

Role Purpose

Executive Directors will work together with the Chief Executive in the Executive Leadership Team to transform the way the organisation operates, so that it can deliver great services to residents.

Reporting to the Chief Executive, the vital strategic role will provide visionary and effective leadership to the Corporate Services teams, leading the professional heads of service to ensure the provision of high quality, corporate support to the Council to enable the delivery of the Council's ambitious agenda, through interactions with staff, elected Members and other stakeholders.

Key Elements of the Role

- Leadership and strategic management of all Corporate Service Teams, including: Finance, Human Resources and Organisational Development, Learning & Development, ICT, Legal Services, Audit, Procurement
- Working closely with the Executive Team to help shape the organisation's strategy and deliver on aspirational transformation across many aspects of service delivery, e.g. facilitating operational transformation
- Supporting the Executive Team to deliver strategic aims and objectives for all business areas, ensuring there is sufficient skill and capacity within Corporate Services to achieve successful outcomes
- Constantly exploring avenues to deliver efficiency savings for the Council through partnership working, where appropriate, finding new ways to deliver services to the client base
- Support the Council's commercial investment strategy to support the organisation's long-term funding needs, and add value to the communities we serve
- Enabling colleagues and the wider Council to deliver ambitious plans to improve financial sustainability
- Providing expert professional advice to the Chief Executive and Members, engaging with Cabinet, partners and colleagues to deliver the strategic vision
- Works with Members to inject appropriate challenge, innovation and ideas into the work of the Council
- Ensuring the Council meets its statutory duties both legally and financially
- To act as the most senior finance professional within the Council, ensuring financial strategies, budget plans, projections and accounts are delivered in line with Council and public sector requirements
- Undertake the 'Senior Emergency Officer' role on a rota basis throughout the year, acting on behalf of the Chief Executive in emergency situations.

Skills, Qualities and Attributes / Role Specific Requirements

- Is an experienced leader who has held senior leadership responsibility for a number of Corporate Service functions at a strategic level
- Has an understanding of the Local Government environment, and the ability to deliver services in a way which supports the agenda for change
- Is able to provide expert and professional advice to a wide audience across the wide range of Corporate Service functions
- Ensures Heads of Service work together as one entity, demonstrating strong leadership and developing a collaborative approach towards continuous improvement
- Aligns service delivery with the needs of clients and improves organisational performance
- Is able to implement cross-functional working to better support internal clients
- Has a strong background in accountancy / finance, understands complex accounting models, and holds an accountancy qualification

Leadership

- Understands own leadership style and puts in place strategies to use it for the organisation's benefit
- Inspires, supports and motivates others to deliver excellent services
- Positively encourages change to stakeholders at all levels
- Can positively impact on organisational culture through personal interaction

Communication

- Is a confident communicator, able to discuss broad and complex topics with a wide range of stakeholders at all levels
- Understands the communication needs of stakeholders, and devises and puts in place strategies to meet those needs
- Devises techniques to positively engage audiences in organisational developments
- Commands respect within the organisation and wider business community
- Is able to persuade and influence others, regardless of their stature
- Builds and maintains a wide range of contacts in relevant and influential areas
- Develops positive relationships with stakeholders to help achieve positive outcomes for the organisation

Performance Delivery

- Focuses on the goals of the organisation
- Identifies and takes opportunities to improve the organisations sustainability
- Sets challenging, but achievable goals and standards of performance for themselves and others
- Is willing to challenge the status quo in order to explore improvement opportunities
- Tackles performance issues quickly to achieve a speedy resolution
- Encourages a culture of learning and improvement

Strategic Thinking

- Offer a broad view beyond the immediate problem and own area of expertise, including short, medium and long-term perspectives
- Sets a clear vision and strategy which adds value to the organisation
- Proposes alternative options when appropriate, and offers creative solutions and innovations
- Identifies the organisational impact of decisions, offering contingencies and alternative strategies
- Ensures practice and process are in place to understand, assess and manage risk

Commercial Awareness

- Looks for opportunities to improve sustainability and an organisation's financial security
- Instils a commercial focus in the minds of all staff in the Department
- Ensures practice and process are in place to understand, assess and manage risk
- Strategically collaborates and partners with other organisations to enable the achievement of strategic aims
- Can present a clear and rational business case for implementing a commercial operation
- Has the ability to understand, interpret and deliver within a regulatory framework
- Demonstrates a realistic, supportive and creative attitude when presented with opportunities for strategic growth

LCC specific knowledge:

- Understanding, implementation and adherence to Lancaster City Council's policies and procedures.
- Understanding, implementation and adherence to Our Values and THINK Digital.
- Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.
- Understanding of Committee work at Lancaster City Council.