



JOB TITLE:	DIRECTOR OF FINANCE, CORPORATE PERFORMANCE & CORPORATE LANDLORD		
GRADE: JOB CODE:	JNC	SERVICE AREA:	Finance, Performance Corporate Landlord
REPORTS TO:	Executive Director Resources and Transformation	LOCATION:	All locations
SPECIAL CONDITIONS:	<ul style="list-style-type: none">• Working outside of standard office hours will be required.• There is a requirement to work flexibly at all times with due regard to prevailing workloads and priorities. Attendance at evening and other out of hour meetings as required including cabinet, council, scrutiny council and other relevant meetings.• Politically restricted post, as per Local Government Officers (Political Restrictions) Regulations 1990.		

At Walsall Council, we believe that people are at the heart of everything we do. In our work, the way we listen and respond to our customers and colleagues will determine the way we grow and bring Council's vision to life. To succeed, we must push the boundaries of customer service and added value - outstanding is the new standard and the new routine. Using evidence-based insight into solving problems, managers will create an environment that provides opportunities for all individuals and communities to fulfil their potential.

As leaders of people, managers will:

- *Work collaboratively to develop strong working relationships and provide a bridge between the council and the communities it serves;*
- *Embrace change and strive for improvement continuously;*
- *Provide value for money to ensure services are delivered in a timely fashion, combining sustainability with quality;*
- *Challenge the status quo, enable and empower, act with integrity.*
- *Together, they will deliver services that the people of Walsall will be proud of.*

1. Corporate duties and accountabilities:

- Every member of staff has a responsibility in the field of safeguarding and a duty to adhere to the procedures set out in the Corporate Safeguarding Policy.
- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the post-holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

2. Main purpose of the job role:

- The transformation programmes and the council's priorities will see major changes to the way in which the council operates, the services they deliver and the culture across the entire organisation. The Director will be the strategic leader for achieving change within relevant to their area functions. The post will design and develop key strategies on a corporate level to meet the needs of the council for present and future stability.
- To contribute to the strategic financial leadership of the council assist and deputise for their section s151 officer and to ensure effective and efficient management of the organisation to meet the council objectives
- Responsible for payroll, pensions, business planning ,accounting, tax
- To be the strategic leader for all aspects of the corporate landlord function including Assets and IFM.
- To ensure corporate performance, audit and reporting systems are effective and in place
- To lead and manage the delivery of the council's services allocated to this post in an efficient and effective manner within the strategies and policies approved by the council. Service to include Finance, Audit, Risk and insurance, Payroll and Pensions Assets IFM and Corporate Performance,
- To lead on the development of strategies and policies for areas allocated to this role
- To champion corporate priorities and initiatives
- To provide the necessary leadership guidance and direction to all employees and to oversee the management of budgets

- To provide elected members with appropriate advice and guidance in relation to the development and delivery of council services.
- To provide the single accountable body function for all grant funding arrangements that the LEP and Black Country Joint Committee have at their disposal. The team work to a locally agreed assurance framework reflecting HM Government's expectations of financial management, transparency, governance and financial probity and are responsible for a programme in the order of £300m (capital).
- Enable the successful implementation of organisation strategy by bringing together all parts of the organisation to make sure "the system" operates at its best combining both the "hard elements" (structures, systems, policies, and metrics) and "soft elements" of an organisation (culture, values, behaviours) in relationships into a wider integrated "ecosystem"
- Responsible for Expenditure Budget of £130m
Income Budget of £108m
Staffing reports 1,373

3. Role specific duties and accountabilities: *please refer to [role of the manager detail or advice & guidance document](#)*

Horizon Scanning

- Develop long term strategies for future service needs that meet the legislative and financial challenges, and ambitions of the Council taking account of the external environment and internal factors.
- Identify own and manage risks arising from strategic and operational plans within area of responsibility. Advise stakeholders on risks and issues related to regulations and standards and investigate any areas for concern, implementing policies to support the delivery of council objectives and plans which comply with all relevant legislation and statutory requirements.
- Develop and maintain a fit for purpose Estates strategy; Corporate asset plan; and the development of a medium-term financial plan that covers both revenue and capital.
- Ensure a risk and performance management system is in place and embedded within the organisation

Leading People

- Embed the Councils values and behaviours across the workforce leading by example
- Ensuring employees of the council are developed and supported to create a high performing and innovative team, and to enable them to each acquire competencies to deliver services to national and local standards.
- Manage the selection and deployment of people for whom the job holder is responsible to maximise their contribution to corporate and team goals.
- To promote the development of a confident learning culture within all service areas for which the job holder is responsible, including the requirement that all staff have and achieve their personal/professional development plans that are integrated with their Annual performance conversation.

Managing Resources

- Implement and advise on the council's medium-term financial strategy financial framework and capital strategy to ensure it delivers the council vision aims and objectives
- Deliver an annual corporate policy led medium-term revenue and budget and capital programme which is risk assessed and demonstrates value for money within the prevailing best practice frameworks
- Maintain the Council's accounts in an accurate and prudent way ensuring full compliance with current legislation codes of practice and professional guidance delivered the draft statement of accounts by the 30th of June each year in the appropriate format and with sharp, unqualified audit opinion at the conclusion of a prompt successful annual external audit
- Ensure that core financial systems are sound, modern and effective.
- Maximise income, account for it accurately, administer grant claims and returns promptly and accurately
- Ensure a prompt and robust debt collection function, minimalizing debt and maximising the speed and value of income received by the council
- Ensure all council assets are maximised to their potential, well maintained and delivering to the needs of the service
- Ensure Walsall Council is an “Employer of Choice” with a strong employer brand, able to attract and retain high quality staff, with the agreed values and behaviours

Managing Performance

- Ensure that corporate performance systems are sound modern and effective and appropriate for the needs of our customers and ensure the effectiveness and implementation of any new systems
- Develop a culture of high performance, setting high standards across the organisation.
- Performance monitoring and management of delivery against agreed strategic objectives, including the effectiveness of the deployment of all resources under the control of the council.
- To manage the performance of the service teams which Jobholder is responsible for and to respond and deal with weak and poor performance.
- To develop appropriate performance indicators as required.
- To support and lead a culture of continuous improvement within the services for which jobholder is accountable, providing advice and encouragement for the implementation and monitoring of quality policies standards and systems.
- To ensure that output and quality of work is of the highest quality and records where appropriate with current regulations, legislation, and council standards.
- To promote/lead in the development and implementation of new ways of working in line with the new functional model.

Managing Self

- Maintain high levels of knowledge and expertise through CPD networking with other professionals, constantly striving to improve
- The Post Holder is responsible for his or her own self-development on a continuous basis, developing and maintaining their up-to-date knowledge of the specialist area and detailed generalist knowledge across a wide spectrum of related fields
- To enhance own performance by working constructively with their line manager to identify personal strengths and agreeing actions in relation to development needs

4. Key Stakeholders and reporting lines

- Reports to the Executive Director for Resources and Transformation
- Executive directors, elected members, senior managers from across the council and partner organisations
- Elected members to work with members to assist in their understanding and engagement of services and to provide them with appropriate support and advice
- Community stakeholders to build and develop effective relationships with a variety of stakeholders including business and enterprise organisations voluntary sector groups and partners

EMPLOYEE SPECIFICATION JOB TITLE Director Finance, Corporate Performance and Corporate landlord	GRADE JNC CHIEF OFFICER	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form =A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: refer to corporate behaviours document		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	I	3
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
Abilities/Skills: (refer to JE guidance document)		
In the preparation and presentation of complex strategy and policy documents to non technical audiences	A/I	3
Strong leader and corporate player who is resilient, robust and is committed to the highest professional standards.	A/I	3
managing strategic relationships with key stakeholders and partners at a senior level	A/I	3
To be able to manage multiple projects on an ongoing basis	A/I	3
The ability to build and present concise and effective presentations and reports	A/I	3

The ability to remain calm under pressure and give advice in challenging circumstances	A/I	3
Proven ability to build effective teams both within and outside of direct management control the ability to quickly grasp the implications will be merging law and explain this to a lay audience	A/I	3
The ability to interpret information and analyse data	A/I	3
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
A track record of consistent and demonstrable achievement at a senior management level within a Finance function	A/I	3
A track record of leading motivating and managing teams to achieve high performing significant sustainable improvement and outstanding results through internal and external partnerships.	A/I	3
Significant experience and a proven track record of the initiation and management of change through innovation and transformation of service delivery	A/I	3
Evidence of providing visible and supportive leadership empowering, enabling motivating and developing a team and its members	A/I	3
Experience of working in a pressurised environment and managing competing priorities between individuals and organisations both internally and externally whilst delivering on a range of projects and adapting to changing circumstances	A/I	3
Experience of leading and influencing corporate initiatives	A/I	3
Experience of effective management of human and financial resources including experience of delivering culture change in teams	A/I	3
A good understanding of political processes and experience of managing politically sensitive issues and of working with officers and elected members(or equivalent in an alternative public sector or private sector environment)	A/I	3
Evidence of establishing an effective performance management culture to drive continuous improvement, including service planning, target setting, performance and staff management	A/I	3
Experience of providing corporate financial advice and direction to elected members within a politically sensitive environment, senior management teams, in respect of strategy, policy, legislation, financing options, financial performance, budget setting	A/I	3
Experience of developing and delivering a corporate asset strategy	A/I	3

Proven experience and knowledge that can be applied to improve the Council's financial standing whilst taking into account complex legislation and controls	A/I	3
Sound knowledge and understanding of the Council's statutory financial and key legal responsibilities as a local authority	A/I	3
A clear understanding of the context of political challenges facing the public sector	A/I	3
Knowledge of the legislative framework relating to the provision of services in the public sector	A/I	3
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
Degree level qualification	A	3
Member of a relevant accountancy professional body	A	3
Record of continuous personal and professional development	A	3
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
Prepared by:		Date: 30 January 2020