive, Executive Directors, Assistant Directors, Heads of Service and Members, the post holder will make a major contribution to Shropshire Council's vision (Innovate to Thrive), values and strategic objectives enshrined with the six priorities set out within the Corporate Plan:

- More people with a suitable home
- Care for those in need at any age
- Good place to do business
- A healthy environment
- Sustainable places and communities
- Embrace our rurality

The Council is undergoing a large-scale transformation programme aimed at improving the quality of life of our communities and local people at the heart of everything we do. The services within this role are key to delivering that overall vision.

As the lead officer for the Resources functions across the council you will lead the delivery of the organisation transformation programme including the Council's Digital Transformation Programme, Workforce and Digital Strategies and all other corporate change and improvement programmes, underpinned by robust performance management.

Crucial to this will be driving culture and behaviour change alongside a systems approach to process change with the Shropshire resident at the centre of everything we do.

3. Key Responsibilities

The post holder will be:

- Responsible to the Chief Executive, who in turn is responsible for the post holder's health and safety, training and development. Expected to deputise with other Executive Directors for the Chief Executive when required.
- Responsible and accountable, taking specific responsibility for the leadership and direction of the following service areas:
 - Audit
 - Communications & Engagement
 - Finance
 - Information & Insight
 - Legal and Democratic
 - Procurement
 - Revenues & Benefits
 - Risk, Resilience & Insurance
 - Technology
 - Treasury & Pensions
 - Workforce & OD
- Responsible for direct line management of up to 6 senior managers and who in turn manage circa 590 members of staff. Acting in a supervisory/managerial capacity, monitoring performance, supporting development and undertaking annual appraisals.
- Responsible for an approximate budget of £128m
- Responsibilities as set out in the Council Constitution
- Ensure that all activities and operations conducted within the function contribute directly to the commercial and economic growth aspirations of the county, transforming service areas as appropriate, whilst providing residents

and visitors with access to facilities that have a direct and positive impact upon health and wellbeing.

- A member of the Executive Management Team, driving a 'one council' approach and innovation through inspiring, motivating and influencing others.

4. Structure Chart (functional areas)



5. Key Accountabilities/Duties

- To actively contribute to the development and achievement of the Council's corporate priorities
- To oversee the delivery of the Corporate Plan and wider strategies and plans to meet the service's corporate obligations.
- To work with the Chief Executive, Executive Directors, Members, key partners and consultants/contractors to develop the strategic direction of the Resources Directorate, together with those of the wider Council, and to improve innovation in and around service delivery, performance and outcomes.
- Drive a sustainable and deliverable financial strategy across the organisation. Lead and facilitate effective senior leadership team engagement and ownership of strategic financial strategic planning and integrated business and resource planning to support delivery of high quality services and priority projects
- Lead on Risk Management and Business Continuity for Resources acting as member of the Council Emergency Management Team (EMT) to ensure that appropriate plans are in place.
- To act as the Council's principal policy advisor on Resource services within remit, providing guidance and support to Cabinet and Members in translating their political objectives and priorities into coherent initiatives that will deliver exceptional public services.
- Strategically lead the Finance, Governance & Assurance function driving the Council's financial strategy in delivering effective services in: treasury management, financial accounting and budget planning, development of appropriate investment strategies, effective risk management, revenues and

benefits – Council Tax, Business Rates and Housing Benefit administration, administration of the Council's pension provision, management of the capital programme and running an internal procurement and audit function.

- Work with the designated Chief Financial (section 151) Officer to ensure the financial probity and competence of financial management across the organisation and that effective arrangements are in place to meet legislative and statutory requirements in relation to financial management, reporting and internal control.
- Strategically lead the Workforce function driving forward the Council's Workforce Strategies to deliver effective HR Advice & OD, Recruitment & Payroll Solutions, Occupational Health & Safety services, developing organisational capabilities resulting in a high performing workforce and organisation.
- Strategically lead the Technology, Data & Communications functions driving forward the Council's Digital Strategy to deliver an effective ICT, Communications, Customer Service, Data and Business Intelligence provision for the Council.
- Strategically lead the Legal & Democratic Services function, including scrutiny for ensuring the governance arrangements for the Council are legal compliant and fit for purpose. Driving forward to deliver innovation, efficient and effective Legal and Democratic services to Councillors, staff and service users in Shropshire
- Act as change champion to translate organisational ambitions into real achievements. The role has to balance internal and external focus to ensure the economic, social and environmental wellbeing of the Council.
- Ensure efficient and effective utilisation of available financial resources, and collaboratively deliver new and innovative approaches to Resource services.
- Demonstrate a commercial, whole system focus and approach, which delivers the provision of essential services through a model that reduces cost and creates income generation opportunities.
- To act collaboratively with key partnerships ensuring an outward looking focus whilst ensuring the needs of the council are met.
- Hold regular meetings with portfolio holder for resource services, including transformation.
- To provide visible, authentic and inspirational leadership, role modelling a high performing, supportive culture. Systematically coach, mentor and

develop others to achieve their potential.

- To ensure the motivation and wellbeing of the workforce, delivering high levels of performance and inclusive leadership behaviours. Recognise and celebrate success.
- To actively participate in cross-functional initiatives to deliver modern, efficient, and effective services to the community, that ensure equality of access and treatment in service delivery and employment.
- Champion individual and collective learning and development opportunities, enriching the development of the workforce to maximise engagement and productivity.
- To represent Shropshire Council at national and regional level as appropriate.
- To develop sound, effective and innovative business plans in order to increase revenue income streams, explore potential external funding opportunities and attract capital investment into the service.
- Act as key point of contact and engage with partners such as Government Departments, National Advisory and Legislative Organisations.

These duties are illustrative and not exhaustive. The post holder will be expected to become involved in a range of work and responsibilities to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce, as directed by the Chief Executive.

6. Conditions of Service

- a) The conditions of service are those laid down by the Joint National Council (JNC) for Local Government Services, as amended from time to time and as adopted by the Council.
- b) The post is based at Shirehall, Shrewsbury. The postholder is expected to adopt a mobile and agile working ethos and demonstrate this through leadership.
- c) This post is subject to the following:
 - The is a permanent post at 37 hours per week,
 - Additional payments do not apply.
- d) Under the provisions of the Local Government and Housing Act, 1989, the holder of this post will be subject to political restrictions, full details of which will be included in any formal offer of appointment.
- e) This post carries eligibility to join the Local Government Pension Scheme. Information about this and other pension options will be sent with any formal offer of appointment.

- f) Annual leave entitlement is pro rata for 27 days per year plus additional days for long service. Bank holidays also apply. A concessionary day at Christmas Bank Holiday is at the Council's discretion. 2 days of an employee's allowance (pro rata for part time staff) must be taken at Christmas for any potential Christmas closures. Employees who work in a building/service which is required to open over the Christmas period, the 2 days leave (pro rata) can be carried over into your next leave year but must be used by the end of March.
- g) The appointment is subject to 3 months' notice in writing on either side.
- h) The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.
- i) Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.
- j) It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on council business at the agreed flat rate per mile.

7. Pre-employment Requirements

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form

Supplying false information or failing to disclose relevant information could be grounds for refusal and could amount to a criminal offence.

Post holder

Date:

Line Manager

Date: