**Job Capsule Supplementary Information: Head of Finance (Supporting Communities)**

**Level 6 Zone 2**

**This supplementary information for Head of Finance (Supporting Communities) for guidance and must be used in conjunction with the Job Capsule for Level 6 Zone 2 Camden Way Leadership**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

* To take the lead in providing strategic financial advice to the council in relation to the Supporting Communities directorate.
* To lead the council’s strategic financial functions as it relates to capital investment (including CIP) and the Housing Revenue Account (HRA).
* To ensure that the financial strategies and transformation in relation to these services are consistent with the longer term political and service aspirations as set out in the Camden Plan and reflected in other relevant service strategies.
* To ensure that the council responds robustly and effectively to the developing financial framework within which these services operate.
* To support the relevant service leadership – at member and officer level – in developing a strategic response to the financial challenges that the services face.
* To lead the service support delivery of the budget setting processes.
* To act as the divisional lead for learning and development.

**Example outcomes or objectives that this role will deliver:**

* Clear longer term financial strategies that support delivery of council objectives in relation to the Supporting Communities Directorate and delivering transformational change throughout the service.
* Effective financial support to the delivery of council objectives in relation to the council’s role as social landlord and for its wider aspirations in meeting housing need in the borough.
* A robust Medium Term Financial Strategy for the HRA.
* Strategic financial advice to support the delivery of the Community Investment Programme, including all associated financial modelling, financial risk assessment and business case development.

**People Management Responsibilities:**

* Line management responsibility for 4 permanent FTEs (and additional support as required)
* Overall management responsibility for a section of approximately 16 FTEs.

**Relationships:**

The post holder will report to the Director of Finance. Other key relationships for the post holder will be:

* The Executive Director Corporate Services
* The Executive Director Supporting Communities
* The Cabinet Members whose portfolio responsibilities interact with the Supporting Communities directorate
* Relevant Directors and Heads of services within Supporting Communities
* District Management Committees

**Work Environment:**

The post-holder will be required to work in an agile way in line with Camden’s move to a flexible work environment.

**Technical Knowledge and Experience:**

* CCAB (or equivalent) qualified accountant
* A detailed knowledge of the strategic and technical framework within which individual local government services operate
* Experience of working with politicians
* Senior management experience
* Delivery of significant change programmes

**Additional Information about the Leadership job family:**

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| Leadership Family Purpose - Head of Service Level (Tier 3) |
| The Leadership family includes those employees whose primary activity is determining the strategic direction of the organisation and leading on the policies, activities and service improvements required to deliver the strategy. Employees in this family have normally progressed to a level where they have technical / specialist mastery in certain areas and high order general management competence. They operate at a directorate, divisional or service level, beyond the level of the specialist or technical team. They are required to think at a conceptual level and to own and implement the corporate strategy.  |

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| Tier 3: job summary (common to all Tier 3 jobs): |
| Jobs at this tier are Head of Service or specialist expertise roles. These jobs are accountable for the delivery of high quality, resident focused designated services / groups of services that contribute to the delivery of the council's priorities and planned outcomes. This will involve the development and implementation of short-medium term, outcome focused policies and strategies for specific service(s). These jobs contribute to the leadership of the organisation through management of services, ensuring both responsive and resident focused ways of working and systems/processes are in place. They will ensure that services are joined up for the benefit of residents by close and open collaboration with colleagues from across the organisation as well as with partners. They support and advise the council on technical, professional and operational matters. They ensure strong achievement and improvement of services through effective performance and risk management including in the use of resources. They may ensure our legal and other duties are fulfilled.  |

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| Tier 3: common accountabilities: you have specific responsibility for an area of focus within a designated directorate as well as corporate responsibilities as follows |
| * The primary purpose of a Head of Service / specialist expert role is to lead a specified service / groupings of services (either directly to residents or internally), taking responsibility for ensuring high performance and delivery of the Council’s priorities and outcomes. Including strong operational financial management.
* Advise the Tier 2 post-holder(s), Council and Members (as appropriate) when necessary on the work of the divisions and groupings of services the post holder is responsible for and give specialist / technical advice.
* Work corporately and across services, division and directorate boundaries to ensure seamless integration of the Council’s work and the achievement of outcomes.
* Have responsibility for the development of three year service level strategies and annual service plans as necessary.
* Ensure the innovation and continuous development needed for the achievement of planned outcomes.
* Deliver highly effective operational management to a group of services including ensuring financial and risk management, and effective resource planning.
* Ensure that all systems and processes within services are designed for residents and service users, have clear purpose and are designed as effectively as possible thereby minimising the cost of wasted effort.
* Ensure a strong and effective voice for residents and service users in the shaping and improvement of services and strategies.
* Ensuring a highly motivated and effective workforce within the divisions and groups the post-holder is responsible for. Ensure the embedding of a digitally focussed, agile way of working with staff embodying the Camden Way.
* Represent the Council on a local, regional and national basis in relation to specific service(s) and areas of expertise as appropriate.
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