

Job Description

Job title	Director of Resources
Grade	
Service and team	Resources
Directorate	Resources
Line manager	Chief Executive
People management responsibilities	Head of Finance, Chief Information Officer, Chief Internal Auditor, Head of People & OD, Head of Law, Head of Governance, Head of Commercial Services, Head of Adults & Public Health Commissioning
Job Purpose	
<ul style="list-style-type: none">• As a member of the Council's Senior Leadership Team (SLT) provide strategic and professional leadership, contributing to the development and delivery of the Council Plan and Financial Strategy• Ensure strategic support to the Chief Executive, Elected Mayor, Cabinet, non-Exec members and Scrutiny Committees• Work closely with the Lead Members to ensure all services contribute to improving outcomes in line with the Council Plan and meet legal and statutory obligations• Provide effective leadership to the Finance, Legal, Digital, Data and Technology (DDAT), People, Assurance and Risk, Governance, Commercial and Adults and Public Health Commissioning teams, ensuring high quality services that provide value for money and promote our commitment to continuous service improvement• Work closely with, performance manage and monitor strategic partners to develop and deliver shared priorities, that make a real difference to the North Tyneside community• Ensure development and delivery of a clear service plan focused on performance, customer service and commerciality	
What you'll be doing	

- If you are a qualified Accountant, be the Council's Statutory Section 151 Officer (Chief Finance Officer), responsible for duties as set out in the statutory guidance on role and responsibilities, discharging the functions of the Authority as listed in the Local Government Act 1972. If not, you would be responsible for the management of the Section 151 Officer.
- Provide robust performance and budget management in accordance with the Council's constitution, appropriate legislation and policy frameworks
- Responsible for development and delivery of all Resources Directorate strategies and plans
- As part of the SLT, provide direction and leadership to develop and deliver the North Tyneside Council Plan, ensuring specialist support is available where appropriate.
- Be responsible for the Council's Monitoring Officer, and Proper Officer for the registration of births, deaths and marriages
- Be the Council's Senior Responsible Officer for the purposes of the Investigation of Regulatory Powers Act 2000
- Be the Council's Senior Information Risk Owner for the purposes information governance, including but not limited to the Freedom of Information Act, the Data Protection Act and the Environmental Information Regulations
- Commercial relationships - ensure the Resources teams can handle commercial negotiation in line with relevant legislation and performance manage suppliers effectively
- Create a consistent, professional service ethos within the Resources teams, ensuring high levels of customer service, commerciality and delivery to the highest standards
- Ensure a strategic approach by linking up data and intelligence across teams
- Represent the Authority in the work of the Northeast Combined Authority
- Lead on Emergency Planning and Resilience Management for Resources, ensuring appropriate business continuity plans and emergency response procedures are in place.
- Participate in the Council's Duty Gold on-call rota, providing resilience and major incident response leadership when required
- Ensure implementation of all appropriate inspection and audit recommendations
- Be responsible for making a significant corporate contribution, ensuring effective performance management and the delivery of agreed targets, service standards and budgets both internally and by partners
- Develop the role of customers by ensuring user voice in the design and development of services, building capacity to engage on service issues, bringing the service closer to customers.
- Develop and implement strategies and policies ensuring that corporate and cross-functional issues across the Authority are taken into account
- Promote internal and external partnerships to maximise service delivery
- Ensure effective risk management systems are in place to enable consistent and uninterrupted delivery of services, ensuring teams comply with relevant statutory and legal provisions
- Develop strong working relationships with key stakeholders ensuring they have an accurate view of the performance of North Tyneside Council
- Represent the Council on a local, regional, or national basis as appropriate

- Support the Council's change programmes in relation to financial advice and plans, and to contribute to each of the programmes in relation to realisation of savings
- Manage risk to safeguard and mitigate effect on North Tyneside Council
- Meet the performance standards detailed in the Council's Code of Values and Behaviours
- Ensure the Council complies with the requirements of the Council's Corporate Equality and Diversity Policy, Health & Safety Policy and agreed training programme.

Other duties as appropriate to the grade of the post.

You need to have		How we will assess these
Knowledge	<p>Knowledge of legislation, policies and guidance relevant to all services within this role</p> <p>Understanding and ability to contribute to the key strategic issues facing local authorities, the borough of North Tyneside and relevant services</p> <p>Evidence of a clear understanding of the legal, financial and political workings of local government</p>	Interview/Selection Process
Qualifications, training and professional registrations	<p>Experience and/or qualification appropriate to the seniority of the role</p> <p>Commitment to continuing professional/management development</p> <p>It would be desirable but not essential to be a qualified accountant belonging to one of the recognised chartered accountancy bodies namely;</p> <ul style="list-style-type: none"> • The Institute of Chartered Accountants in England & Wales • The Chartered Association of Certified Accountants • The Chartered Institute of Public Finance and Accountancy • The Chartered Institute of Management Accountants, and • Any other body of accountants established in the UK and for the time being approved 	Interview/Selection Process

	<p>by the Secretary of State for the purposes of this section</p>	
<p>Skills and experience</p>	<p>Experience of providing clear, balanced advice and guidance in a complex political environment in a large organisation</p> <p>Excellent verbal and written presentation skills with the ability to persuade, influence and form sustainable partnerships</p> <p>Political sensitivity and ability to build and sustain working relationships with diverse groups such as the Elected Mayor, Elected Members and/or board members, senior colleagues, partners and stakeholders</p> <p>Ability to operate effectively within an integrated corporate structure and provide leadership on cross boundary multi-disciplinary issues</p> <p>Able to think strategically and analyse financial and other complex issues</p> <p>Ability to lead on the management of organisational change in a complex, large scale organisation</p> <p>Consistent achievement and successful service management in a large, complex organisation</p> <p>Evidence of successful budget management, including financial planning, monitoring and control in a large complex environment</p> <p>Management of risk and quality assurance</p> <p>Direct, successful management and</p>	<p>Interview/Selection Process</p>

leadership experience in at least some of the principal areas of responsibility, coupled with knowledge of the purpose and operation of all relevant areas

Enthusiastic and personally resilient with the capacity to manage in a pressured environment with changing and competing priorities.

Track record of developing projects from conception to delivery assembling appropriate teams, partnerships and funding aligned to a strategic direction

Experience of Business and Resource Planning and delivery of successful outcomes

Able to demonstrate effective leadership, motivation, empowerment and development of employees

Able to demonstrate a successful track record of establishing and sustaining a performance management culture supported by effective management information systems

Ability to create a positive, inclusive organisational culture which values equality and diversity

Experience of successfully engaging with customers on service issues to improve performance and outcomes

Able to demonstrate a track record of successful development of effective and productive partnerships both internal and external

	Commercial skills, knowledge and application of partnership working	
It would be nice if you also have		How we will assess these
Knowledge	Advisor at Board Level, track record of building successful partnerships and relationships at this level and across other organisations	Application form
Qualifications, training and professional registrations		
Skills and experience		
Other information about the job		
Working Conditions		
Working Requirements and Arrangements	The postholder will be required to work with the Elected Mayor, Elected Members and officers in various locations. This will include participating in public meetings and events within and outside the borough, with regular requirement to work outside normal office hours	
Physical Requirements	n/a	
DBS and Safeguarding Checks required	n/a	
Politically Restricted	This post is politically restricted under the Local Government and Housing Act 1989, as amended, which means you are prohibited from engaging in certain political activities, including standing for elected office, canvassing, or publicly expressing support for a political party.	
Please note: if you use your own vehicle for business, you must have a valid driving licence, MOT, and business use insurance.		

Our Values

We Listen | We Care | We Are Ambitious | We Are Good Value for Money

Equality, Diversity and Inclusion

We treat our colleagues, residents and service users with dignity and respect, value differences, and challenge discrimination. We build inclusive teams and encourage diverse voices to shape our work.

Corporate Parenting

We all share responsibility for supporting children in our care – acting in their best interests as any parent would. This is known as corporate parenting and covers anyone working for the Local Authority no matter what their job role is. We promote safeguarding and report concerns appropriately.

Climate Change

We are reducing our carbon footprint by using less energy, travelling smarter, and recycling more. We welcome innovation that makes our services more sustainable.