

Executive Director Finance & Corporate Services

Role Profile

Job Purpose: Generic	
• To be a visible and influential leader in the Council, working alongside the Chief Executive and other senior leaders. • As part of the Council Executive Team, set and contribute to the strategic priorities for the Council and measure progress against these.	
Key Relationships:	
• Leader of the Council, and the Leader of the Opposition / Political Groups • Portfolio leads / spokespersons for managed functions • Fife Council Executive Team, Heads of Service and leadership teams • Trade unions • NHS Fife and other community planning partners • COSLA, Scottish Government • MPs and MSPs	
Key Result Areas:	
Key Accountabilities:	• Provide leadership and direction to achieve the Council's strategic objectives, as outlined in the Plan for Fife • Promote a culture of continuous improvement: learning from direct experience and best practice in other organisations and sectors • Develop positive relationships and joint working with key partner organisations to share expertise and resources, and bring about system level improvement • Provide objective professional advice to the Council and Committees as appropriate • Work with other Executive Directors and Heads of Service to facilitate integrated services and a One Council approach • Oversee good and effective governance across the organisation • Advise on the implications of legislation and government policy for the Council and within Finance and Corporate Services • Uphold the Nolan Seven Principles of Public Life
Strategic Planning:	• Work with elected members and the Council

	Executive Team to set ambitious strategic priorities for the Council • Ensure that resources across the Council are effectively aligned to support these priorities
Resources:	• Ensure efficient management of resources, workforce planning and capacity building, harnessing digital tools to enhance and streamline service provision • Provide overall control of directorate financial performance • Ensure good and effective corporate governance and risk management
Leading, Managing & Developing People:	• Be a visible, empathetic and accountable organisational leader • Actively model desired behaviours, promoting a culture that supports the Council's How we Work Matters (HWWM) framework • Ensure effective performance management to support continuous improvement • Develop the full potential of employees through effective coaching and providing development opportunities that nurture talent and support succession planning • Promote and value the diversity of staff and communities to ensure equality of access and treatment in employment and service delivery
Communication & Relationships:	• Ensure the Directorate works collaboratively, engages communities, consults customers and is a good example of systems leadership • Maintain positive and open employee relations in partnership with staff and trade unions/representative bodies through regular communication and engagement • Promote the interests of the Council to COSLA, the Scottish Government and other relevant external bodies, and act as an organisational and place ambassador for Fife

Role Specific Elements

Role Specific Job Purpose	• Overall strategic leadership and management of the Finance and Corporate Services Directorate • Fulfil the statutory role of Section 95 Officer on behalf of the Council and act as lead professional adviser on all financial matters • Ensure that service delivery is effectively aligned to support the delivery of corporate priorities and that robust systems, creative thinking and digital innovation ensure high quality and cost-effective working practices
Role Specific Key Responsibilities	As Chief Financial Officer: • Support the Council Executive Team to develop and implement strategy and to resource and deliver the Council's strategic objectives sustainably and in the public interest. • Be actively involved and bring influence to bear on, all material business decisions to ensure immediate and longer term implications, opportunities and risks are fully considered, and alignment with the Council's financial strategy. • Lead the promotion and delivery by the whole Council of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively. Executive lead for: • Financial strategy and risk management for a Council Budget in excess of £1.3bn and a pension fund of £3.8bn. • Development, monitoring and reporting of the Council's revenue budget, capital programme and medium-term Financial Strategy. • Ensure effective control, governance and reporting arrangements for the Council, Council's Pension fund and the Health and Social Care Partnership through audit and risk management. • ICT strategy and governance, delivering the information and technology required to support the delivery of services while ensuring ICT remains aligned, effective and secure.

	• Our People Matter, the Council's workforce strategy, ensuring and engaged and empowered workforce. • Health and safety of Council staff and of the public. • Procurement strategy for the Council. • Democratic services providing standards and governance to support Council decision making and scrutiny functions. • Co-ordination and administration of all elections. • In-house legal services. • Shared services for the Council, Trusts and ALEOs including payroll, accounts payable and first line support. • Statutory valuations through the Assessor.
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Person Specification

Executive Director Finance & Corporate Service

Attributes	Essential	Desirable	Assessment
Qualifications and Membership	• Education to SCQF level 9, which includes a degree or equivalent qualification. • Member of an appropriate accounting body	• Evidence of continuous professional development • Recognised management qualification	Application Certificates
Experience	• Extensive senior leadership experience and proven achievements within a large, complex and publicly accountable organisation • Considerable senior management experience of a broad finance portfolio and essential finance services • Clear appreciation and understanding of the dimensions of the post both in the public and political arena • Ability to contribute to the corporate goals of the Council, while effectively balancing the complexity of service delivery and meeting customer needs	• Direct experience in local government • Experience of representing an organisation at a senior level both internally and externally • Record of success in managing effectively across professional boundaries • Experience of working with elected members and political groups or within a sensitive political context	Application Psychometric Assessment Presentation Interview

	• Evidence of striving for improvements and better outcomes while managing risk and business continuity • Track record of commitment to improving communication and harnessing technology to achieve goals		
Skills, Abilities & Knowledge	• Evidence of leading by example and displaying leadership behaviours, particularly managing change effectively and sensitively. • Knowledge of relevant policy agendas • Ability to think strategically and to innovate • Ability to work effectively under pressure and to respond positively to challenge	• Knowledge of relevant statutory roles • Excellent Analytical skills	Application Psychometric Assessment Presentation Interview
Interpersonal & Communication Skills	• Skilled and persuasive communicator - enabling others at all levels to see the whole picture, able to represent the Directorate's responsibilities. • Skilled negotiator and influencer, able to optimise partnership and work collaboratively to		Psychometric Assessment

	deliver the best outcomes • Ability to develop and maintain effective relationships • Positively embrace change, demonstrating personal commitment and encouraging others to do so • Personal and professional integrity		
Other	• Must be prepared to work flexibly and outside of office hours when necessary		

Managed Functions

- Assessor Services
- Business Technology Solutions
- Finance Services
- Human Resources Services
- Legal & Democratic Services
- Revenue & Commercial Services

Special Conditions

Must be prepared to work flexibly and out-with office hours when necessary.

Provide cover for the Chief Executive as required.