

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.

The newly created Resource Services Department is key to the success of our organisation and the ambitions for our communities. The portfolio of Resource Services will enable our front line services to succeed.

The vision for the structure of our Resource Services Department is to create an aligned group of key 'enabling based services' for our organisation to lead and support, in a single co-ordinated place, our response to the financial challenges we face as an organisation and to effectively support our two externally facing Service Department, Place and People to achieve their key outcome objectives at pace.

The Department will ensure the necessary corporate capabilities are in place as a foundation for our organisation and enable our organisation to become efficient and effective, aligned to our West Sussex Way philosophy.

About the Job

You will be a corporate leader enabling and supporting the organisation to achieve its' outcomes and ambitions as set out in the West Sussex Plan.

You will provide strategic and professional leadership across our organisation ensuring that our organisation benefits from the support and leadership of a range of professional 'resourced based' enabling services (including: commercial property portfolio; asset management; financial strategy, planning and management; risk management; IT; governance; procurement and contract management; and business support).

You will lead and drive a culture of continuous improvement for our organisation.

You will lead and drive a values-based culture as part of the Executive Leadership Team.



You will work collaboratively as part of the Executive Leadership Team, reporting to the Chief Executive, to develop and deliver the overall Resources Strategy for the organisation which supports and enables the West Sussex Plan.

You will lead the theme of 'A Council that works for the Community' in the delivery of the West Sussex Plan and the theme of 'One Council' in the delivery of the Whole Council Design transformation programme for the organisation.

Job Details

Grade: SMG3
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 with comparable: scope and ambition; complexity of responsibilities; political engagement, budget and resources.

Extensive prior experience of leading resources and corporate services in a large organisation; transformational leadership; translating organisational outcomes into effective resource strategies and action plans.

Significant knowledge and experience of local government finance and an in-depth understanding of financial management (including budget formulation, setting and monitoring) across multi-disciplinary functions/services as well as organisations and wider partnerships.

Significant knowledge and experience of exploiting commercial opportunities within a local government and public sector context.

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 our organisational aims and ambitions.

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 a high profile political environment.

You will possess excellent leadership and 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 public sector environment.

Successful experience of providing professional advice across resources and corporate services particularly finance, commercial, property and assets, procurement, contract management, legal and support services; and experience of building trust and confidence with elected members within a large and complex public sector environment.



Key Responsibilities

Your key responsibilities will include the leadership, development and delivery of the following on behalf of the organisation and working effectively with the partners of our organisation:-

- Commercial Strategy;
- Resources Strategy including both revenue and capital resources;
- Asset Strategy;
- The Theme of 'A Council that work for the Community' within the West Sussex Plan;
- The Theme of 'One Council' within the Whole Council Design transformation programme;
- The Business Plan for the Resources Department.

You will be responsible for the Resources Department and your reporting officers will be:

- Director of Property and Assets
- Director of Finance and Support Services (S.151 Officer)
- Director of Law and Assurance (Monitoring Officer)

You will be responsible for supporting and enabling the responsibilities, objectives and outcomes of your Departmental Leadership Team (DLT), as an Executive Director of our organisation, and as part of the Corporate Leadership Team chaired by the Chief Executive.

You will lead the Resources Department Leadership Team to co-ordinate the delivery of corporate priorities across the Department teams. Effective leadership and management of the directorate developing the capabilities needed to support objectives, employing effective performance management to deliver to budget.

You will develop collaborative working with the Leader and relevant Cabinet Members to ensure the approaches to services are delivered in line with the priorities of the Council.

You will be 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.

The provision of strategic support and advice to the Executive and Corporate Leadership Teams, the Cabinet, other committees and member task groups in relation to the strategy areas of responsibility.

Our Values and Culture

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.'

SMG

March 2019

