

| Assistant Director - Finance (Deputy S151 Officer) | |
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| Directorate: | Resources |
| Accountable to: | Strategic Director for Resources |
| Accountable for: | <ul style="list-style-type: none"> • Finance Strategy • Finance Planning • Investment & Growth • Commercial Strategy • Procurement Strategy • Pensions Strategy • Internal Audit & Insurance • Treasury Management |
| Salary | Hay Management Band Salary range £85,719 – £ 116,555. |
| Budget | £7.9 million |
| Staffing | 178 approx |
| Political restriction | Yes |

Context

Work is underway to transform our organisation, ensuring that it is financially sustainable, managing demand within resources and growing our income. Our new operating model implementation is underway with completion by spring 2020.

How we commission our services will be core to our new operating model. Therefore, we will transform our strategy and commissioning capabilities, capacity and practices.

Our Strategic and Commissioning practices will be embedded in *what we do, how we do things* and *how we work*. Our practices will be evidence led, strategically aligned to our outcomes, focused on achieving high quality, cost effective service outcomes through robust performance management.

As an Assistant Director at Warwickshire County Council (WCC) you will be part of our senior leadership team working in partnership with other Assistant Directors to deliver the organisational outcomes.

The role has particular responsibility as our Deputy Section 151 Officer, working closely with the Strategic Director for Resources who holds the statutory role. The ability to identify issues relevant to the Section 151 Officer role and make appropriate recommendations to the officer holding this role is crucial.

Job Purpose

- The Assistant Director will ensure WCC only commissions services and activities that contribute to Warwickshire's strategic outcomes.

- They will be clear of their commissioning intentions and how these will be monitored and measured. They will ensure that activities that do not contribute to Warwickshire's strategic outcomes are decommissioned.
- The Assistant Director will plan and allocate resources around need and priorities, aligned to Warwickshire's new operating model and the One Organisational Plan (OOP).

Responsibilities:

- *Ensure statutory duties within the remit of the post are met.*
- *The post holder must be a qualified accountant.*
- *The Assistant Director for Finance will provide strategic support to the Section 151 Officer role and act as deputy Section 151 Officer.*
- *The Assistant Director for Finance will integrate strategic financial planning and control to deliver corporate schemes, supported by key underpinning strategies (commercial, financial, procurement, capital, treasury management and pensions)*
- *The Assistant Director for Finance will develop a robust, flexible and strategically aligned financial framework that supports commissioners to maximise delivery of corporate outcomes and value for money*

With regard to the relevant services portfolio the post holder will:

Strategic/Operational Planning and Organisational Leadership

- Contribute to the longer term commissioning and financial strategy to meet the objectives of the Council's One Organisation Plan (OOP) and transformation agenda
- Develop the 3-5 year strategy (including commissioning and financial strategies) and priority outcomes and intentions
- Develop the medium term financial strategy for the commissioning portfolio, ensuring spending is kept within the agreed limits
- Develop the appropriate service commissioning strategies to commission the right provider to meet the strategic outcomes through a right sourced, mixed economy of internal and external supply
- Lead the strategic development and redesign of services in accordance with Warwickshire's operating model and design principles
- Act as place shaper and market developer, building strong partnerships based on trust and a strong performance management culture
- Develop policy relevant to the strategic outcomes and intentions
- Representing the interests of the Council on external bodies and networks
- Lead on the development of options appraisals to assess the most suitable means of delivery along with the production of business cases to support this

- Negotiate robust supplier contracts and monitor their ongoing commercial effectiveness taking remedial action where necessary

Management of resources and continuous improvement

- Performance monitoring of services ensuring quality services to meet performance measures and where relevant external inspection requirements and standards
- Work in partnership with the Assistant Directors of Service(s) to appraise services to monitor delivery capabilities and capacity
- Work in partnership with Assistant Directors of Service(s) to strive for continuous improvement and service transformation, identifying innovative and creative ways to provide services, using digital technology and other resources to deliver excellence
- Allocate the operational budgets

People Leadership

- Identify and develop the required capability and capacity of the strategic and commissioning team
- Where appropriate lead on joint strategy and commissioning across partner organisations, communities and districts taking a collaborative and strategic approach to ensure that services are provided from the right place, in the right way irrespective of where the funding is located
- Working collaboratively, provide strategic leadership to integrate commissioning functions across the organisation
- Engagement with key stakeholders including statutory partners, service providers and customers
- Act and operate corporately across WCC adopting a one council approach
- Act as a positive role model for 'our behaviours' at all times

Core Competencies of the Role

The post holder must be able to demonstrate that they role model the Warwickshire values and six behaviours in carrying out their role.

Our Values - The Warwickshire DNA



Our Behaviours



In addition they must demonstrate the following role specific competencies:

| Commissioning | |
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| Capability | Descriptor |
| Strategic Thinking | <ul style="list-style-type: none"> • Evidence based needs assessment and gap analysis • Reviewing priorities and determining strategic outcomes • Stakeholder management and relationship builder |
| Change Management | <ul style="list-style-type: none"> • Influencing the market • Designing services and shaping structure of supply • Planning capacity and demand management • Negotiation and influence • Managing provider relationships |
| Commercial Acumen | <ul style="list-style-type: none"> • Performance management • Contract management • Quality assurance, high performing services • Financial assurance, value for money provision |
| Innovation | <ul style="list-style-type: none"> • Creative thinking • Thought leader and shaper • Problem solver |
| Personal Resilience | <ul style="list-style-type: none"> • Demonstrates the personal ambition and drive to succeed • Delivers on promises • Overcomes adversity and setbacks • Strives to be the best and deliver excellence • Balances drive to deliver and succeed with strong business ethics safeguarding the vulnerable and both personal and the Council's reputation |

| Leadership and Management | |
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| Capability | Descriptor |
| People Leadership | <ul style="list-style-type: none"> • Optimum structures • Leads and inspires high performing teams and people • Talent acquisition and development • Reward and recognition • Engages and motivates the workforce |
| Management of Resources | <ul style="list-style-type: none"> • Achievement of outcomes at optimal costs • Manages quality assurance • Holds functions to account for deliverables, quality and costs • Generates income and commercial growth plans |
| Organisational Leadership | <ul style="list-style-type: none"> • Cross organisation and wider sector collaboration • Models innovation and champions diversity and creativity |

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| Strategic Planning | <ul style="list-style-type: none"> • Contributes to the Corporate Strategic Plan • Defines the Strategic Plan for Functional area/s • Uses whole system thinking • Needs driven |
| Continuous Improvement | <ul style="list-style-type: none"> • Service transformation and continuous performance improvement • Thinks outside of “Warwickshire” – bring ideas and innovation from other sectors and organisations • Develops end to end improvement plans based on the needs of our customers • Uses technology and innovation to improve the customer experience and maximise service efficiency • Develops strategies for the effective use of technology to deliver service improvements • Role models self-service and modern working practices |

January 2019