

## **SLOUGH BOROUGH COUNCIL**

### **JOB DESCRIPTION**

**JOB TITLE:** **STRATEGIC DIRECTOR OF RESOURCES**

**RESPONSIBLE TO:** Chief Executive

**RESPONSIBLE FOR:** As a member of the Council's Corporate Management Team to provide strategic leadership to the Council

Effective integration between all services within the Directorate and between support and frontline services

Strategic planning for all services within the Directorate

Overall planning and management of resources for the above services

**GRADE:** SML16:

**MAIN PURPOSE OF JOB:**

- ◆ As a member of the Council's Corporate Management Team to contribute to and work within the Council's overall policies to lead the staff of the Council and to develop and implement strategies to further the Council's objectives and core values.
- ◆ To lead transformational change across all Resources Services in Slough and to ensure clear accountability across all such services.
- ◆ To provide leadership, direction and management for Resources Services in Slough, ensuring the necessary contribution to Council plans and objectives.
- ◆ To provide robust, responsive and efficient support to all services of the Council to enable delivery of the Council's plans and objectives.

## **MAIN RESPONSIBILITIES:**

### **Corporate**

1. To make a significant contribution to the Corporate Management Team's leadership of the Council.
2. To support organisational change, ensuring appropriate systems of performance management and development, communications, quality measures, monitoring and review are in place.
3. To promote corporate working and lead or work as part of multi-disciplinary project teams to enable the breaking down of departmental barriers and engender the concept of both internal and external partnership working.
4. To lead on significant corporate projects or initiatives as required from time to time and determined by the balance of capacity within the Management Team.
5. To be a member of the Corporate Management Team and to lead the Directorate Management Team, contributing to the development and implementation of policies and strategies that will optimise service delivery by the Council to its clients.
6. To have lead responsibility for promoting and securing effective use of the resources – human, financial, legal, ICT or property – of the Council and protect the Council and its staff.
7. To work with the Chief Executive, Directors, Heads of Service and Members to ensure services are integrated at the point of delivery.
8. To work with a range of partners, the community and the voluntary sector on improving service delivery and promote creative and innovative ways of tackling local problems. Ensure services are developed which meet the needs of the ethnically diverse community and are accessible to all users.
9. To promote a positive image of Slough, raise the profile of the Council and act as an ambassador at local and national level, attending and presenting at conferences, seminars and working parties, as may be required.
10. To comply with the Council's Standing Orders and the Code of Conduct and to advise the Chief Executive and Members as necessary.
11. To promote and adopt a rigorous approach to Best Value, including carrying out the necessary work as specified in the Council's Best Value Performance Plan.
12. To ensure full compliance with the Health and Safety at Work Act etc. 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.
13. To promote the Council's equal opportunity policies and to avoid all forms of discrimination as an employer and service provider.
14. To undertake any other duties consistent with the Council's expectations of a senior manager.

## **Service**

1. To deliver effective and efficient management of the Resources Directorate, its financial and other resources and achieve best value in the delivery of the directorate's services.
2. To provide high quality and timely advice to the Council advising the Cabinet, Scrutiny Committee and Panels, Members, the Chief Executive and other colleagues officers on all aspects of the directorate's functions.
3. To have lead responsibility for planning and implementing changes and raising standards to ensure that Resources services meet the needs of the Council and community coherently and effectively.
4. To provide leadership and ensure a clear direction for Resources services within the Council; with partners; in the community; and that Resources services are fully integrated into the Council's plans and objectives.
5. To deliver or commission cost effective, efficient, high quality, responsive, robust and integrated services which meet the Council's statutory responsibilities within the resources made available.
6. To lead the Council's t-government strategy developing and organising plans for its effective implementation in partnership with other senior managers.
7. To oversee and receive reports from the Council's Internal Audit function ensuring a proactive audit plan is in place and that the Council learns from and reacts effectively to audit recommendations.
8. To develop partnership arrangements to deliver integrated service provision with other local authorities, Health, Police, the voluntary sector and other agencies and to develop service level agreements and other arrangements to provide support services to other agencies.
9. To lead the Directorate ensuring the achievement of liP status and that the Council's HR policies are in place to motivate, train and appraise employers to optimise their skills, contributions and outputs.
10. To plan and keep under review the Directorate's budget strategy in line with the priorities agreed by the Council; to monitor and control budgets and ensure clear accountability.
11. To take optimum advantage of any external funding opportunities to increase investment in the Directorate.
12. To plan and implement changes in structures, systems, practices and procedures to achieve an organisational culture that is rooted in customer care, operational efficiency and best practice and which promotes the Council as a learning organisation.

13. To ensure that service, statutory and other required plans, strategies and reports are prepared effectively, co-ordinated for the department, achieve targeted actions and timescales, are properly consulted upon and effectively monitored.
14. To manage responses to external inspections, review and monitor action plans and to develop processes for self evaluation and review.
15. To act as the Council's S151 Officer

**Person Specification**  
**Strategic Director Resources**

	<b>Description</b>	<b>Essential/ Desirable</b>	<b>A/I/T/R</b>
<b>Experience</b>	Extensive and varied experience as a senior manager in finance and one or more of the other principal functions (property, legal and democratic services, human resources, ICT) covered by the post	Essential	
	Track record of innovation in realising objectives and promoting service improvement and customer care in the functions covered by the post	Essential	
	Success in building and leading teams.	Essential	
	Delivery of effective support services to internal and external clients	Essential	
	Successfully acting in partnership with others	Desirable	
	Record of successfully developing and implementing strategies and projects addressing major corporate issues and best value	Desirable	
	Working within and understanding diverse communities	Desirable	
	Commissioning and oversight of major contracts including joint arrangements	Desirable	
<b>Knowledge</b>	Knowledge of the current major challenges, opportunities and policy issues facing local government	Essential	
	Aims and objectives of legislative and regulatory framework within which the services operate	Essential	
	A clear understanding of budget management, Best Value and performance management	Essential	
<b>Key competencies</b>	Leadership skills to inspire commitment from teams and individuals in the directorate and throughout the Council together with the ability to motivate and develop staff and foster a positive organisational culture	Essential	

	<b>Description</b>	<b>Essential/ Desirable</b>	<b>A/I/T/R</b>
	A well-developed strategic perspective, creatively applied in response to a range of support services and corporate issues	Essential	
	Lateral thinking used to develop creative solutions to partnership working and management issues	Desirable	
	Understands and applies Best Value principles to ensure the most cost-effective outcomes are achieved within limited resources	Essential	
	Has the personal credibility and interpersonal skills to work appropriately and effectively with politicians, key stakeholders, government representatives and colleagues	Essential	
	Draws logical conclusions from the analysis and interpretation of complex textual, financial and numerical information	Desirable	
	Communicates clearly, simply and effectively. Can influence a wide range of audiences	Essential	
	Manages change and conflicting and competing priorities effectively	Essential	
	Negotiates effectively to ensure the best interest of the Council	Essential	
	Resilience and drive to meet the demands and pressures of the post including the ability to cope effectively at times of crisis	Essential	
	A strong team player at Corporate Management level through a collaborative and solution-orientated approach	Essential	
	Committed to social inclusion and to equality of opportunity in employment and service delivery	Essential	
	Applies ICT solutions to improve service delivery	Desirable	
<b>Qualifications</b>	Degree or equivalent level of demonstrable attainment	Essential	
	An appropriate professional qualification	Essential	

	<b>Description</b>	<b>Essential/ Desirable</b>	<b>A/I/T/R</b>
	Evidence of continuous professional development	Essential	
	Management qualifications, e.g. DMS or MBA	Desirable	