

Job Profile – Director Finance and IT (D1)

Department: Corporate Resources

Responsible to: Strategic Director Corporate Resources

Responsible for: Finance, Procurement, IT and Transformation

Job purpose Lead the Finance, IT, Procurement and Transformation services to deliver the Council's priority outcomes. Ensuring public money is managed responsibly, that we have modern and responsive procurement practises that deliver social value and support the local economy. Continue to support the improvements and investments to our IT provision alongside a district wide digital infrastructure and connectivity strategy and continue to drive improved outcomes and efficiencies through our Transformation programme.

Act as the Council's Section 151 Officer under the Local Government Act 1972.

Lead on the Council's change and transformation agenda.

Build, nurture and sustain effective multi-agency partnerships across the locality ensuring the delivery of needs-led integrated, joined-up, fit for purpose and responsive services.

Corporate responsibilities

1. Contribute to the strategic leadership of the Council by establishing, leading, developing and implementing effective strategies and plans that will deliver the Council's priority outcomes.
2. Create, encourage and role model a culture of achievement and service excellence through efficiency and continuous improvement.
3. Inform, support and advise Elected Members so that they can fulfil their executive, scrutiny and representational responsibilities.

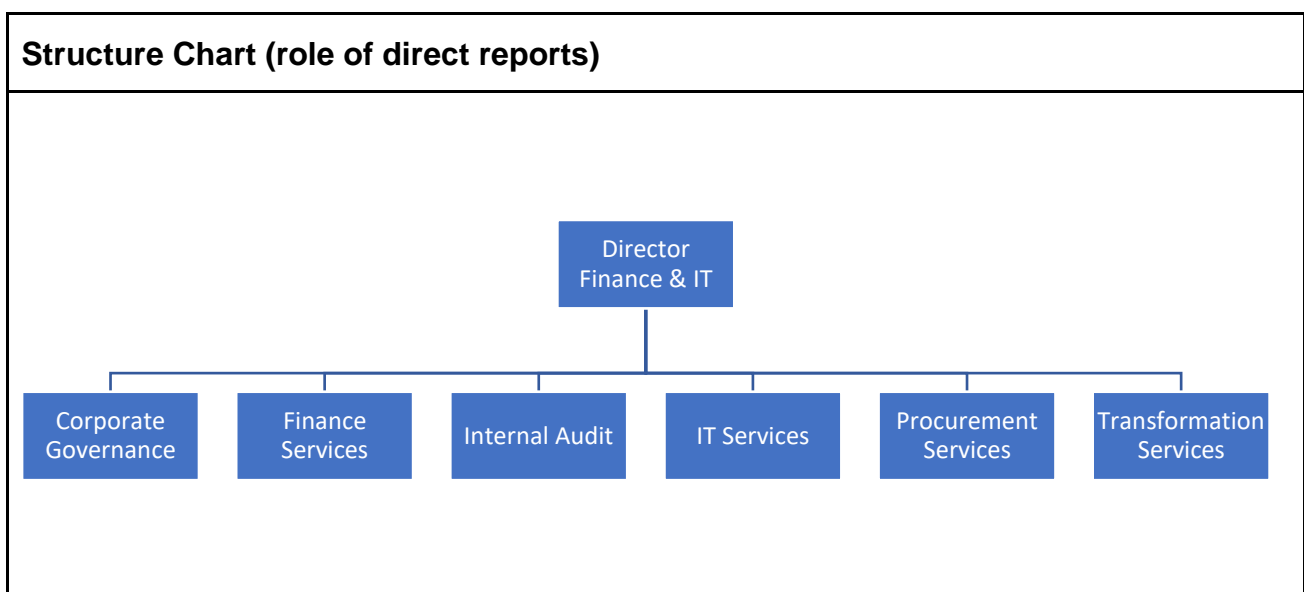
4. Design and implement service delivery standards and performance criteria and develop and mature key performance data.
 5. Ensure effective, efficient and sustainable use and management of resources in accordance with Council Standing Orders and Financial Regulations.
 6. Ensure all decisions are based on sound risk management principles which comply with Council procedures and processes within its financial, legal, ethical and statutory frameworks.
 7. Ensure that all decisions made across the department are based on sound risk management principles which comply with Council procedures and processes within its financial, legal, ethical and statutory frameworks.
 8. Take collective responsibility for the delivery of the Council's transformation programmes.
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Service focused responsibilities

1. Direct the overall financial strategy and financial control functions across the Council and ensure that all financial compliance, governance and reporting requirements are met.
2. Define, deliver and keep under review a Medium Term Financial Plan, reflecting the Councils Executive Committee decisions; council plan objectives; demand and cost forecasts and national funding position and oversee the implementation of budgeting processes in accord with the plan.
3. Ensure adequate financial and procurement decision-support techniques, processes and skills are in place with an emphasis on enabling the Council as a whole and services individually to provide value for money, and ensure compliance with governance requirements
4. Ensure effective compliance processes are in place across the Council and deliver effective performance management and reporting processes specifically in relation to finance, procurement, IT; information governance and audit, Reflecting lead role as s151; SIRO and DPO lead.
5. Lead on the design, development and delivery of an enabling IT strategy that effectively supports Council Services with a core focus on streamlining processes, automation, digital by design and effective integration of systems where appropriate.
6. Lead the Council Digital Strategy ensuring effective links across and integration across the wider system to deliver outcomes for the District.
7. Ensure activity costing, unit costing and other financial information shows how money is converted to outputs and the opportunities for improvements are identified.
8. Ensure procurement and commercial control mechanisms are in place to support innovation and cost consciousness in commissioning, service delivery and supply chains; driving best outcome from the Bradford Pound.

9. Create and sustain effective working relationships with markets/suppliers, including VCS, to promote value for money for taxpayers and support local economic growth and develop policies and practices to support local social value.
10. Ensure the client requirement for financial, procurement and IT systems is specified and that the Council can demonstrate its resources and services are procured and delivered in the most effective way for the citizens of the District.
11. Champion and lead the Council's commitment to social value through procurement, advocating for the outputs and benefits to the District that successful engagement with key suppliers and businesses in social value can bring.
12. Support the financial, IT, procurement and information governance competency of the Council as a whole and ensure professional and technical employee development plans are in place.
13. Lead on the development of agreed strategies to co-ordinate financial, IT, procurement and information governance management across public bodies in Bradford.
14. Lead the Transformation Service to drive improved outcomes and efficiencies through our Transformation programme. Encouraging creativity and innovation alongside industry best practice.

Dimensions of role (direct/ indirect as applicable) e.g. total number of staff managed/ total budget/ total scope of role
<ul style="list-style-type: none"> • Gross Revenue budget £1.2bn • Net Revenue Budget £389m • Capital Investment Plan £819m • Staff responsibility for c300 staff



Person specification – Director Finance and IT

<p>Qualifications</p>	<p>CCAB qualification</p> <p>Membership of an appropriate professional body</p> <p>Evidence of sustained personal and professional development</p>
<p>Knowledge and experience</p>	<p>Successful track record at a senior management level of achieving improved key priority outcomes in a comparable organisational context and environment</p> <p>Understanding of the legal, financial and political workings of local government and current best practice on tackling the kind of challenges that face local government services</p> <p>Extensive experience of working collaboratively in order to drive forward new and innovative approaches to both service development and delivery across all areas</p> <p>Extensive experience of successful financial management including budget formulation, financial planning, monitoring and control, within tight financial limits in a complex organisation</p> <p>Tangible evidence of guiding, motivating and developing people, to achieve high performance</p> <p>A track record of promoting and delivering positive solutions to achieve diversity, equality of opportunity and preventing discrimination</p> <p>Experience of delivering creative and innovative solutions to improve service delivery and better outcomes for residents and businesses whilst driving efficiencies</p>
<p>Skills</p>	<p>Ability to develop rapport and work effectively with a diverse range of people, consulting with, listening to and understanding varying needs</p> <p>Ability to form sound, evidence-based judgments, find solutions to complex issues and problems, assessing risks and taking responsibility</p> <p>High degree of self-awareness, with the ability to own mistakes and move quickly to develop contingency and / or mitigation strategies</p> <p>Ability to inspire, guide, motivate and develop people, to achieve high performance</p> <p>Ability to listen to and influence others, presenting information and arguments convincingly</p>

	IT literate and able to manage information systems as necessary
Other requirements	<p>Prepared to take an active role in the District affairs outside usual office hours, including weekends and holiday periods</p> <p>To participate in the Senior Leadership Team (SLT) Emergency Duty rota</p> <p>This post is subject to DBS requirements</p> <p>This post is politically restricted</p>

Completed by:		Date:	
Quality checked: (HR)		Date:	