

# Assistant Director Financial Management and Procurement

<b>Job title</b>	Assistant Director Financial Management and Procurement
<b>Post number</b>	
<b>Grade</b>	AD3
<b>Directorate</b>	Finance
<b>Responsible to</b>	Chief Finance Officer
<b>Responsible for</b>	Strategic Finance Managers – Adults, Children’s, Place, Corporate, and the Head of Procurement and Contract Management Services, Head of Delivery Assurance
<b>Date profile last reviewed</b>	18 July 2023

## Job purpose

As a member of the council’s senior management team, to contribute proactively to the collective leadership for the council, working collaboratively with Members, services across the council, partners and stakeholders to deliver the council’s objectives and priorities.

Lead by example in modelling and embedding the council’s values and behaviours to help build a sustainable highly effective organisation and develop our reputation as a successful council delivering great value for its residents.

Provide outstanding leadership and direction to the service, driving service transformation and ensuring excellent joint working with Members and other stakeholders.



# Values and accountabilities

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## Our values:

- **ambitious** – by continually improving
- **collaborative** – by working together
- **compassionate** – by building relationships based on empathy, respect, and dignity
- **empowered** – by removing barriers to influence outcome
- **proud** – of everything we do and championing Thurrock Council
- **inclusive** – by acting in a way that exemplifies what we expect of each other

## Key corporate accountabilities:

- Provide high level advice and support to the Chief Executive and Elected Members in shaping the strategic direction of the Council.
- Develop effective relationships with service users and ensure that the services provided reflect their needs.
- To drive culture and behaviour change throughout the organisation and role model behaviours.
- Take a lead role on driving through at pace, the ambitious change agenda required under intervention and accountable for continuous improvement post-intervention.
- Provide strong, forward-thinking leadership which results in high quality services that complement and further corporate objectives and values.
- Plan and monitor the service's budget ensuring strategic direction, clear accountability, best value and optimum income generation.
- Ensure effective leadership, motivation and development of the service's staff.
- Regularly review resources, services, and partnership arrangements in order to identify, and act upon, opportunities to improve service delivery.
- Take a lead role in furthering the Council's commitment to promote diversity and oppose discrimination in the provision of services and as an employer.
- Take the lead role on Corporate Governance for the Council.
- Ensure full compliance with all legislative and statutory requirements, including health and safety at work, and the local policy framework.

## Key service accountabilities:

- Help shape the direction of the council to drive forward the public service reform and improvement agenda and ensure delivery of its priorities and value to residents. Provide a strategic vision for the future development of the service to enable the council to meet its future challenges, fostering a culture of continuous improvement.
- Lead the integrated delivery, improvement, management and performance of the service, commissioning and directing activity within the council and externally as required, and ensuring overall objectives are translated into effective plans and that the service is efficient and locally responsive.
- Provide inspirational and professional leadership to staff, strengthening skills and competence and fostering a strong culture of standards, performance and accountability.
- Ensure tight budgetary control and prioritise use of resources and assets to support the delivery of the council's Corporate vision and help ensure that the council receives value for

money from its expenditure. Drive and/or support the development of outcome-based commissioning models to better ensure strong price competition and transfer of risks through contracts with third parties. Champion and drive the development of commercial opportunities where appropriate.

- Lead, develop and ensure implementation and review of change management programmes to deliver continual improvement. Assist the Chief Executive and Executive Directors in developing a single council-wide corporate culture to engender a strong and shared approach to delivering services and provide better support for staff to deliver savings.
- Lead the development and use of commercial analysis and national benchmarking to ensure that the Council utilises and embeds leading edge techniques in order to deliver best in class value for money; make a leading contribution to the Finance Leadership Team to help determine the strategic direction of Finance including the Medium-Term Financial Planning Strategy taking into account and acting on risks and opportunities and supporting the Chief Finance Officer in realising the strategy
- Provide leading-edge commercial advice on a wide range of high-profile issues, projects and programmes affecting the Council; including rigorous financial and commercial modelling for significant procurements and projects; working with the Corporate and Strategic Finance team to lead commercial negotiations on major projects, and provide financial and commercial advice including at key events
- Work with the Corporate and Strategic Finance Team to co-ordinate support in preparation of the Council's Accounts
- Co-ordinate the departmental elements of the monthly budget monitoring and oversee the monitoring and financial advice to allocated departments for general fund, capital programme, HRA, DSG as appropriate.
- Direct work to develop and review policies, procedures, and documentation, for example, reference manuals to ensure compliance with existing and anticipated legislation, regulations and codes of practice, provide direction and advice on adherence.
- Rapidly assess the implications of all emerging and potential issues / new policies and ensure the Chief Financial Officer is promptly and fully briefed
- To undertake any other duties within the team commensurate to the post, as required, and to be rotated to other posts within the department as required in line with the business

## Person specification

<b>Job title</b>	Assistant Director Financial Management and Procurement
<b>Directorate</b>	Finance

### Information for applicants

The person specification provides an outline of the experience, skills, and abilities we expect the successful applicant to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you meet the requirements.

Disabled people will be offered an interview where they meet the essential requirements alone

### Requirements for this job

Method of testing:

- A = Application form**
- I = Interview**
- T = Assessment tests**
- O = Other**

Key competencies and behaviours	Method of testing
Educated to degree level or equivalent	AO
A recognised professional qualification in a relevant discipline (CIPD)/CIMA - post graduate or relevant equivalent knowledge	AO
Significant relevant experience in a senior management position with a record of measurable success leading and developing a significant organisational function or service in a large multi-disciplined organisation with comparable scope, budgets and resources including experience of producing a full statement of organisational accounts and all arrangements leading up to that.	AI
Demonstrable success at inter-agency working establishing and building partnerships and productive working relationships within a complex policy and service environment with senior managers and councillors, and a wide range of other bodies, such as partner organisations, communities, public agencies and statutory bodies.	AI
Evidence of successful resources management in a multi-disciplinary environment, as well as a successful track record in managing large budgets, business planning, quality and performance management including developing strategic financial plans, planning	

Key competencies and behaviours	Method of testing
formulating and monitoring complex revenue and capital budgets with varied funding streams and partners.	
Experience of identifying and developing opportunities for innovation, improvement and change and evidence of successfully instigating and transforming financial services into a leading edge service provider.	AI
Able to work under sustained pressure	T
A high level of financial awareness and ability to understand the financial implications of strategy and policy and experienced in developing and writing strategic financial plans, ensuring they balance the support for the organisation's strategic aims and objectives with the resources available to it	T
Experience of providing specialist financial and commercial information, advice guidance and recommendations to senior audiences with differing levels of understanding; leading motivating and managing large teams including the establishment of a positive performance culture that has delivered effective performance and rapid continuous service improvement	IT
Ability to lead and develop solutions to complex problems and manage others to promote a solution-focused approach	AIT
Excellent written and oral communication skills, with proficiency in ICT	AIT
Political awareness	IT
Considerable interpersonal skills including the ability to persuade, negotiate and influence	IT

### For office use only

Recruitment safeguarding	Requirement
Will the post holder have substantial unsupervised access to children or vulnerable adults?	No – use standard recruitment process Yes – use the Safer Recruitment process
Is a Disclosure and Barring Service (DBS) check required for this post? Read the Recruitment and Selection Policy for guidance.	No – Not required Yes – Basic level Yes – Standard level Yes – Enhanced level