



Application Information Pack

Director: Finance & People (Section 151 Officer)

Circa £107,000

Negotiable for an exceptional
candidate

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Welcome

Dear applicant

Telford and Wrekin is a great place to live, work, visit and do business.

We've an exciting vision and ambitious plans for Telford and Wrekin to protect, care and invest to create a better borough and to foster a real sense of pride in our community. Our senior management team will deliver these plans and key new priorities at pace.

The Council is now looking for a new Director of Finance & People to join our awarding winning council who can build on the innovation of the past, delivering cost effective and efficient services, whilst ensuring residents and communities are at the heart of what we do as a Council, day in and day out.

In all we do, we will continue to seek new ways to work in partnership and co-operation with our communities and partners to understand their priorities and address them.

Underpinning this are our Co-operative Values of Openness and Honesty, Ownership, Fairness and Respect and Involvement.

The successful applicant will have a real opportunity to lead and drive change, supported by a passionate, hard working group of members and colleagues.

The role will be challenging, varied, exciting and above all rewarding, and knowing our staff and management teams, with fun along the way too.

I look forward to receiving your application.

David Sidaway

Chief Executive

About Telford & Wrekin

Telford and Wrekin is a unitary council located in Shropshire, which borders North Wales and is surrounded by Cheshire, Staffordshire, and Herefordshire & Worcestershire.

Telford is located beside the M54, giving access to the M6 within 15 minutes and connectivity to the M5, M42 and M1. Telford is approximately 3 hours from London, 1 hour 45 minutes from Manchester and only 40 minutes from Birmingham.

Telford & Wrekin is rightly described as a place of contrasts - the rural and historic sitting alongside 'new town' housing and modern industrial estates. Given new town status in the 1960's, Telford has grown rapidly over the past 50 years around existing Borough towns including Madeley, Wellington, Oakengates, Hadley and Dawley. Two thirds of the Borough surrounding Telford is classified as rural, and includes the historic Ironbridge Gorge UNESCO World Heritage Site, the symbol of the Industrial Revolution.

Our population is one of the fastest growing local authorities outside of the south east, with growth of 11.4% between the 2011 and 2021 census. We saw the number of households in the borough grow by 15% - the second largest increase by an English local authority. As the population is growing it is ageing and becoming more diverse. Over the inter-census period there was a 65% increase in the number of people aged 65+ in the borough – the second largest increase by local authority. It is estimated that 17%% of the population are from an ethnic minority – up from 10% in 2011.

Telford and Wrekin is a place of socio-economic contrasts with parts amongst the most deprived, comparable with inner cities, and the least deprived nationally. We have 18 neighbours in the 10% most deprived nationally.

The Borough has a diverse manufacturing sector, a burgeoning tourism sector and research and development facilities. It has a strong focus on manufacturing - important sectors of the local economy include polymers and advanced engineering- as well as food and drink, construction and retail.

Telford is a regional and national focus point for both housing and job growth. Despite challenging conditions faced by the housing market, the Borough has seen year on year growth in housing since 2007 and is ranked as one of the fastest growing areas by Centre for Cities report for the past 3 years. 2014 saw the opening of Southwater; a £250m town

centre development including a range of cultural, leisure, retail and event facilities, which has since been expanded with the addition of a new hotel and additional retail outlets.

There are lots of ways to get around the Borough. There is an extensive public transport network, including buses and trains. There are also numerous cycle tracks, bridleways and footpaths. Telford is a great place to bring up a family, alongside the extensive range of leisure and cultural activities.

As an organisation we are laser-focussed on our vision to **“protect, care and invest to create a better borough”** and have a robust track record of delivery, including:

- A recent peer review, described adult social services as “exceptional” Adult Social Care shared lives service judged as outstanding by the CQC
- Children’s social services judged as outstanding by OFSTED
- being an economic powerhouse for the region and our country
- transformed Telford town centre through our Southwater Development with work underway with the next development programme
- some of the best roads in the country
- excellent in-house leisure offer, second to none
- a brilliant cultural and events programme

Our most recent LGA corporate peer review in 2021, concluded that:

‘The Council should be very proud of what it is achieving, with it clearly being very ambitious, top performing in key areas and striving constantly to deliver for local people.’

Our progress is recognised more widely by the sector. We won the prestigious MJ Council of the Year award and we were the APSE Council of the Year in 2021 and this year.

As a Co-operative Council how we deliver is as important as what we deliver. All that we do as an organisation is underpinned by our co-operative values of: openness & honesty; ownership; fairness & respect; and, involvement. This means that we work with people through sound engagement and co-production rather than doing things to them.

We also know that our achievements are founded on our brilliant workforce. They are core to our success as an organisation. They are committed to what we are seeking to achieve with our latest staff survey found that 93% of employees understand how their role contributed to the Council's priorities.

We have a track record of sound financial management. We have stayed within 1% of our budget for the past decade despite delivering substantial savings.

Looking forward, we are clear on the future direction for the organisation and the borough. We have a 10-year vision agreed with our strategic partners that sets out our ambitions for the borough and the challenges that we need to tackle to deliver on our own levelling-up agenda. Our focus through this vision is to build a more inclusive borough.

The Role

In Finance and People Services, we are dedicated to working with and supporting Council colleagues, schools and partners to improve outcomes for the community.

The Director of Finance & People will be the designated Section 151 Officer, reporting to the Chief Executive.

You will take the service forward through significantly changing times and challenges to ensure that we are fit for the future and you will be exploring new commercial opportunities to protect and provide sustainability to our front-line services.

In every decision you make, you will continue to seek new ways to ensure that our priorities and policies are translated into action plans and delivered via cost effective and efficient services

As the Head of the Authority's People Services, you will lead by example, reflecting a progressive management approach which champions Equality, Diversity and Inclusion in line with our Co-operative Council values.

As Director of Finance & People, you will lead dedicated teams, you'll inspire, influence and drive partnership working with new approaches and innovation to build on these foundations and achieve our plans in a very challenging financial environment.

Ideally you will have a proven track record of providing strategic financial advice to senior officers and to elected Members. You will have demonstrable experience of cross-sector partnership working and be able to plan strategically and to work creatively to identify practical business solutions to problems focused on outcomes for our community.

As you can see, we will have high expectations of the person we appoint to this post and our residents and employees deserve nothing less.

Job Description

A member of the Senior Management Team of the Authority having key responsibility and accountability for ensuring that the Administration's priorities and policies are translated into action plans and delivered via cost effective and efficient services.

To be responsible for the day to day performance of services within the directorate, managing staff and budgets and ensuring that appropriate business planning processes are in place. The range of responsibilities may change from time to time.

Reports to: Chief Executive

Responsible for: Service Delivery Managers/Specialists

Major Tasks

The post holder will be:

- The Statutory Chief Financial Officer (Section 151 Officer)
- Responsible for performance of specific services within the directorate including:
 - Finance
 - Revenues & Employment Services
 - People Services & Organisational Development

Responsible for duties including:

- provision of financial advice for service delivery, strategic planning and policy making across the authority;
- provision of advice on the optimum use of available resources on the management of capital and revenue budgets;
- preparation of budget reports ensuring a balanced budget position is agreed and maintained and that allocation of available resources meets member priorities as far as possible
- provision of workforce and financial management and monitoring information and reports;

- preparation of statutory and other accounts, associated grant claims and supporting records;
- Liaison with external auditors to ensure “clean” audit report
- provision of effective financial and people management systems and procedures;
- provision of effective income collection and payments systems;
- advising on treasury, investment and cash-flow management;
- provision of financial advice and support to Scrutiny members and the Council’s Audit Committee;
- Leading the public consultation process on the Council’s MTFS proposals and providing appropriate support to the lead Cabinet Member during this process;
- Overseeing the People Services function, ensuring that legally compliant and commercially sound advice is provided to internal and external customers, in addition to maximising commercial income. Taking the lead on ensuring that people matters are considered and developed at SMT and via members.
- Championing people initiatives in order to support the business plan.
- Ensuring that appropriate People Services and Finance training is available for officers and elected members to support them in their roles
- Ensuring effective business research and intelligence is available, to inform the decisions of the Senior Leadership team and Cabinet,
- Overseeing organisational development, ensuring that our workforce strategy is effective in making us an employer of choice
- Preparing a section 114 report to Council in appropriate exceptional circumstances and after taking external advice if required.

The post holder will be responsible for the following generic tasks:

- Lead the services contributions to the Council’s Vision and the Vision for the Borough, engaging with both members and the community, and strengthening partnership working as part of the co-operative Council working model.
- Help to shape Corporate Strategy and priorities, coupled with organisational and service performance and direction, through participating in and working collaboratively with colleagues to foster corporate working, innovation, sharing ideas and learning.

- Deputise for Executive Director/Chief Executive when required.
- Work closely with elected members supporting them in their roles, advising them on strategic and operational issues within their services.
- To develop strong working relationships with senior officers and members from partner organisations all as part of the Vision and Values of the Council.
- To manage all resources creatively and effectively in order to maximise their contribution towards delivering the Co-operative Council priorities.
- To lead staff within services reflecting a progressive management approach which champions Equality, Diversity and Inclusion in line with our Co-operative Council values.
- To ensure that high ethical standards and governance are demonstrated within services and that health and safety, risk management and information management and security are embedded and managed in accordance with corporate standards.
- To deliver Council priorities, strategies and policies by working with Cabinet members, identifying community needs and aspirations, demonstrating a commitment to equality & diversity across delivery of services.
- Being an advocate for children in care and care leavers ensuring that they are valued and supported to stay safe, healthy, enjoy life and are given the assistance to make a successful transition to adulthood.
- Acting as a Director for any commercial organisations the Council may establish (provided there is no conflict of interest with the role).

Person Specification

Qualifications	<ul style="list-style-type: none"> ○ A fully qualified CCAB accountant (preferably CIPFA) with evidence of continuing professional, managerial and personal development or relevant experience.
Knowledge	<ul style="list-style-type: none"> ○ An in-depth and current knowledge of the role of the s.151 officer in local government and the current and medium-term issues affecting the budgets and financial positions of local authorities ○ An understanding of the public sector within the context of national policy around public services and their impact on the community. ○ An understanding of the issues facing the public sector and their implications for service delivery. ○ An understanding of the Co-operative Council approach. ○ An understanding of the key issues arising from working within a political environment and the importance of positive working relationships with elected members.
Skills	<ul style="list-style-type: none"> ○ An ability to explain complex financial issues to elected Members and other non-technical audiences clearly ○ Able to plan strategically and to work creatively to identify practical business solutions to problems focused on outcomes for our community. ○ A methodical and analytical approach using relevant information to make sound judgments and clear decisions. ○ Able to influence the attitudes and opinions of others by using a range of strategies. ○ Skillful at negotiation at all levels to achieve a positive outcome and managing conflict appropriately. ○ Able to meet financial/commercial needs of the organisation, whilst maintaining a people focused approach. ○ Able to model the Council's leadership and management competencies.

Experience	<ul style="list-style-type: none"> ○ Strategic and operational management and leadership of a range of services in a large, complex and fast changing organisation focused on customers and the community. ○ Experience of providing strategic financial advice to senior officers and to elected Members ○ Effective with cross-sector partnership working. ○ Proven track record of successfully delivering major service improvements and cultural and organisational change. ○ Experience of successful complex resource management. ○ Significant experience of working successfully within a political environment to achieve corporate and service objectives. ○ Experience of supporting Scrutiny, Audit Committee and Cabinet Members
Personal style and behaviours	<ul style="list-style-type: none"> ○ Commitment to the Council's co-operative working ethos and corporate values ○ Commercially focused – able to think innovatively around commercial opportunities for the Authority. ○ Establishes and maintains relationships at all levels, using engagement and communication as tools to promote challenge in a constructive and positive manner. ○ Creates and maintains a service area in which team members can fulfil their potential and feel that their development is valued. ○ Responds positively to change by prioritisation, balancing competing demands and accommodating high expectations. ○ Maintains effective work behaviours in pressured and stressful situations, demonstrating resilience and consistency. ○ Models a personal commitment to inclusivity and the welfare of others. ○ Develops an environment of trust by displaying tact, honesty, openness and integrity.

Principal terms and conditions

Annual salary:	Circa £107,775 per annum (Negotiable for exceptional candidates)
Terms and conditions:	JNC for Chief Officers of Local Authorities.
Contract Status:	Post are appointed on open ended contracts.
Normal location:	Telford, but the jobholder may be required to work at home or in any location within the Borough's boundaries.
Travel:	Mileage can be claimed at Casual Car User Rates.
Pension:	Local Government Pension Scheme.
Professional fees:	The Council will pay one professional membership fee.
Notice period:	3 months.
Annual leave:	<p>Basic annual entitlement is:</p> <p>24 days (up to 5 years continuous service)</p> <p>29 days (5 – 10 years continuous service)</p> <p>32 days (10 years + continuous service)</p> <p>Plus 9 days statutory/extra statutory days per year.</p> <p>A 'personal leave year' operates based on Local Government continuous service date.</p>
Performance Appraisal:	The performance of a Director is subject to regular assessment and they will undergo annual formal appraisal led by an Executive Director/Chief Executive. Incremental progression is dependent on successful performance. This post is accountable for ensuring the translation of policies into practice and the delivery of relevant targets.

Restrictions: Under the terms of the Local Government and Housing Act 1989 this is a politically restricted post. The person appointed will be required to maintain conduct of the highest standard such that public confidence in their integrity is sustained. The person appointed will be required to secure the Council's permission before taking up any additional appointment or position.

Availability: Availability to attend evening meetings and occasional weekend meetings is required.

An Employee Code of Conduct is in place which covers employees at all levels in the organisation, with the exception of those who are employed directly by schools in the Borough.

How to Apply

Still interested? That's great; we'll look forward to hearing from you.

Please contact our recruitment partners Tile Hill for details on how to apply.

The closing date for applications is 28th January 2024.

Please note that canvassing of officers or members in relation to this appointment will automatically disqualify any application from consideration.

