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## Job Description – Director of Resources

### Role Profile:

Worcestershire County Council is creating a wholly owned company, Worcestershire Children First, to take **operational responsibility for delivering the full range of services across Children's Services including Social Care, Education, Skills and Early Help.**

Worcestershire Children First's sole focus will be improving services and outcomes for children and young people in Worcestershire. Taking the lead from Worcestershire's Children and Young People's Plan, the Company's vision is for **Worcestershire to be a wonderful place for all children and young people to grow up. WCF will help create supportive communities where children and young people are safe, secure, supported to achieve, and nurtured to become independent adults.**

The Company's mission is **to make a positive impact on the lives of our children and young people aged 0 to 25yrs, and their families, by providing outstanding, innovative, child and young people-focused services where practice and practitioners flourish and we maximise life opportunities for all.**

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Worcestershire Children First's Director of Resources is the officer responsible for the sound financial management and business planning of the Company, ensuring that expenditure and income is effectively managed and monitored. They are also key member of Worcestershire Children First's Executive Leadership Team and will be an Executive Director on the Company's Board of Directors.

The Director of Resources will be responsible for a wide ranging portfolio of critical services, ranging from HR, L&D, Performance, MI as well as associated Programme Management. They will also be responsible for the Company's corporate governance, ensuring the Company is adhering to Council obligations.

The Director of Resources is the Company's most senior executive role accountable for directing financial and business transformation strategy and leading the Company's support service operations. This is an influential senior management role acting as the principal advisor to the Chief Executive, Executive Board and the Non-Executive Directors in relation to the financial management and business planning of the Company. The post-holder will need to develop and lead a dynamic and creative Resources Division that supports improvement and transformation activity and the effective operation of Worcestershire Children First.

The post holder will be expected to lead the delivery of a robust financial plan that balances the needs of the Company within the funding envelope available to it. The post holder is responsible for overseeing £100 million net revenue budget and the closure and reporting of the Company's accounts. The role requires the highest standards of integrity and judgement.

## Key accountabilities:

1. Be responsible for the sound financial management and business planning of the Company, including:
  - a. Ensuring that expenditure and income is effectively managed and monitored.
  - b. Responsibility for ensuring Company Governance and Compliance arrangements are effectively managed and controlled.
  - c. Preparing, reporting and filing Company accounts in line with prevailing Company Law and Tax Regulations.
  - d. Ensuring all portfolio areas under the purview of this role are directed to support the Company's strategic vision and success.
2. Lead on the provision of strategic financial advice and information to the Company, working in partnership with the Board of Directors, Executive Leadership Team and Worcestershire County Council's Senior Leadership Team to support provision of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.
3. Responsibility for budget preparation arrangements and development and delivery of the Company's Business Plan.
4. Responsible for the leadership and management of the Company's support service operations including Human Resources, Finance, Performance, Communication, Business Transformation and ICT along with the Support Service Arrangements between Worcestershire County Council and Worcestershire Children First.
5. Continually enhance Worcestershire Children First's national, regional and local profile to achieve maximum financial benefit for Worcestershire and its communities at every opportunity inclusive of ensuring external funding is secured to increase the financial capacity of the Company.
6. Be the principal adviser to the Board of Directors on financial and business planning matters.
7. Ensure all relevant financial, HR and procurement legislation, government policy and guidance and agreed Company policies are effectively implemented in accordance with standing orders and financial regulations.
8. Deliver identified outcomes within available resources executing plans effectively and efficiently, underpinned by a strong governance, commercial and risk management culture, with plans in place to maximise income for the organisation.
9. Proactively manage any capital expenditure, income and revenue expenditure, and ensure that services provided are managed, monitored and adjusted to meet targets and in line with the Company's priorities.
10. Ensure that effective arrangements are in place for the production and audit of Worcestershire Children First's accounts in accordance with timetables and standards liaising where required with External Audit.
11. To lead on the Company's scheme of delegation and all contractual annual and monthly reporting requirements (in line with the Service Delivery Contract) including financial and performance information and analysis to the Executive Leadership Team and Board of Directors to enable them to lead and manage the Company effectively.
12. Ensure all resources are delivered as economically, efficiently and effectively as possible, delivering best value to the Council Tax payer, delivering continuous improvement in deployment of all people, financial and other resources.
13. Act as a role model for a leadership culture that inspires and recognises innovation, customer-focus, personal responsibility and accountability, effective delivery at pace and passionate commitment to citizens and their needs across Worcestershire.

## Dimensions of the Role:

**Accountable/reporting to:** Chief Executive

**Scale:** Head of Service – Band 1

**Responsible for:**

Direct Reports:

Senior Finance Manager

Human Resources Manager

Senior Performance Manager

Business Support and Transformation Manager

## Key Relationships:

### Internal:

Board of Directors, Executive Leadership Team, Service Managers, Group Managers across all services, Project and Business Support Managers and staff.

### External:

Worcestershire County Council Elected Members and Officers, External auditors, Government Departments, Agencies and regulators, suppliers, contractors and service providers as well as customers and members of the public.

**Statutory Responsibilities:** N/A

**Political Restriction:** TBC

### Other general duties

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Company's Health and Safety policy.
- To promote equality of opportunity, anti-discriminatory and anti-oppressive practices

### Notes:

- The Company reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Equalities Act.

## **Person Specification – Director of Resources**

This is a high profile and demanding strategic leadership and management role. The organisational scale is substantial and the job is highly visible. While clearly rewarding, the work can be challenging and pressurised at times, with conflicting priorities.

Importantly we are looking for a Director of Resources who is self-aware, demonstrates and promotes awareness of others and with ability to listen/empathise with their peer group and wider workforce.

It therefore requires candidates of the very highest calibre who can clearly demonstrate how their experience, knowledge, skills and personal qualities match the following requirements.

### **Knowledge, skills and experience**

1. Able to demonstrate substantial successful leadership experience at a senior strategic level within an organisation of appreciable scale and complexity. In view of the size of the role this experience must include substantial experience at first or second tier level (i.e. Director, Head of Service or equivalent level within a main function or division).
2. Experience can be either gained in public (including voluntary sector) or private sector roles, but candidates must be able to demonstrate both that their experience is relevant and that they have a good understanding of the challenges of operating at this level in a large democratically led organisation.
3. Degree or equivalent level qualification or experience.
4. Recognised professional qualification, for example CIMA, CIPFA or ACCA etc.
5. Proven track record of running large/complex functions including operating within a commercial and corporate governance framework.
6. A successful track record of delivery where achievement is measured by implementation of effective outcomes in a cost effective manner.
7. Leadership experience of implementing organisational goals and objectives in a complex environment
8. High level of financial/commercial acumen.
9. A thorough understanding of the current challenges facing local government generally, coupled with financial and commercial awareness.

### **Personal qualities and outlook:**

1. An effective and 'visible' leader, with the personal presence to inspire and empower the County Council to improve and achieve its key objectives.
  2. A 'moderniser' – committed to improvement, clear customer focus and strongly supportive of the Council's commissioning approach.
  3. A modern approach to people management, demonstrating an effective balance between direction, empowerment and assertiveness.
  4. Able to work effectively in a political environment, building productive relationships with elected members and demonstrating political sensitivity and diplomacy.
  5. Resilient and calm when under pressure, able to balance conflicting priorities and manage their time well.
  6. Demonstrates the highest standards of personal integrity at all times, leading by example.
  7. Demonstrates respect for others at all times and is a supporter of the equalities agenda.
- Strong leader and corporate player who is also resilient, robust and is committed to the highest professional standards.