

## CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

<b>DEPARTMENT: Corporate Resources</b>	<b>SERVICE GROUP: Finance</b>
<b>POST TITLE: Finance Manager - Business Development and Improvement</b>	<b>REPORTS TO: Deputy Head of Business Development and Improvement</b>
<b>GRADE: PO3</b>	<b>SAP POSITION NUMBER :</b>

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

### **Key Purpose of Post: Max 3 sentences**

To support the Deputy Head of Business Development and Improvement for reviewing opportunities for the development and improvement of business practices and processes within Finance and across the Council ensuring co-ordination with key review functions such as internal audit, risk, and the transformation team. This will include decision making on highly sensitive individual cases as well as the overall management of the Service's performance.

To support the Director of Finance and Head of Internal Audit, Risk, Business Development and Improvement in providing proactive and creative advice whilst contributing towards progressive management and improvement in all the Council's services.

To promote business solutions through the delivery of financial challenge and advice, ensuring principles of best value, continuous improvement, value for money and risk management are embedded into service delivery and change management projects.

**Main Responsibilities of Post: Max 15 Bullet points**

**Service focused responsibilities**

- 1 Drive and embed a planning, programme and project management culture, lead and support on post implementation reviews, LEAN methodology and processes; be an advocate and active representative of Bradford Finance on external bodies, for example, CIPFA, including advising national panels and groups as required.
- 2 Support the Head of Internal Audit, Risk, Business Development and Improvement with the management and embedding of "Best in Class" working methods across Bradford Finance to achieve major improvement e.g. in processes and systems to support key financial activities including budget monitoring and tracking; foster and lead a high performance and continuous improvement culture delivering leading edge financial management, commercial analysis and advice to support service reviews, key strategic projects and procurements.
- 3 Develop and maintain working relationships with top management and other senior officers, other Council services, external agencies and peer groups working corporately and cooperatively to ensure the service is at the forefront of innovation and change.
- 4 Support the Deputy Head of Business Development and Improvement to commission and undertake leading research and benchmarking nationally, across the public and private sector, to inform Bradford Finance and ensure it is best in class; develop an effective framework for promoting high levels of compliance with the Councils performance standards, procedures and financial regulations
- 5 Work across the Council to prompt, challenge and support radical and ambitious programmes of work and projects to improve services and value for money.
- 6 Support the Head of Internal Audit, Risk, Business Development and Improvement in the preparation of reports to senior management and elected Members as required. Support the Director of Finance and the Head of Internal Audit, Risk, Business Development and Improvement in the approval of reports prepared for Executive and other Committees providing advice and guidance as appropriate..
- 7 Develop an effective interface with the private sector and other partner organisations, managing new ways of working alongside the regulatory framework of the Council.
- 8 Responsible to the Deputy Head of Internal Audit, Risk, Business Development and Improvement working within broad policy guidelines and objectives with a high degree of discretion and delegated authority. The seniority of the post is such that the post holder is required to demonstrate initiative, high levels of political awareness, professional and managerial competence in carrying out the functions of the post
- 9 Expected to deal with and support on complex, sensitive and confidential matters on a regular basis. and liaise directly with elected Members and top management, assistant directors, senior management, Trade Unions, senior officers and external agencies, providing professional information and advice on financial matters and control issues.
- 10 Access to highly confidential, personal, financial and political information, the

unauthorised disclosure of which would prejudice the interests of the Council.

- 11 To positively support and deliver the vision, values and strategic objectives of the Council through the Finance service by providing constructive and timely advice on all financial matters, control issues, innovative solutions to key projects and corporate initiatives.
- 12 Act as ambassador for the Finance Team by showing professionalism, high personal standards of integrity and courtesy at all times. Promote this culture throughout the organisation.
- 13 The post holder must be flexible to ensure the operational needs of the Council are met. This will include the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Council.
- 14 Organise, deliver and participate in training events to improve the skills knowledge and understanding of financial and non-financial managers/staff.
- 15 Rapidly assess the implications of all emerging and potential issues / new policies and ensure the Director of Finance is promptly and fully briefed.

**Structure:**

Head of Internal Audit, Risk  
Business Development and  
Improvement

Deputy Head of Business  
Development and Improvement

Finance Manager - Business  
Development and Improvement

**Special Knowledge Requirement. Will be used for shortlisting. Max 10**

	Essential
<b>Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.</b>	
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the postholder is required to meet the <u>Lower threshold</u> level. You should be able to demonstrate that you can use a wide range of simple words and a standard English sentence structure to express and maintain a flowing conversation even though you pause to think of the correct words with the ability to express and make yourself understood (this will also be tested during the interview).	X

Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area of work	x
Uses a range of complex IT packages relating to area of work	x
Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery.	x
Carries out a variety of working practices, applies complex regulations, rules, procedures and processes across a technical /specialist area	x
Able to provide telephone advice and ICT support to end users	x
Knows and understands how to use, interpret, handle and communicate, often complex and detailed information, and relay it to service users/stakeholders in writing and/or over the telephone / face to face.	x
Demonstrates a high level of numeracy, literacy and accuracy across a range of activities	x

**Relevant experience requirement: Will be used for shortlisting**

**Experience:**

Experience, evidenced by a track record of success, managing, supporting and developing a significant organisational function or service in a large multi-disciplined organisation with comparable scope, budgets and resources

Demonstrable experience of establishing and building partnerships and productive working relationships within a complex policy and service environment with senior managers and councillors, and a wide range of other bodies, such as partner organisations, communities, public agencies and statutory bodies.

Evidence of successful resources management, quality and performance management; evidence of the resolution of conflicting priorities, formulating budgets and financial models, applying rigorous monitoring and control procedures, dealing with any issues arising and developing integrated costing systems and methodologies.

Demonstrable experience and success in leading edge management of projects and continuous improvement, managing and supporting delivery of a number of projects simultaneously and a knowledge of project management and of implementing and operating major changes to service provision

Successful track record at a management level of achieving improved key priority outcomes in a comparable organisational context and environment.

Some experience in the development, presentation and implementation of complex strategy and policy in a relevant area.

A proven track record of researching, preparing, interpreting and presenting reports, briefing notes and presentations on complex financial and commercial issues in a day-to-day language understandable by the entire business.

A track record of supporting, promoting, managing and implementing change programmes, delivering customer focused services, improving service quality, operational performance and culture.

Experience of applying high level understanding when exercising judgement in challenging and sensitive circumstances, providing advice at a senior level to local government, or a comparable organisation, to achieve corporate objectives.

A track record of promoting and delivering positive solutions to achieve diversity, equality of opportunity and preventing discrimination.

**Skills and Knowledge:**

Knowledge of the issues facing local government and those relevant to service/functional responsibilities, together with the legal, financial and political context of public sector management and the statutory responsibilities of this post.

Awareness of the need to manage political and cultural issues and deliver project, programme and change management programmes.

Understanding of the legal, financial and political workings of local government and current best practice on tackling the kind of challenges that face local government services.

Ability to translate strategic objectives into operational plans.

A commitment to equality and diversity, both as a leader and a service deliverer, with an ability to demonstrate personal leadership on the importance of diversity.

Superior and demonstrable commercial and financial skills and highly developed analytical skills, knowledge of project management methodologies and techniques and their application, drive for efficiency, continuous improvement and high standards of excellence.

Ability to form sound, evidence-based judgements, find solutions to complex issues and problems, assessing risks and taking responsibility

High degree of self-awareness, with the ability to own mistakes and move quickly to develop contingency and / or mitigation strategies

IT literate and able to manage information systems as necessary

**Relevant professional qualifications requirement: Will be used for shortlisting**

CCAB / CIMA or overseas equivalent OR Project and / or Programme Management e.g. PRINCE II

Degree qualified or equivalent

Evidence of sustained personal and professional development

<b>Core Employee competencies to be used at the interview stage.</b>		
<b>Carries Out Performance Management</b>		
Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.		
<b>Communicates Effectively</b>		
Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information.		
<b>Carries Out Effective Decision Making</b>		
Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.		
<b>Undertakes Structured Problem Solving Activity</b>		
Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.		
<b>Operates with Dignity and Respect</b>		
Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.		
<b>Working Conditions:</b>		
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.		
<b>Special Conditions:</b>		
Basic DBS is required.		
<b>Compiled by:</b> <b>Michael Thomas</b> <b>Date: 18/07/24</b>	<b>Grade Assessment</b> <b>Date:</b> <b>12 Sept 2024</b>	<b>Post Grade:</b>  <b>PO3</b>