

JEGS Reference 00683

Job Profile – Deputy Head of Business Development and Improvement

Department:	Finance
Responsible to:	Head of Internal Audit, Risk, Business Development and Improvement
Responsible for:	Finance Manager – Business Development and Improvement
Grade:	Special B

Job purpose

To direct and manage a small team responsible 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 leadership and 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.

Corporate responsibilities

1 Vision and Strategy development

Help shape the direction of the council to drive forward the public service reform agenda and ensure delivery of its priorities and value to residents. Provide a strategic vision for the future development of the service and other services to enable the council to meet its future challenges, fostering a culture of continuous improvement.

2 Corporate leadership

As a senior leader working as part of the distributed leadership network of the council, work together to drive forward and accept collective responsibility for a range of departmental and cross-cutting initiatives which are required to ensure changes are embedded in a sustainable way throughout the organisation. Provide corporate

leadership that encourages staff to recognise their contribution to the strategic objectives the council has set.

3 Service leadership and management

Provide inspirational and professional leadership to staff, strengthening skills and competence and fostering a strong culture of standards, performance and accountability.

4 Business and Commercial Skills

Ensure the delivery of the council's corporate vision and help ensure that the council receives value for money from its expenditure. Lead and support on assessing the technical, operational, and organisational feasibility of initiatives to ensure viability and successful implementation.

5 Partners and stakeholders

Actively engage, communicate and influence within the council, across partners and with the wider local and central government community to champion the council's approach to unified public services. Foster the bringing together of local services and decisions across agencies to reduce demand and help communities more independently support themselves.

6 Business change and culture

Lead, develop and ensure implementation and review of change management programmes to deliver continual improvement. Assist the Chief Executive, Strategic Directors, Directors and Assistant Directors in developing a single council-wide corporate culture to engender a strong and shared approach to delivering services and provide better support for staff to deliver savings.

7 Compliance, Governance and Ethics

Ensure that all activities within the service comply with the council's constitution, Standing Orders, financial regulations, health and safety and safeguarding responsibilities and that effective systems operate within the service to manage performance and risk.

8 Equality and diversity

Uphold and promote the aims of the council's equality and diversity policies to ensure non-discriminatory practices in all aspects of work, and that diversity is embedded in everything, from workforce planning and policy development to planning service delivery.

9 Embracing Change and Technological innovation

Ensure the service supports the Council by developing an approach that empowers problem-solving, including creative thinking, decision-making, and solution generation. Deploy a range of advanced tools and techniques to identify actionable and sustainable solutions to address root causes. Sets the agenda for change and foresees the impact of change and is influential and owns the full cycle structure for change, owning the objectives and programme of change.

Service focused responsibilities

- 1 Drive and embed a planning, programme and project management culture and lead 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 Ensure and embed “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 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 Prepare and present appropriate 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. The role will be a key contact and supporter of the Council’s Governance and Audit Committee or any alternative Constitutional arrangement.
- 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 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 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. Make a major and sustained contribution to develop, drive forward and integrate the necessary change to influence the Council’s improvement and become an excellent Authority.
- 12 Responsible for communicating corporate goals, values and objectives and all associated tasks relating to health and welfare of staff which will include, carrying out

staff appraisal (to ensure key objectives are met), coaching and mentoring in order to assist with career progression and ensure staff operate within a learning culture and ensuring corporate standards are met, for example management of sickness absence.

- 13 Rapidly assess the implications of all emerging and potential issues / new policies and ensure the Director of Finance is promptly and fully briefed.
- 14 To deputise for the Head of Internal Audit, Risk, Business Development and Improvement as required.

Dimensions of role (direct/ indirect as applicable) e.g. total number of staff managed/ total budget/ total scope of role
<ul style="list-style-type: none">• The team consists of a minimum of 1 member of staff but with a remit to ensure maximum co-ordination of resources across senior management and external agencies.• Budget responsibility will be circa £50k but with a remit to identify and assist in the delivery of savings and improvements in all areas of the council.• To regularly meet with very senior leaders within the Council, BCFT and other statutory partners and elected councillors to promote the council's business and to investigate and develop improvement opportunities.

Structure Chart (role of direct reports)

Deputy Head of Business Development and
Improvement

Finance Manager - Business Development and
Improvement

Person specification – Deputy Head of Business Development and Improvement

Qualifications	<p>CCAB / CIMA or overseas equivalent</p> <p>Project and / or Programme Management e.g. PRINCE II</p> <p>Degree qualified</p> <p>Evidence of sustained personal and professional development</p>
Experience	<p>Substantial experience, evidenced by a track record of success, leading and developing a significant organisational function or service in a large multi-disciplined organisation with comparable scope, budgets and resources</p> <p>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.</p> <p>Evidence of successful resources management in a multi-disciplinary environment, as well as a successful track record in managing large budgets, business planning, 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.</p> <p>Demonstrable experience and success in leading edge management of projects and continuous improvement, managing and successfully delivering a number of projects simultaneously and a knowledge of project management and of implementing and operating major changes to service provision</p> <p>Successful track record at a senior management level of achieving improved key priority outcomes in a comparable organisational context and environment.</p> <p>Experience in the development, presentation and implementation of complex strategy and policy in a relevant area.</p> <p>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.</p> <p>A track record of promoting, leading and implementing change</p>

	<p>programmes, delivering customer focused services, improving service quality, operational performance and culture.</p> <p>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.</p> <p>Tangible evidence of leading and motivating people; developing a high performing culture with continuous service improvement and effective performance management.</p> <p>A track record of promoting and delivering positive solutions to achieve diversity, equality of opportunity and preventing discrimination.</p>
Skills and knowledge	<p>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.</p> <p>Proven ability to manage political and cultural issues and deliver project, programme and change management programmes.</p> <p>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.</p> <p>Ability to translate strategic objectives into operational plans.</p> <p>Ability to deploy advanced interpersonal skills to inspire, motivate, coach and develop team members to high levels of performance.</p> <p>Advanced relationship and stakeholder management skills and skilled in written and verbal communication to influence and engage others effectively.</p> <p>Excellent financial and budget management skills with the ability to deliver economies through creative and efficient working practices.</p> <p>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.</p> <p>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.</p>

	<p>Ability to form sound, evidence-based judgements, find solutions to complex issues and problems, assessing risks and taking responsibility</p> <p>High degree of self-awareness, with the ability to own mistakes and move quickly to develop contingency and / or mitigation strategies</p> <p>IT literate and able to manage information systems as necessary</p> <p>Communicates effectively (written/verbal) and with confidence, providing clear, balanced advice and guidance.</p>
Other requirements	<p>Prepared to take an active role in the District affairs outside usual office hours, including weekends and holiday periods</p> <p>This post is subject to DBS requirement</p>

Relevant experience requirement: Essential for shortlisting	
The applicant is required to provide evidence of having previously spoken fluently/ provided effective written reports to members of the public and in a committee setting.	
Extensive (minimum 5 years) relevant experience in an audit/risk environment, at a senior level, in a large, complex organisation.	
Communicates effectively (written/verbal) and with confidence, providing clear, balanced advice and guidance.	
Experience of working cooperatively in multi-disciplinary teams to deliver cross-sector/service projects.	
Demonstrates a record of achievement in leading, developing and motivating a team of finance professionals, fostering a culture of commitment to secure service improvement.	
Core Employee competencies at manager level to be used at the interview stage.	
Carries Out Performance Management – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.	
Communicates Effectively - 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.	
Carries Out Effective Decision Making - 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.	
Undertakes Structured Problem-Solving Activity - 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.	
Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.	

Management Competencies: to be used at the interview stage.
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Strategic Awareness	Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.
Leadership	Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.
Delivering Successful Performance	Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.
Project and Programme Management	Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.
Developing High Performing People and Teams	Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.
Working Conditions:	
May be required to work occasional evenings, weekends and Bank Holidays as required by the needs of the service. Must be able to travel to locations within the Bradford district, and outside of the district as and when required. Flexible and hybrid working arrangements apply. 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.	

Completed by:	Michael Thomas	Date:	18/7/24
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