

Job Description

Job title: Executive Director – Resources

Grade: Spot **Post number:** 000038

Directorate: Resources

Job Purpose

- To be responsible to the Chief Executive for the management and development of the functions allotted to the GLA's Resources directorate and to be an active member of the Chief Executive's Corporate Management Team.
- To provide corporate support to both the Mayor and the Assembly and to act as the GLA's Chief Finance Officer under Section 127 of the GLA Act 1999.
- To deputise for the GLA's Chief Executive.

Principal Accountabilities

- Responsible for the management and development of the functions allotted to the Resources directorate. Currently:
 - Finance
 - Resilience and Facilities Management
 - Human Resources and Organisational Development
 - Information Technology
 - European Programmes Management
- Developing an integrated support function which provides professional, customer-focused expert advice. Operating as a centre of excellence in enabling the GLA and its partners to function more effectively.
- Acting as the GLA's corporate lead on the following cross-cutting issues:
 - The allocation and prioritisation of resources throughout the GLA Group through the annual budget setting process
 - Value for money and continuous improvement through:
 - Performance managing the GLA and its Functional Bodies
 - Effective operational management practices – developing and implementing more efficient and effective processes and enablers
 - Exploring the scope for shared services across the GLA Group
 - Conducting annual efficiency exercises.
- Lead the Resources Directorate Management Team so as to co-ordinate the delivery of corporate priorities across the directorate's teams.
- Monitor delivery of corporate priorities across the directorate and set a goal of continuous improvement for all teams and individuals.
- Implement the GLA's programmes and policies within Resources, particularly by minimising bureaucracy and maximising resource allocation at the point of delivery.

- Effective leadership and management of the Resources directorate. Developing the long and short-term capabilities needed to support GLA objectives, employing effective performance management (through the setting of stretching objectives and allocating resources to meet agreed objectives) on time and to budget.
- Provide financial advice to the executive (the Mayor and his appointees) and scrutiny (the Assembly and its committees) arms of the GLA and ensure that the GLA maintains a balanced budget in accordance with the duties of the Chief Finance Officer under Section 127 of the GLA Act.

Generic Accountabilities

As a member of the Executive Team you will have collective responsibility, under the overall direction of the Head of Paid Service, for:

- Providing effective leadership to all GLA teams, acting as a role model for our people and ensuring the development of a culture and core values which enable the GLA to continuously improve and innovate.
- Working closely with the Mayoral team to ensure the effective development and maintenance of corporate policy development- keeping abreast of plans across the GLA group and ensuring a comprehensive knowledge of the needs of the local community.
- Develop and implement corporate and strategic approaches to ensure a framework for the achievement of the GLA's objectives.
- Ensuring effective corporate management of resources, (people, organisation, structures and management systems), regularly reviewing and re-prioritising these to ensure effective utilisation.
- Representing the GLA, supporting and promoting its activities and acting as a 'champion' of any corporate initiatives, often taking a lead role on these.
- Establishing and maintaining good internal and external stakeholder relations- with the Mayoral team; Assembly members; Unions; Functional bodies; Local Boroughs; London's communities.
- Realising the benefits of London's diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of London's communities.

Dimensions

Accountable to: Head of Paid Service

Accountable for: Operational management and development of the GLA's Resources Directorate

Person Specification

Education/qualifications

- A CCAB qualified accountant

Previous experience

- Extensive experience at senior management level within a local authority, Government Department / Agency or similar high profile organisation with comparable scope, responsibilities, budget and resources.
- A strong track record of building capability and managing change across a range of professional functions and support teams. Experience of developing shared services would be beneficial.
- An in-depth understanding of financial management across multi-disciplinary functions and of budget formulation, setting and monitoring across a number of disparate bodies.
- Successful experience of providing professional advice in the areas covered by the post's responsibilities, and experience of building trust and confidence with elected members (or similar office holders) within a democratic process.
- Successful experience of building effective, productive and relevant working relationships, both internally and externally, with a diverse range of senior stakeholders including in high profile political environment.

Skills/abilities

- Strong operational management skills with a successful track record of developing and implementing performance management frameworks; setting challenging performance measures and ensuring their delivery.
- An ability to lead a group of teams providing robust expert advice and support in a political environment. Demonstrating added value in all activities.
- Proven successful leadership and operational management of large multi disciplined teams: establishing performance measures and raising performance levels; developing critical capabilities; leading through organisational changes-effectively dealing with uncertainty and areas of conflict to ensure current and future success.
- Proven skill in successful management and participation in the formulation of corporate objectives, policies and strategies within a large multi-discipline organisation.

Knowledge

- Sound understanding of and experience of financial management across multi disciplinary functions, including budget formulation and financial monitoring.
- An understanding of devolved government, and experience of operating successfully within complex decision making structures, and negotiating successful outcomes.

Aptitudes

- An inspirational leader, visionary and visible; able to lead by example. Empowering, enabling, motivating and developing others.
- A highly effective communicator with strong influencing skills, able to inspire confidence and trust at all levels
- A skilled stakeholder manager with first class interpersonal skills, able to inspire confidence and trust at all levels. The gravitas to make an impact at the highest levels.
- A strategic operator with the tenacity and personal drive to deliver continuous performance improvements and lead transformational change. The ability to apply sound judgement in responding quickly to fast moving priorities whilst also identifying and working towards longer- term goals
- A corporate player acting with integrity, professionalism, energy and drive in the best interests of the organisation and in accordance with the agreed strategic direction.

Equalities

- Clear achievement in promoting equality of opportunity.

Reasonable adjustment

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.