

Find yourself in Hackney



Post title:	Group Director
Group:	Finance and Corporate Resources
Grade:	CO1
Location:	Hackney Service Centre
Responsible to:	Chief Executive

PURPOSE OF THE JOB

1. As a member of the Corporate Leadership Team (CLT) you will be responsible for the successful delivery of the Mayor's priorities, the Council's corporate objectives, and the business objectives of your designated Group.
2. To provide effective leadership and management that will contribute to the continuous improvement of the Council.
3. To lead and be accountable for specific Corporate Programmes and themes.

SERVICE SPECIFIC ACCOUNTABILITIES

To be the Council's Corporate Director of Finance and Resources with direct responsibility for the leadership and management of the following functions:

- Finance
- Revenues
- Internal Audit
- Procurement
- Customer Services
- Strategic Property Services
- Facilities Management
- ICT

Indicative budget: £72 M, plus overall responsibility for the entire budget as Section 151 Officer. Gross Annual Budget £1.4BN £390 Million Capital Programme

Indicative staffing: Circa 744.37 FTE

GROUP DIRECTOR SPECIFIC RESPONSIBILITIES

- To make arrangements for the proper administration of the financial affairs of the London Borough of Hackney to include clear and effective arrangements for the discharge of the Section 151 Officer function.
- Leading development of the medium term financial strategy and the annual budgeting process to ensure financial balance and a monitoring process to ensure its delivery.
- Contributing to the effective leadership of the authority, maintaining focus on its purpose and vision through rigorous analysis and challenge.
- Contributing to the effective corporate management of the authority, including strategy implementation, cross organisational issues, integrated business and resource planning, risk management and performance management.
- Supporting the effective governance of the authority through development of corporate governance arrangements, risk management and reporting framework; and corporate decision making arrangements.
- Leading or promoting change programmes within the authority.

CORPORATE ACCOUNTABILITIES

1. Actively contribute to the leadership of the Council in a way that promotes a 'one organisation' approach.
2. Develop and maintain positive relationships with elected members to ensure the Council and Group strategic priorities are effectively implemented and to support Members to undertake their strategic monitoring role.
3. To promote equality among all staff, and ensure that services are delivered in a non discriminatory way, that is inclusive of disadvantaged groups.
4. To promote sustainability in the management of the Group, including encouraging a culture of innovation and accountability amongst staff towards sustainability, embedding sustainability in strategic policies, the management of physical resources and the delivery of services.
5. Participate in the GOLD rota as directed by the Chief Executive to ensure emergency planning and business contingency arrangements are in place throughout the Council.
6. Deputise for the Chief Executive, as directed by the Chief Executive.

SERVICE

1. Actively consider new and innovative ways of delivering services that provide high quality and good value for money. Research and benchmark to establish most effective delivery methods.
2. Drive the implementation of consistently high quality service standards and levels of customer service, establish and monitor performance using Council project management and service review approaches.
3. Ensure there is effective integration of related services within and across Group and the Council, ensure the contribution of partner and contractor organisations is appropriately harnessed.

PERFORMANCE

1. Set strategic objectives and lead delivery through robust business and financial planning.
2. Ensure delivery of the Council's strategic objectives, through the achievement of milestones and targets inline with the Corporate Strategy.
3. Hold managers and partners to account for the delivery of targets using appraisal, commissioning, client management and other appropriate techniques.
4. Ensure complaints and feedback is acted upon, services re-designed appropriately as a result, and high quality, appropriate responses are provided to the customer.

PEOPLE

1. Work collaboratively with the Council's partners to inform strategic decision making sure that this supports the delivery of specific corporate programmes and the community strategy.
2. Establish clarity around expected outcomes and standards, providing clear lines of accountability and delegated authority.
3. Establish and promote a culture of learning and workforce planning that enables staff to realise their potential, manage their careers and therefore improve outcomes for Hackney residents.

FINANCE

1. Challenge and sign off financial strategies and plans / budgets that support the effective delivery of strategic priorities.
2. Monitor the Group budget and ensure it is effectively controlled within cash limits, driving down spend where appropriate. 3. Hold managers to account to provide services that are delivered or procured that represent value for money.

PERSON SPECIFICATION

Technical Experience

Proven technical knowledge and experience in delivering the following service areas:

- Financial Management and Control, including Internal Audit Procurement
- Directorate Business Finance Support
- Revenues Customer Services
- Audit
- Procurement
- Strategic Property Services
- Facilities Management
- ICT

Qualifications

- Qualified accountant belonging to one of the recognised chartered accountancy bodies

SKILLS AND KNOWLEDGE

Accountability

- Political awareness with proven experience of building positive relationships with elected members to balance political drivers with strategic priorities.
- Experience of creating a culture of learning, to maintain a capable and high performing workforce.
- Experience of providing leadership within a dynamic and changing environment.

Delivery

- Experience of interpreting vision and strategy to drive delivery through strong and effective leadership.
- Experience of setting service standards that will enhance the reputation of the Council and empowers others to deliver.
- Experience of leading and delivering successful organisational and cultural change programmes.

Decision Making

- Experience of making difficult decisions through the analysis of relevant information and risk assessment.
- Able to make decisions that demonstrate commitment to the Council's vision for a better Hackney.

Working Together

- Experience of establishing and facilitating cross organisational working that shapes and influences the benefits of having a diverse workforce.
- Experience of developing financial and Corporate Services that takes account of the needs of diverse stakeholder groups.