

## ROLE PROFILE

<b>Job Title:</b>	Executive Director Resources (S.73 Officer)	<b>Job Code:</b>	TBA
<b>Directorate:</b>	Resources	<b>Version:</b>	0.2
<b>Reports to:</b>	Chief Executive	<b>Date Created:</b>	4 March 2024
<b>No. of direct reports:</b>	c.5	<b>Grade:</b>	Chief Officer
<b>No. of employees:</b>	TBC	<b>Budget:</b>	TBC

## JOB PURPOSE

At the East Midlands Combined County Authority (EMCCA) we're unlocking billions of pounds of investment for our region through our devolution deal with government.

Our newly elected Mayor will be a powerful voice on the national stage for the people of Derbyshire and Nottinghamshire, overseeing devolved powers around transport, housing, skills and adult education, economic development and net zero.

The East Midlands has a rich history and a diverse present on which to build a renaissance. Ambition and culture put us at the heart of the first industrial revolution - and it will put us at the centre of the next. We will make our region more prosperous, sustainable and fairer, helping our people and businesses to create and seize opportunities.

The mission will be for the Executive Director to lead EMCCA's Resources Directorate to ensure long-term systemic impact by executing the specific requirements of 'the deal', which includes building a platform of future ambition and prioritising energy, sustainable places and regional innovation for intervention. Integrating the aims of the five delivery themes in the EMCCA Strategic Framework for maximum impact and setting out a high-level ambition for future devolution.

The Executive Director Resources will provide professional leadership for the effective corporate management of the EMCCA and hold the statutory post of Section 73 Officer. They will lead and drive a culture of continual improvement ensuring support services are effective and efficient and enable the highest possible levels of service quality to be provided.

With the Senior Leadership Team the Executive Director Resources will lead the development of organisational strategy, develop and deliver the financial strategy and investment portfolio. Responsible for ensuring sound and prudent administration of the Council's Finances, IT, Commercial & Procurement, HR, Organisation Development, Communications and the overall effective and efficient provision of high-quality support services. They will lead the effective governance of the authority through the development of governance arrangements, legal & democratic services, risk management and reporting framework and corporate decision-making arrangements.

EMCCA's overall work programme is evolving, ambitious and focused on the future to deliver tangible, sustainable, lasting and systemic change for our communities within a robust governance framework.

## OUR VALUES

We have proactively become a values-based organisation from the outset. In conjunction with our operational ethos emphasizing the importance of people, processes, and outcomes, we embrace continual improvement, and are guided by four core values supported by a behaviour framework:

**We Lift Our Region | We Work Together | We Make an Impact | We Are Human**

These values shape our culture, influence expected conduct, how we work and interact with each other and our stakeholders, fostering positivity, and supporting the achievement of our goals and progress together.

## ORGANISATIONAL LANDSCAPE

### **Our Mission**

We will be driven by our mission to ensure long-term systemic impact. Created by and for the benefit of our people, businesses, and places in the East Midlands area.

### **Our Vision**

We will make our region more prosperous, sustainable, and fairer, helping our people and businesses to create and seize opportunities.

We are built on a foundation of systems leadership and partnership working.

## MAIN DUTIES AND RESPONSIBILITIES

### Role specific

- Holds the statutory post of Section 73 Officer and ensure EMCCA meets its statutory responsibility in respect of its Section 73 duties.
- Develops an integrated support function which provides professional, customer-focused expert advice covering IT, finance, procurement, contract management, business support, audit, property, assets, facilities management, communications legal and democratic and human resources.
- Strategically leads the Finance Service driving EMCCA's financial strategy in delivering an effective treasury management, development of appropriate investment strategies, effective risk management, management of the capital programme and the internal audit function. Responsible for developing and promoting good financial practice and applying effective financial controls.
- Strategically leads the procurement function, maximising commercialisation of services provided, demonstrating strong commercial awareness and the ability to balance this alongside competing priorities.
- Strategically leads the technology provision through the development of an appropriate IT strategy ensuring the right technologies, platforms and capabilities are in place to drive forward a high performing organisation.
- Takes a lead role in the scoping and implementation of any alternative service delivery models for support services.
- Leads the efficiency agenda across EMCCA ensuring synergies are identified and realised. Specifically to lead on the financial planning, procurement, digital and delivery plan elements of the agenda.
- Ensures services provided or commissioned by EMCCA comply with statutory requirements and national standards.
- Is responsible for building the investment appraisal function within the EMCCA. Investments will be independently appraised, and decisions made in accordance with both national guidelines and the EMCCA Assurance Framework.
- Ensures that EMCCA business is undertaken within a strong corporate governance framework and that robust policies, processes and procedures are in place and outcomes contained within the EMCCA Delivery Plan and associated strategies.
- Provides leadership to EMCCA's Monitoring Officer and oversees the legal and democratic services function, notwithstanding the right of the MO to have unfettered access to the Chief Executive.
- Strategically leads the Communications and Marketing service ensuring the EMCCA is able to tell meaningful stories and make an impact on a local, regional and national scale, while developing innovative, thought-provoking campaigns to support the delivery of the EMCCA's priorities.
- Leads the promotion and delivery by the whole authority of good financial and resource management so that public money and assets are safeguarded at all times and used appropriately, economically, efficiently and effectively.
- Develops and delivers a people, culture and learning strategy that enables EMCCA to meet its objectives; that ensures the right talent is available and that resources are well managed within a robust People Management Framework.
- Realises the benefits of the region's diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of all communities

- Develops business plans to implement the agreed strategies around corporate services for the Council and its partners which are focused on delivering the political objectives and priorities of the EMCCA and which mitigate all identified risks.
- Develops collaborative working with Cabinet Members, Portfolio and other leaders to ensure the approaches to services are delivered in line with the priorities of the Council.
- Acts as the Council's principal policy advisor on corporate services, providing guidance and support to the EMCCA Board in translating their political objectives and priorities into coherent initiatives that will deliver exceptional public services.
- Leads and drive a culture of continual improvement.
- Supports the Chief Executive and other Executive Directors to deliver the aspirations and outcomes contained within the EMCCA Delivery Plan and associated strategies.

### **Setting strategy and vision**

- Takes a proactive corporate role in the leadership of the organisation, including participation and delivery as part of the EMCCA Senior Leadership Team.
- Promotes partnership working across the organisation and demonstrate the values and behaviours at all times.
- Provides corporate leadership on devolution discussions, taking a lead role for those areas within the Executive Director's areas of responsibility.
- Influence, develop and motivate their team, taking a positive approach to their development at all times.
- Provides strategic and timely advice and support to the Mayor, EMCCA Board and relevant committees.
- Is responsible as a member of the Senior Leadership Team for consistent and visible leadership across the organisation, creating an environment where teams can aspire, flourish, thrive and perform.
- Ensures EMCCA's policy, people, financial and systems functions relevant to service areas are fit for purpose and meet all statutory requirements and enabling EMCCA to operate effectively and efficiently. Including adherence to the EMCCA's Assurance Framework across all activities and programmes.
- Ensures delivery of quality, consistent, compliant and value for money services

### **Leadership**

- Provides visible leadership to the Resources team
- Creates a positive and supportive learning and working environment through delegation, mentoring, and coaching of staff and promote a culture of collaboration by sharing knowledge and resources within the organisation.
- Supports the development of individuals and teams to develop career pathways, ensuring a talent pipeline for the organisation.
- Creates the right working environment for their team with a solid work ethic of working towards achievement of our vision.
- Develops and demonstrates a strong performance management culture, ensuring that people are accountable for the delivery of results.
- Promotes an understanding of and adherence to EMCCA's values by modelling appropriate behaviours and creating a corporate, collaborative and supportive environment that encourages and recognises those values.
- Ensure the services delivered internally and externally are inclusive and accessible

## **Building culture**

- Champions a positive workplace culture
- Ensures that the core values and behaviours of EMCCA are maintained and promoted in all activities, at all times.
- Fosters a corporate culture that promotes high quality performance, integrity and customer care in a positive work climate, enabling EMCCA to attract and retain a diverse and high-quality workforce.
- Leads employee engagement and motivates employees to reach their potential.
- Sets the ‘tone from the top’ and creates an environment in which all employees are able to be the best they can be.
- Facilitates the identification and compliance with EDI improvements/changes across all services and service delivery, giving due regard to the requirements of the Public Sector Equality Duty when carrying out duties and functions/activities.

***This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties as directed by the Chief Executive that are commensurate with the level of the post. This document will also be supplemented by annual key objectives which will be set through the performance review process.***

## THE PERSON

<p><b>Experience &amp; Skills:</b></p>	<p><b>Setting strategy and vision</b></p> <ul style="list-style-type: none"> <li>• Extensive experience of success performing in a similar role running enabling and proactive corporate services at a senior / Board level.</li> <li>• Strong grounding in developing high performing organisations.</li> <li>• A strong track record of building capability and managing change across a range of professional functions and support teams. Experience of developing shared services would be beneficial.</li> <li>• An in-depth understanding of financial management across multi-disciplinary functions and of budget formulation, setting and monitoring across a number of disparate bodies.</li> <li>• Evidence of identifying and acquiring appropriate funding streams and commercial awareness with the ability to interpret and understand complex financial and budgetary information.</li> <li>• Successful experience of providing professional advice in the areas covered by the post's responsibilities, and experience of building trust and confidence with elected members (or similar office holders) within a democratic process.</li> <li>• Extensive experience at senior leadership level within a local authority, government department or agency or similar high-profile organisation with comparable scope, responsibilities, budget and resources.</li> <li>• Extensive prior experience of leading resources and corporate services in a large organisation, translating business strategy into effective plans.</li> <li>• Broad understanding of service delivery models, concepts and principles gained through extensive business exposure in a diverse range of organisations or services</li> <li>• Evidence of interpreting, analysing, monitoring and tracking information and progress and using judgement and evidence-based decision making to create solutions and opportunities</li> <li>• Evidence of setting the direction for the service managed: based on the principles of enablement, localisation, citizen choice and best value.</li> </ul> <p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Experience and a passion for understanding and reforming systems across a complicated private and public sector landscape.</li> <li>• Evidence of being able to recruit and build a high performing team with the diversity of skills to lead a new strategic development of regional transport all the way through to high performing and efficient operational services.</li> <li>• Strong at building a team of senior managers who can drive the strategic, policy and operational agenda of the EMCCA – creating the space and authorising environment.</li> <li>• Evidence of being an inspirational leader with integrity at the core able to create a clear sense of purpose. Inclusive and visible role model providing inspiration to empower others.</li> <li>• Evidence of effectively developing and nurturing talent in the organisation.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Evidence of the ability to provide clear strong and motivational leadership to create a high-performance culture.</li> <li>• Detailed knowledge of major legislative and other issues facing local government and public services with a particular focus on achieving effective delivery of services at a time of significant and financial challenges.</li> </ul> <p><b>Building culture</b></p> <ul style="list-style-type: none"> <li>• Experience of developing strong links between professional groupings to bring together services linked by locality and liveability issues.</li> <li>• Evidence of successful partnership working and networking with Trades Unions and key stakeholders e.g., citizens, voluntary sector, business communities, government, and public agencies.</li> <li>• Experience of working in a political environment.</li> <li>• Experience of promoting the health and safety and wellbeing of a workforce.</li> <li>• Must possess personal and professional credibility that promotes and enhances the organisation's reputation locally, nationally, and international.</li> <li>• Must have a high standard of personal and professional integrity as well as ethics, values, and personal qualities consistent with the vision, culture, and values of the EMCCA.</li> </ul>
<p><b>Qualifications, Training, CPD:</b></p>	<p><b>Qualifications and training</b></p> <ul style="list-style-type: none"> <li>• As the Section 73 Officer you must be a member of a recognised accountancy body, qualified through examination and subject to oversight by a professional body that upholds professional standards and exercises disciplinary powers.</li> <li>• Relevant degree or equivalent relevant experience.</li> <li>• Member of a relevant professional body or demonstration of up-to-date knowledge and continual professional development.</li> <li>• Evidence of career progression taking on roles of increasing complexity and importance within an organisation of comparable scope and complexity</li> </ul>
<p><b>Building Culture &amp; Motivation</b></p>	<ul style="list-style-type: none"> <li>• Ability to manage multiple complex projects within statutory, constitutional and value for money requirements.</li> <li>• Must demonstrate strong evidence of the ability to conceptualise the need for change and transformation and to lead the organisation effectively from current to future state in a growth environment.</li> <li>• Ability to manage change effectively within a political and sensitive environment.</li> </ul>
<p><b>Political Restriction</b></p>	<p>This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside of work.</p>