

## Executive Director - Resource Services

### Join us – Make a Difference in our communities

West Sussex as an area is rapidly changing with increasing pressures from our demographics, continuing challenges to provide our residents and communities with greater levels of choice to support improved outcomes in their lives and of course we need to do this within tighter and tighter financial constraints. We recognise therefore that our organisation, working with and alongside our partnerships, needs to fundamentally change.

During a period of significant and fundamental change, we need strong, experienced, collaborative and cohesive leadership across our organisation. This requires a strong, collaborative strategic and corporate foundation for our organisation.

During a period of significant and fundamental change, we need strong, experienced, collaborative and cohesive leadership across the organisation supported by a strong and collaborative corporate centre. The Resource Services Directorate is key to the development and delivery of a significant number of support services and management of shared resources to enable the County Council to operate as an effective and efficient organisation. The directorate ensures the necessary corporate capabilities are in place (e.g. finance planning and management, business planning, risk management, IT, procurement, contract management, property and asset management) to ensure the effective provision of critical support functions to the organisations.

### About the Job

You'll provide professional leadership for the effective corporate management of the authority, including strategy implementation, cross organisational issues, integrated business and resource planning, financial management and risk management. You will lead and drive a culture of continual improvement for the Council ensuring that finance, property, assets and support service plans and processes are effective and efficient and enable the highest possible levels of service quality to be provided.

The remit includes strategic finance, corporate and financial management, capital and infrastructure investment appraisal, as well as internal audit.

You will work collaboratively with the Executive Leadership Team to develop organisational strategy for consideration and agreement by the Cabinet and members, developing and delivering a financial strategy that enables the County Council to meet the political objectives of West Sussex sustainably and in the public interest. You will be responsible for ensuring sound and prudent administration of the Council's finances and the efficient provision of high quality support services.

You will lead the effective governance of the authority through development of corporate

governance arrangements, risk management and reporting framework, corporate decision making arrangements and leading development of a medium-term financial strategy and the annual budgeting process to ensure financial balance and a monitoring process to ensure its delivery.

## Job Details

**Grade:** Senior Management Group (SMG)  
**Department:** Resource Services  
**Location:** County Hall, Chichester

## Required experience and skills

Extensive experience at senior leadership level within a local authority, government department or agency or similar high profile organisation with comparable scope, responsibilities, budget and resources.

Extensive prior experience of leading resources and corporate services in a large organization, translating business strategy into effective financial and operational plans.

Evidence of continuing professional development in leadership and business management.

Significant knowledge and experience of Local Government finance and an in-depth understanding of financial management across multi-disciplinary functions and of budget formulation, setting and monitoring across a number of complex services, organisations and partnerships.

Broad knowledge of public sector services, the macro social and economic context within which local authorities work and the implications of this for delivery of County Council's aims.

Broad understanding of service delivery models, concepts and principles gained through extensive business exposure in a diverse range of organisations or services.

Successful experience of building effective, productive and collaborative working relationships, both internally and externally, with a diverse range of senior stakeholders including in high profile political environment.

You will possess excellent leadership, finance and people management skills and be able to show that you have delivered real and sustainable transformational change, within budget and on time, in a complex and changing environment.

Successful experience of providing professional advice across resources and corporate services particularly finance, property and assets, procurement, contract management, and support services and experience of building trust and confidence with elected members within a democratic process.

## Key Responsibilities

Lead the promotion and delivery by the whole authority of good financial and resource management so that public money and assets are safeguarded at all times and used appropriately, economically, efficiently and effectively.

To develop, agree and deliver a financial strategy that enables the County Council to meet its objectives for West Sussex; that ensures sound and prudent administration of the Council's finances and the efficient provision of high quality support services.



Preparing the revenue budget and capital programme.

Developing an integrated support function which provides professional, customer-focused expert advice covering IT finance, procurement, contract management, business support, audit, property, assets, and facilities management.

Develop business plans to implement the agreed strategies around corporate services for the Council and its partners which are focused on delivering the political objectives and priorities of West Sussex and which mitigate all identified risks.

Develop collaborative working with Cabinet Members, Portfolio and other leaders to ensure the approaches to services are delivered in line with the priorities of the Council. Act as the Council's principal policy advisor on corporate services, providing guidance and support to Cabinet and Members in translating their political objectives and priorities into coherent initiatives that will deliver exceptional public services for West Sussex.

Lead and drive a culture of continual improvement for the Council ensuring that finance, property, assets, procurement, contracts, and support service are effective and efficient and enable the highest possible levels of service quality to be provided.

Provide assurance that the Council's business plans are being defined in accordance with governance arrangements, relevant legislation and statutory requirements, and in a manner with which ensures safety and security.

Oversee the capital programme to deliver a focussed, co-ordinated and prioritised approach to delivering asset improvement and rationalisation.

Lead the Resource Services Directorate Leadership Team to co-ordinate the delivery of corporate priorities across the directorate's teams. Effective leadership and management of the directorate developing the capabilities needed to support objectives, employing effective performance management to deliver to budget.

The provision of strategic financial planning and advice to the Executive and Corporate Leadership Teams, the Cabinet, other committees and member task groups.

## Our Values

You will lead, promote and demonstrate the values of our organisation.

- Trust and Support
- Listen and Act Upon
- Customer Centred
- Honest and Realistic
- Genuinely Valued

You will lead, promote and demonstrate the cultural ambition of our organisation:

'To become an organisation which lives and breathes our values where all of our people are able to work in an empowered, collaborative and innovative way to make a real and positive difference to all our communities.'

