

Director for Resources (S151 Officer)

Candidate Pack

June 2025

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NORTH
NORFOLK
DISTRICT
COUNCIL

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north-norfolk.gov.uk

Cromer Pier

Source: Woodhill Park

1. Welcome from the Chief Executive



Dear Candidate,

Thank you for your interest in the role of **Director for Resources (Section 151 Officer)** at **North Norfolk District Council**.

This is a rare and high-impact opportunity to take on a visible leadership role in a well-governed, debt-free council – one that is proud of its performance and deeply committed to the communities it serves. North Norfolk is a distinctive and values-led place, with a powerful sense of identity and ambition. As we prepare for future local government reform, the need for strong, forward-thinking financial leadership has never been greater.

As Director for Resources and Chief Finance Officer, you will sit at the heart of the Council's Corporate Leadership Team, guiding the organisation through a period of transformation and opportunity. Your role will span Finance, Assets, IT, Sustainable Growth and Climate – a broad and meaningful portfolio that reflects the Council's strategic priorities.

Your immediate focus will include ensuring delivery of a balanced medium-term budget in a tightening financial climate, advising on the strategic use of reserves to invest in key assets – including Cromer Pier and other tourism infrastructure – and helping to shape the successful delivery of our flagship £12 million Fakenham Leisure and Sports Hub project.

You will also play a critical role in ensuring that North Norfolk's interests are clearly represented in discussions around Local Government Reorganisation. You will help secure a strong and sustainable future for key services and assets – and ensure that the voice of our communities is heard as Norfolk's governance arrangements evolve.

This role requires more than technical excellence – we are seeking a confident, collaborative communicator who can engage and inspire staff, work closely with elected Members, and bring strategic insight and visible leadership during a period of change. You will inherit a high-performing finance function, including a nationally recognised Revenues team, and you will build on this track record to deliver service transformation and financial sustainability in a challenging environment.

Our award-winning team is based at our modern, multi-agency public service hub in Cromer – just a short walk from the seafront. We are proud to support flexible, hybrid working, and to offer an environment where public service values are lived every day.

Whether you are an experienced Section 151 Officer or a talented Deputy ready to step into your first statutory role, this is a compelling next step for someone seeking to make a lasting impact – not just within the council, but for the whole of North Norfolk.

To find out more, please contact our retained consultant **Andrew Tromans at Penna** on **07805 226301** or via andrew.tromans@penna.com.

We look forward to hearing from you and wish you the best of luck with your application.

Yours sincerely,

Steve Blatch
Chief Executive
North Norfolk District Council



Albert Street Toilets
Source: North Norfolk Council

2. The Opportunity

Director for Resources (S151 Officer)

Lead with purpose, in a place that matters

Salary: Up to £97,266

Location: Cromer / Hybrid

North Norfolk District Council

North Norfolk is a unique and extraordinary part of the country – with over 45 miles of dynamic coastline, vibrant communities, and a strong environmental ethos. At North Norfolk District Council, we are deeply connected to the place we serve. Our Corporate Plan sets out an ambitious agenda: from tackling climate change and housing need to securing inclusive growth and adapting to the challenges facing our coastal communities.

We are now looking for a collaborative and values-led leader to join our Corporate Leadership Team as **Director for Resources and Section 151 Officer**. This is a pivotal strategic role – offering the opportunity to shape the Council's future direction while ensuring financial sustainability and delivering real impact for the people and places of North Norfolk.

As the Council's Chief Finance Officer, you will lead Finance, Assets, IT, Sustainable Growth, Coast and Climate Change. You will provide clear financial direction across all services, oversee delivery of key externally funded programmes, and ensure that governance, risk and performance management are robust and forward-looking.



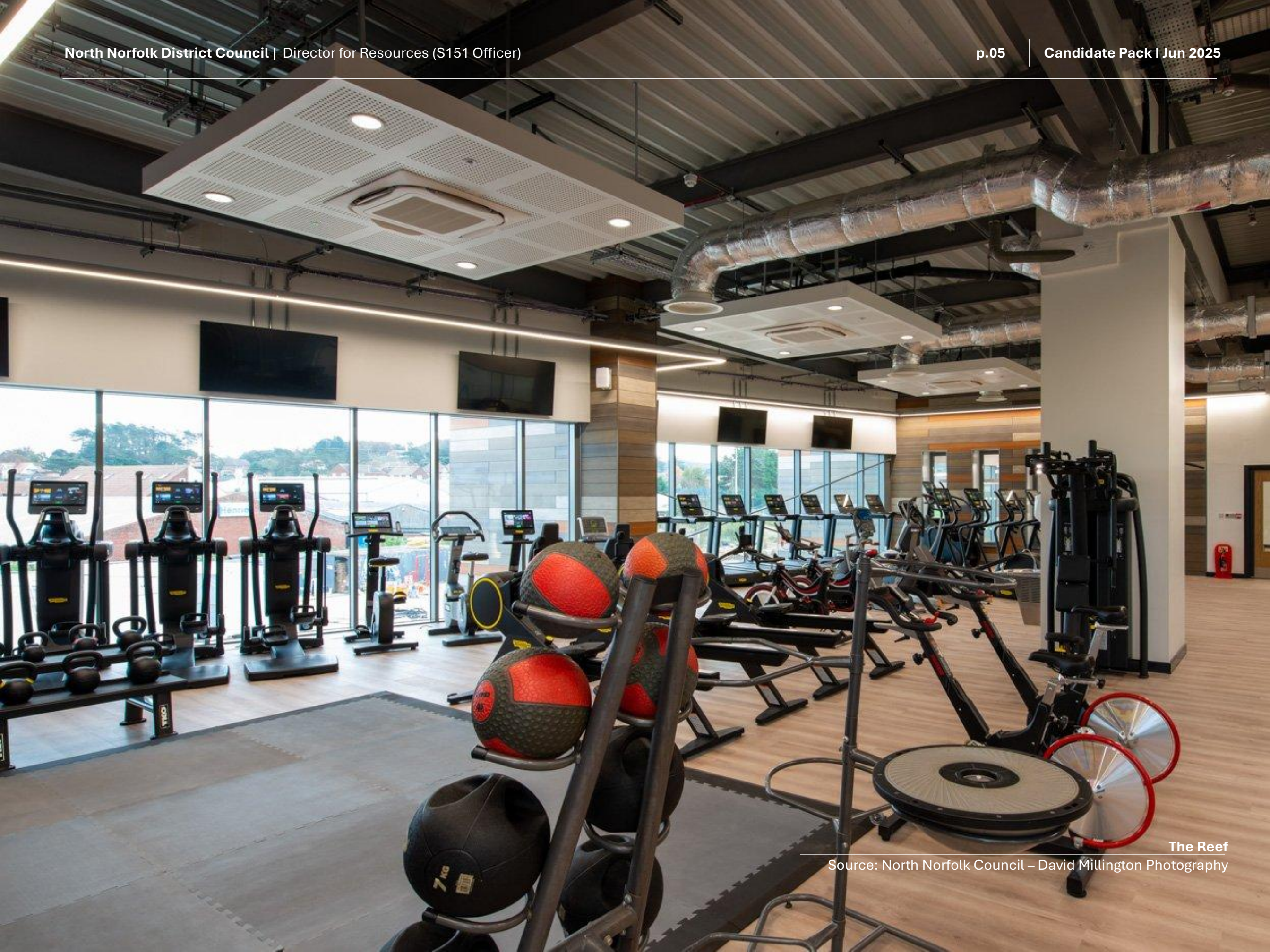
You will also play a central role in supporting the Council's preparations for potential Local Government Reorganisation and Devolution – helping to secure North Norfolk's interests and ensuring we remain well-positioned in any new arrangements.

We are seeking an ambitious finance professional with the strategic vision, political acumen and leadership skills to make a difference. You may already be an experienced S151 Officer, or perhaps a Deputy ready to step into your first statutory role – either way, this is a fantastic opportunity to lead a talented team and make a lasting impact in a district with both purpose and possibility.

North Norfolk offers a rewarding lifestyle alongside a rewarding career – and we support hybrid working to help balance both. If you are excited by the challenge and inspired by the place, we would love to hear from you.

To find out more, please contact our retained consultant Andrew Tromans at CIPFA Penna on 07805 226301 or at andrew.tromans@penna.com.

Closing date: Thursday 10th July



3. About the Role

Role Description

Director for Resources
(post 2364)

Manager/Team Leader

Chief Executive

Service Area

Finance, Assets and IT,
Sustainable Growth,
Coast and Climate
Change

Total Managed
Variable

Direct reports (2)

Assistant Director
Finance, Assets and IT
and Assistant Director
Sustainable Growth,
Coast and Climate
Change

Purpose

As a member of the Council’s Corporate Leadership Team, work with the Chief Executive, Director and Assistant Director peers to provide clear leadership and vision for the Council - ensuring that the Council’s corporate priorities and ambitions, as determined by the Cabinet, are delivered promptly and effectively.

Support the Chief Executive in developing effective networks at local, county, regional and national levels to ensure the Council is represented on matters that are important to North Norfolk and in seeking to secure appropriate resources to deliver the Council’s priorities based on the needs of the District’s residents, communities and businesses. As a member of the Corporate Leadership Team be a visible leader.

Ensure through the work of the Council at an officer and member level and working in partnership with a wide range of other bodies

including statutory organisations, other public bodies, and organisations in the voluntary, charitable and environmental sectors, that the objectives of the Council are widely promoted and understood and the needs of its residents and communities met.

Develop and implement the Council’s strategies and Corporate Plan, ensuring that staff have a clear sense of direction and that resources are used effectively.

Promote the values and principles of the Council in the delivery of high-quality services and through positive engagement with our customers, local communities and stakeholders.

Collaborative working with Director of Service Delivery and the Assistant Director team, as the Management Team of the Council, provide leadership and clear communication to service

managers, internal teams, and staff across the Council to ensure that the Council’s objectives are met through a focus on good quality customer service, efficiency and delivering value for money services.

A key driver for robust performance management and continuous improvement by providing effective leadership to the Assistant Directors and Service Managers across a range of service areas encouraging creativity and innovation.

Act as the Council’s lead officer for Finance, Assets, IT, Sustainable Growth, Coast and Climate Change activities in providing advice to the Council and its elected members as a corporate body, in all matters relating to the Council’s objectives around resources and asset management – including policy development, activities and processes to meet current and future challenges for the Council. There will be a requirement to provide advice in relation sustainable growth matters which are dependent on large sums of external funding.

Statutory Officer responsibilities – as the Council’s Chief Finance (s151) Officer and having line management responsibility for the Monitoring Officer.

Key Result Areas

Corporate Level

1. Work with the Chief Executive as a member of the Corporate Leadership Team to support the development and implementation of the Council's Corporate Plan by providing Members with advice on policy options, performance outcomes and resourcing needs for implementation. Translate these aims into effective delivery which is visible to the community and balanced against available resources.
2. Through the Management Team of the Council, provide leadership and clear communication to service managers, internal teams, and staff across the Council to ensure that the Council's objectives are met through a focus on good quality customer service, efficiency and delivering value for money services.
3. Ensure that the Council delivers a customer-focused and performance-driven culture through use of Service Plans and individual objectives to support the wider corporate aims.
4. Be the lead advisor in respect of the Council's overall financial strategy through effective corporate leadership of service areas, identifying opportunities for income generation, making best use of the Council's staff, financial and asset resources and development and implementation of innovative service delivery methods.
5. Oversight of all service budgets and capital projects. Ensure that any relevant fees and charges are reviewed in accordance with overall Council policies.
6. Support Members in promoting the Council's case for securing a fair share of resources creating the supporting evidence and influencing future strategy formulation to maximise revenue.
7. Lead and/or actively participate in areas of corporate activity as requested by the Chief Executive.
8. Working collaboratively across the organisation, setting aside service and professional boundaries, in order to deliver key projects and services.
9. Acting as a role model for staff in support of the Council's positive culture and ambition for continuous improvement.
10. Promote a positive image of the Council by acting and behaving in accordance with Council values and codes of behaviour.
11. Represent the District at local and national levels as required.
12. To take responsibility for your own Health and Safety at work and that of other persons who may be affected by your actions.
13. Any other work required and as directed within the confines of the existing grading and post.

Key Result Areas

Service Specific

1. Be the principal and lead officer on all matters relating to the delivery, statutory and non-statutory, of the Finance, Assets, IT, Sustainable Growth, Coast and Climate Change functions.
2. Overall responsibility for the management of staff within the Finance, Assets, IT, Sustainable Growth, Coast and Climate Change services and ensuring effective delegation to colleagues within these service areas.
3. Be the Council's principal accountable officer for the sound management of the Council's finances, assets, staff and IT resources and ensure compliance and good governance arrangements as required by internal and external audit through being the designated Chief Finance (s151) Officer.
4. Be the Council's principal officer (project sponsor) for oversight of projects which are dependent on large sums of external funding particularly in relation to Sustainable Growth, Coast and Climate Change.
5. Ensure the Council's Constitution is regularly reviewed and updated so as to ensure sound governance processes are in place in order that the Council transacts its business in an open and transparent way in accordance with the Nolan Principles of public life.
6. Be responsible for maintaining the Council's corporate risk register, advising Officer and Member colleagues on suitable mitigation measures to limit the impact on the organisations financial position, liabilities and reputation.
7. To work closely in collaboration with the Chief Executive and Director of Services to ensure services are aligned with Council priorities and supports the Corporate Plan.
8. Work with Service Managers to ensure that Portfolio Holders are adequately briefed in relation to relevant issues within the Finance, Assets, IT, Sustainable growth, Coast and Climate Change services.
9. Be the Council's principal officer/project sponsor for the development of an income generation strategy which seeks to increase and maximise new sources of income to support the Council's services and priority objectives – including alignment where possible with the Council's strong environmental objectives through advising on the possible implementation of a Green Bond; using the Council's assets and estate more creatively to support renewable energy generation and promote take-up of electric vehicles through investment in chargeable charging infrastructure.
10. Act as Lead Director for the following member body/bodies: Governance, Risk and Audit Committee.

Person Specification

Experience/ Knowledge	Essential	Desirable	How Identified?
Evidence of recent achievement and success in a senior management role	✓		Interview
Demonstrable experience of working within a senior management team to deliver shared results	✓		Application/ Interview
Experience of multi-disciplinary team working and an ability to deliver corporate objectives and messages successfully across a diverse range of services	✓		Application/ Interview
Experience of designing and delivering change management processes with evidenced outcomes		✓	Interview
Keen political awareness, experience of and confidence in operating at the political/management interface and experience of translating political direction into action	✓		Interview
Possess a clear understanding of the relevance of strong governance, financial and performance regimes	✓		Interview
Experience of successful collaborative working with external organisations across the public, private and/or community sectors	✓		Interview
Knowledge and understanding of the challenges facing local government and the wider public sector	✓		Interview
Evidence of recent achievement and success in a senior management role	✓		Interview
Qualifications	Essential	Desirable	How Identified?
Degree or relevant professional or management qualification	✓		Application Form
Fully Qualified CCAB Accountant	✓		Application Form
Full membership of relevant professional body e.g. CIPFA, CIMA, ICA, ACCA, ICAEW	✓		Application Form

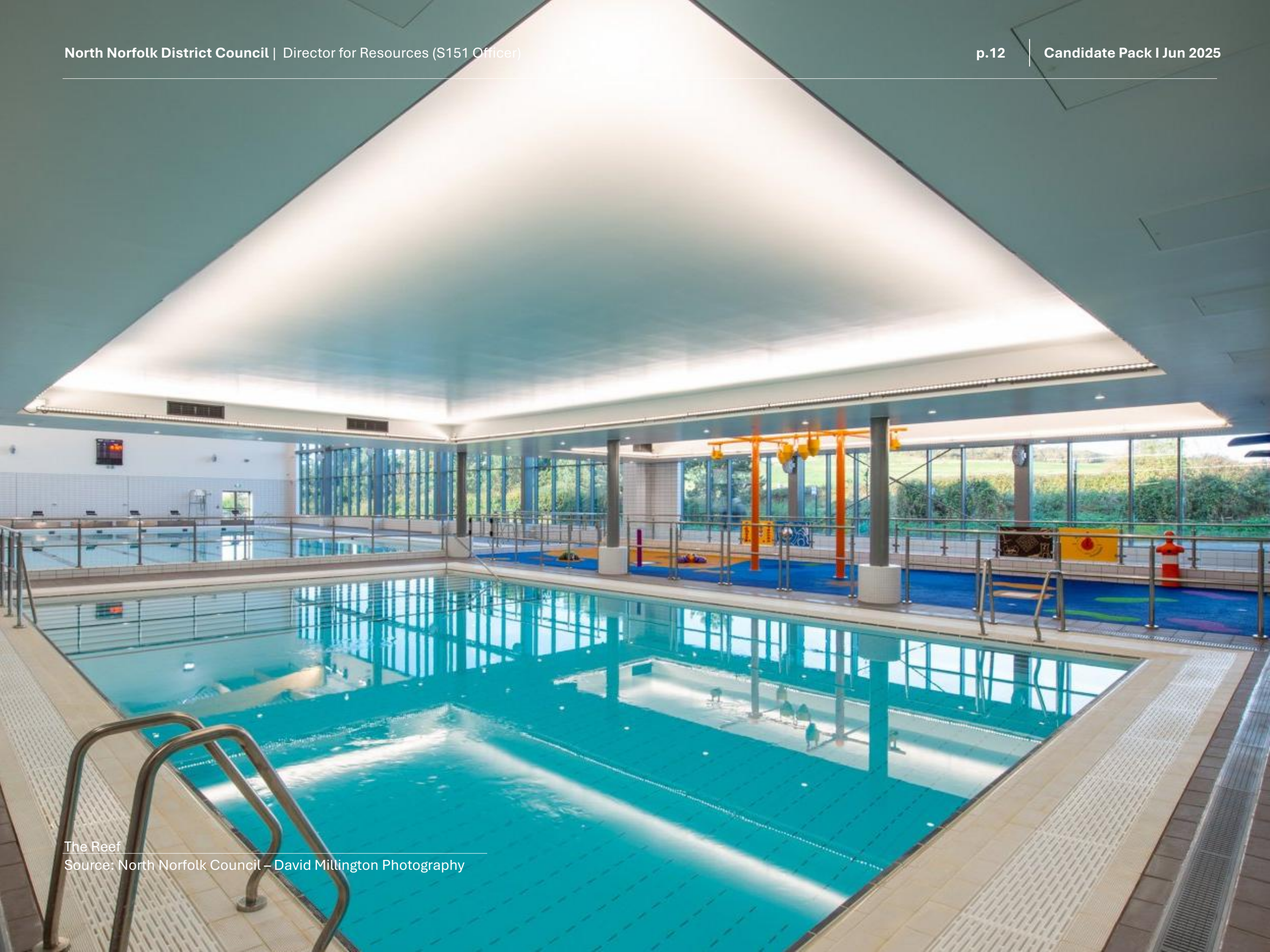
Person Specification

Skills	Essential	Desirable	How Identified?
Ability to envision and translate the bigger picture into clear service direction	✓		Interview
Influencing, persuading and negotiating skills	✓		Interview
Partnership and consensus building abilities	✓		Presentation
Political awareness and astuteness, to include the ability to build effective and appropriate relationships with elected councillors	✓		Interview
Ability to communicate across a range of levels of understanding	✓		Application
Demonstrable ability to undertake effective service development and transformation which delivers the most cost effective and efficient services for the Council	✓		Application

Aptitude and Disposition	Essential	Desirable	How Identified?
Self -awareness	✓		Application
Openness and honesty	✓		Application
Personal resilience	✓		Interview
Ability to work under pressure	✓		Interview
Ability to “model” expected behaviours of the Council’s values	✓		Application
Ability to challenge self and colleagues constructively and sensitively	✓		Interview

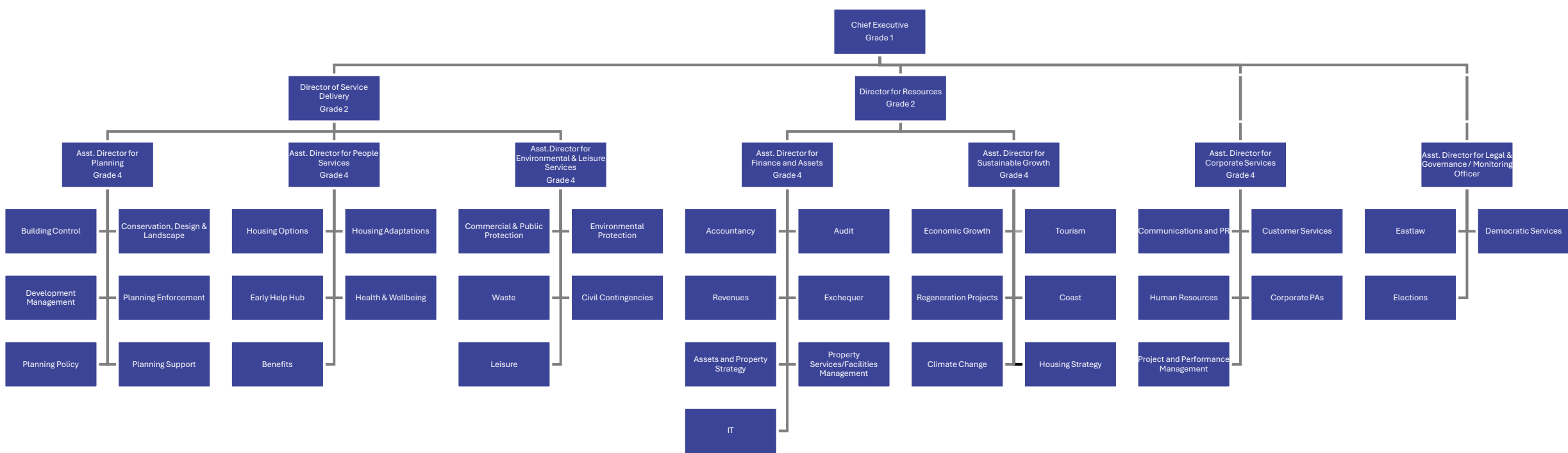
Person Specification

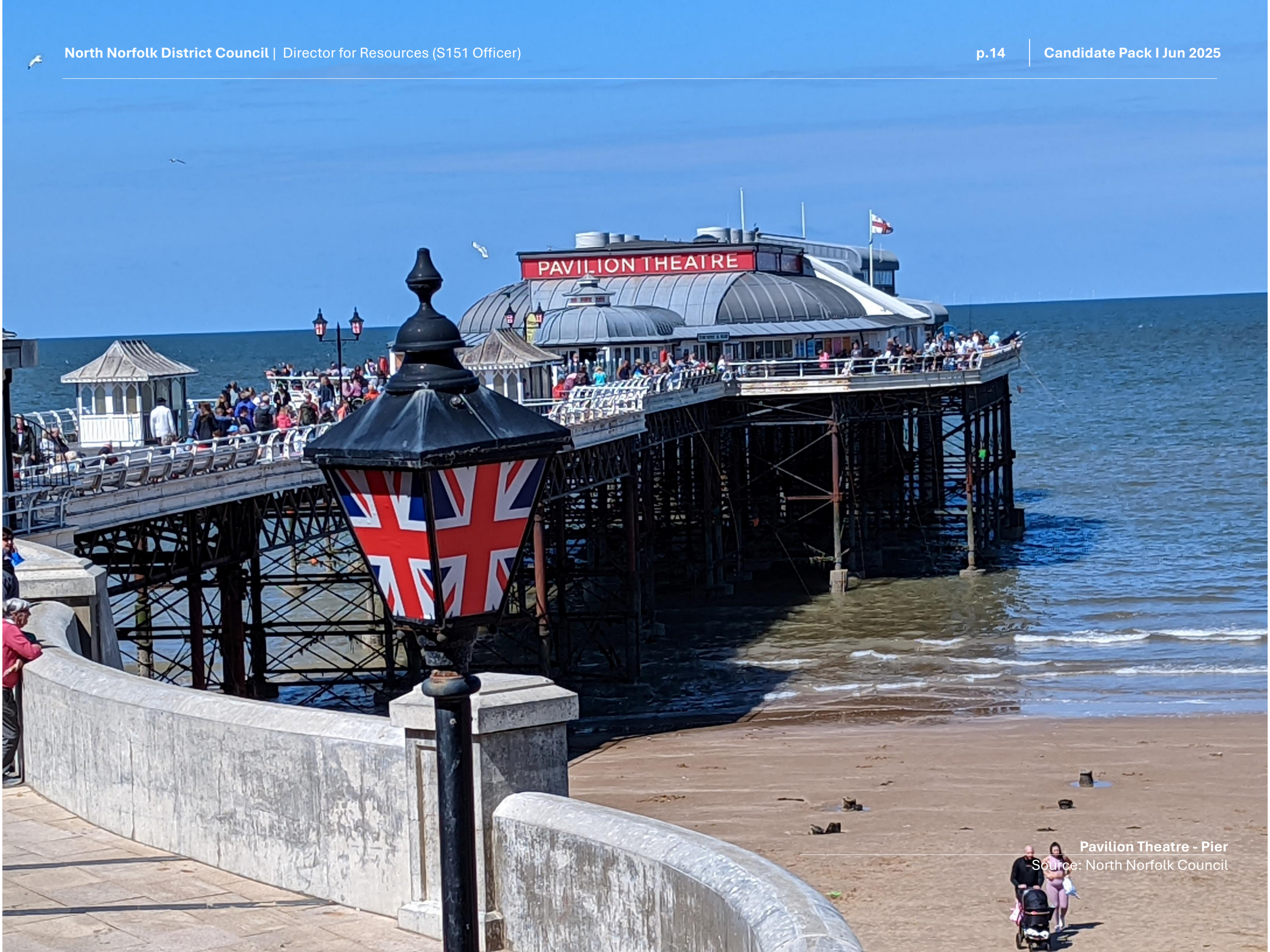
Personal Circumstances	Essential	Desirable	How Identified?
Able to provide weekend working to achieve duty cover	✓		Application
Ability to hybrid work with office attendance in line with Organisational requirements	✓		Application



The Reef
Source: North Norfolk Council – David Millington Photography

4. Organisational Chart



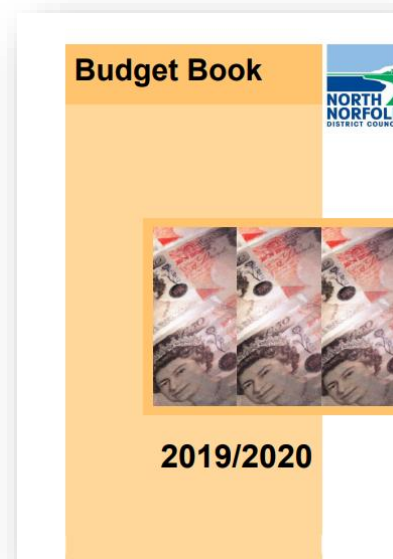


Pavilion Theatre - Pier
Source: North Norfolk Council

5. Further Reading



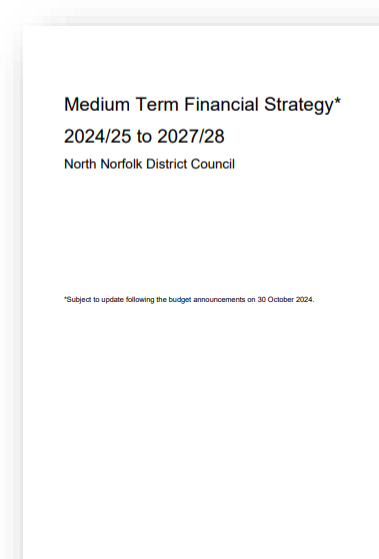
The Council's Corporate Plan <https://www.norfolk.gov.uk/tasks/performance-and-risk/view-the-corporate-plan/>



The Council's Budget <https://www.norfolk.gov.uk/tasks/finance/view-the-council-budget/>



The Council's Statement of Accounts <https://www.norfolk.gov.uk/tasks/finance/view-the-councils-statement-of-accounts/>



The Council's MTFS <https://modgov.norfolk.gov.uk/documents/s19765/Medium%20Term%20Financial%20Strategy%202025-29%20v2.pdf>



Mundesley Rock Delivery
Source: Redbridge Council

6.How To Apply

This guidance contains important information to help with your application:

- (i) Please apply by submitting a CV and Cover Letter (no more than four sides of A4 in length per document aligned to the person specification). Please also include your contact details.
- (ii) Please ensure your full employment history is outlined in your CV; where there are essential criteria, competencies and/or qualifications please make clear how you meet these. We may wish to verify this information during the recruitment process.
- (iii) Please provide the details of two referees. Note that we will only approach referees for candidates proceeding to final selection and only with your permission. Please clearly indicate whether we can approach each referee before the selection date.
- (iv) Please share with us in your Cover Letter the values and behaviours that you bring to your leadership, and how you will transfer your skills and experience into this role.

- (iv) Please complete the Equal Opportunities Monitoring Form when you upload your details via our website.
- (v) Please upload your application by the closing date – no applications will be accepted once the long listing process has begun.
- (vi) Please upload your application by the closing date – no applications will be accepted once the long listing process has begun.
- (vii) Following long-listing, you will be contacted directly by a Penna consultant to update you on the status of your application.
- (viii) Asking for adjustments – we’re committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to consider doing anything differently during the application, interview, or assessment process, including providing information in an alternative format, please contact us.

To apply for this role, please visit the following link to upload your CV and Cover Letter:

<https://execroles.penna.com>

Aptitude and Disposition	Essential
Applications deadline	Thursday 10th July
Initial interviews	Thursday 17th July (via Teams)
Final interviews	Friday 18th July (in-person, in Cromer)



Please contact **Andrew Tromans on 07805 226301** for a confidential discussion or for any information, insight or guidance about either the role or recruitment process.

CIPFA Penna Executive Search

Public Sector Finance, Redefined

CIPFA and Penna have partnered to establish a unique and market-leading public finance recruitment and career advisory service. Penna is a full-service executive recruitment and HR consultancy, dedicated to supporting local government.

Through our exclusive partnership with CIPFA, we provide specialist recruitment and career advisory services for public finance professionals – combining the expertise of a leading recruitment consultancy with the insight of the UK's only public sector accountancy body.

We pride ourselves on our ability to give clients and candidates a competitive edge while making the recruitment process smooth, straightforward and – dare we say it – enjoyable.

Whether you're taking the next step on the career ladder or building a bespoke and targeted recruitment strategy, our team will work hard to deliver a first-class service that meets your exact requirements.

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