

AGENDA FOR

HUMAN RESOURCES AND APPEALS PANEL

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To: All Members of Human Resources and Appeals Panel

Councillors: R Caserta, T Holt and T Rafiq(Chair)

Dear Member/Colleague

Human Resources and Appeals Panel

You are invited to attend a meeting of the Human Resources and Appeals Panel which will be held as follows:-

Date:	Wednesday, 10 June 2020
Place:	Virtual meeting
Time:	4.00 pm
Briefing Facilities:	If Opposition Members and Co-opted Members require briefing on any particular item on the Agenda, the appropriate Director/Senior Officer originating the related report should be contacted.
Notes:	

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

Members of Human Resources Committee are asked to consider whether they have an interest in any of the matters on the Agenda, and, if so, to formally declare that interest.

3 CORPORATE CAPACITY PROPOSALS *(Pages 1 - 36)*

A report from the Chief Executive, Geoff Little is attached.

DECISION OF:	Human Resources & Appeals Panel and Council Cabinet
DATE:	10th June 2020
SUBJECT:	Senior Management Capacity
REPORT FROM:	Cabinet Member for Corporate Affairs and HR, Councillor Tahir Rafiq
CONTACT OFFICER:	Geoff Little, Chief Executive
TYPE OF DECISION:	CABINET (KEY DECISION)
FREEDOM OF INFORMATION/STATUS:	Public
SUMMARY:	The Council and CCG agreed an integrated structure for the two organisations in January 2020, including an intention to include transformation capacity. This report sets out an update on recruitment to the agreed structure including leadership of the transformation programme.
OPTIONS & RECOMMENDED OPTION	<p>Cabinet is asked to endorse the recommendations as a basis to undertake a formal consultation exercise:</p> <ul style="list-style-type: none"> • One of the two Deputy Chief Finance Officer posts is reconfigured into Director Financial Transformation and Deputy Chief Finance Officer at Chief Officer Band H, for which additional costs will be met from transformation funding. • A Programme Manager is appointed at Chief Officer Band A with responsibility for the governance of the overall transformation programme. • Members thank Karen Dolton for her service to Bury Council and recruitment to the post of Executive Director Children and Young People is approved to commence immediately. • That the post of Assistant Director Education be deleted and replaced by a post of Director of Education with recruitment to commence on the appointment of the Executive Director Children and Young People. • To approve the long term secondment of an officer, with a remit to lead the implementation of the neighbourhood model including continuation of Community Hubs.

	<ul style="list-style-type: none"> • A new post of Assistant Director Public Service Reform at Chief Officer Band D is established and recruitment begins as a matter of urgency. • A new post of Executive Policy and Research Advisor is established.
IMPLICATIONS:	
Corporate Aims/Policy Framework:	Do the proposals accord with the Policy Framework? Yes No
Statement by the S151 Officer: Financial Implications and Risk Considerations:	<p>The additional annual cost of the proposal is £0.514m of which £0.130m is for a three year period. At this stage it is assumed that the cost of the Director of Education is cost neutral and can be contained within existing resources.</p> <p>It is proposed that the short term costs of £01.30m be met from the council’s transformation reserves that was established as part of the 2020./21 budget setting process. The remaining £0.384m will be a first call on the corporate capacity budget that was included in the 2020/21 budget and was established on an ongoing basis. Whilst it is recognised the council faces significant financial challenges it was recognised that in order to deliver a transformed organisation and deliver savings in future years that capacity within the core of the organisation was needed. This proposal addresses some of this capacity issue.</p>
Equality/Diversity implications:	
Considered by Monitoring Officer:	<p>The Council has a wide discretion to create a senior manager structure to reflect the current needs of the Organisation, apart from the requirements to have certain statutory posts. The proposals within the report will require amendments to the delegation scheme within the Constitution, if approved. In addition the Council has various policies and procedures regarding recruitment and selection which should also be followed when these posts are recruited to, to ensure equality.</p>
Wards Affected:	ALL

Scrutiny Interest:	Overview and Scrutiny Committee
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1. Introduction

1.1. In January 2020 the Council's Cabinet agreed structure proposals within which the Council and the CCG will operate as a partnership across the following departments and single commissioning function:

- The Department of Operations
- The Department of Corporate Core Services and Finance
- The Children and Young People's department
- The Business Growth and Infrastructure Department
- The One Commissioning Organisation

1.2 In setting the budget for 2020/21 the Council approved the following investments in transformation:

- £1m revenue resourcing for critical mainstream capacity gaps, which were highlighted to include finance skills; policy/reform and ICT/Digital.
- A reserve to fund internal transformation in recognition of the outdated ICT infrastructure; legacy processes which are a barrier to efficiency and the delivery of the Council's vision for the future. This also included a recognition of the need to invest in staff training and development.

1.3 Executive Directors were tasked with developing detailed structures for their departments, within established resources, which were to be subject to separate approval. Since then the management team structure for Operational Services has been approved by the HR and Appeals Panel on 27 February 2020. The structure of the One Commissioning Organisation has been approved and an Executive Director for Strategic Commissioning was appointed on 19 May 2020. Further proposals for the Corporate Core are included in this report. The structure of the Children and Young People's Department requires no change at this time, other than appointments to the Executive Director and Assistant Director roles proposed in this report. Proposals for the structure of Business, Growth and Infrastructure Department will be brought to the next available HR and Appeals Panel. Proposals for the Corporate Core, including corporate communications, are planned for the July Committee cycle.

2. Background

2.1. Progress in implementing detailed structures and developing a formal transformation programme was temporarily halted because of the COVID-19 emergency. Furthermore, as a result of the emergency the Council now faces a number of urgent challenges including:

- Continuing to lead Bury through COVID-19 and delivering a recovery strategy that gets the Borough back on track with delivering our priorities for Bury 2030, which will continue to be the most significant challenge for the next year and probably beyond.
- The scale of recession, the impact on the future of Bury people and communities and the impact on the Council and CCG budgets will require an effective and resilient senior management team.
- As well as supporting the Council's response to and recovery from COVID-19, the Executive Team will need to deliver the Council's existing priorities

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including the environmental strategy, protecting the vulnerable, Town Centre strategies, Radcliffe SRF, Town of Culture, the Housing Strategy, the Neighbourhood Asset Review and delivery of housing on Council owned land.

- In conjunction with local NHS leaders the Council will need to respond to the ongoing challenges of maintaining the capability of the Borough's health and social care system to cope with COVID-19 cases and to deliver substantial changes to local services through the recovery stage.

2.2. The emergency response has also been a catalyst for some transformed aspects of service delivery. A creative senior management team adept at managing change will be required to capture these aspects of the transformation and embed them in normal practice going forward. The opportunity to build back better will build on some of the recent key achievements:

- Partnership working between health and social care teams has been a key enabler of our response and validates the need for leadership to embed this within recovery.
- The swift establishment of Community Hubs and engagement of the Integrated Health and Care Neighbourhood Teams have been central to meeting the strategic objective to reduce transmission and proven the case for the neighbourhood model.
- The Council's Enterprise Agreement with Microsoft was implemented within a two week period and facilitated immediate remote working capabilities for all Councillors and staff.
- Payment of over 2000 business grants and implementation of local and national hardship arrangements for local residents has been achieved through the re-prioritisation of the work of the Revenues and Benefits team and the redeployment of staff into a new temporary Business Engagement team.

2.3. In the context of emerging thinking on the emergency recovery stage it is timely to return to capacity planning. This paper therefore sets out proposals for:

- recruitment to senior management vacancies in the Children and Young People's Department
- proposals for the transformation programme scope and capacity

2.4 As the proposals constitute a change to the Council staffing establishment, a period of formal consultation will take place in accordance with the Council's agreed policy and procedures.

3. Children and Young People Department

3.1 The **Executive Director of Children and Young People (DCS)**, Karen Dolton, has announced her intention to retire. Members are asked to thank Karen for her contribution over two spells at Bury Council and her leadership latterly as DCS over the last 3 years. It is proposed that recruitment for a successor begins immediately, within the following timetable:

- advertisement and executive search in June 2020.
- assessment during July 2020.
- appointment in August 2020 with the new post holder taking up post by November 2020 at the latest.

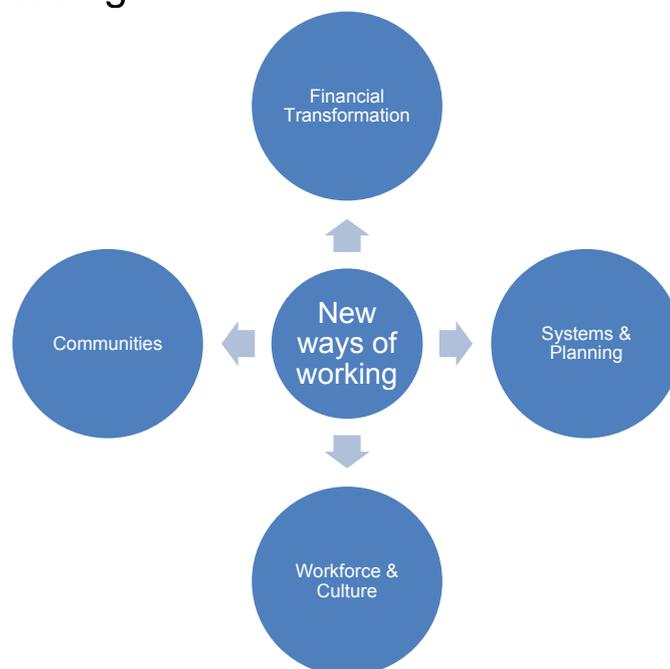
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- 3.2 Karen Dolton has agreed to remain in post until an appointment is made.
- 3.3 The post of Assistant Director Education and Inclusion has been substantively vacant for some time and covered by an interim manager. The planned interim work is complete and improvements in education services have been reported, on the basis of Ofsted feedback and pupil attainment. It is therefore proposed that recruitment for a permanent post is progressed and a **Director of Education** is appointed as described below; the current interim manager will remain engaged until the new appointee takes up post:
- The post will be reconfigured to hold accountability for education services only. Responsibility for inclusion will move to the Assistant Director Early Help. The post will report to the Director of Children's Services on a day to day basis but to the Chief Executive direct for education strategy, which is why the post has been uplifted to Director status.
 - The post will be advertised immediately once the new DCS has been appointed, in order that they may be involved. As such the process is scheduled to begin in August 2020.

Job descriptions for the Director and Executive Director post will be finalised by the Appointment Panel prior to recruitment commencing.

4 Proposed Transformation Capacity

- 4.1 Reports to the Human Resources and Appeals Panel and Cabinet during 2019 and most recently in January 2020 have been clear about the need to enhance corporate capacity to improve the quality of support services; enable delivery of savings plans and to provide the platform to meet Bury 2030 ambitions. This report has set out the specific additional challenges now faced as a result of the COVID emergency.
- 4.2 A multi-year transformation programme is required to respond to these challenges, to address priorities including strategies which relate to the use of resources; systems; internal processes; governance and culture. Meeting this scale of ambition will require a dedicated team with a balance of expertise as described below. The team will all report to the Deputy Chief Executive (Corporate Core) other than financial transformation which will be accountable to the Joint Chief Financial Officer as Section 151 officer but under the direction of the DCE for specific work identified in paragraph 4.3.6 below which is integral to the Council's internal transformation programme. The team has been designed as a mixture of employed, seconded and fixed term, contracted resource.



4.3 Financial Transformation

- 4.3.1 The Council and Bury CCG were facing budget pressures as we went into the COVID-19 crisis. The Council was already facing a £23m funding gap for the four years to March 2025 and the CCG was facing a gap of £44m for the same period. As we move from crisis towards recovery the position has become considerably worse. The Council is facing further COVID-19 related pressures of c£21m in the current financial year and both organisations have a lack of clarity on future financial settlements and frameworks at a time of unprecedented economic risk.
- 4.3.2 This challenge requires the strongest possible financial stewardship. The leadership structure for finance agreed in December 2019 includes a Joint CFO for the Council and the CCG and two Deputy CFOs. This structure is designed to provide experience and expertise in both Local Government and NHS financial management and to combine these skills to take full advantage of the single commissioning function under the SCB.
- 4.3.3 The combined management of the Council and CCG budgets has worked well under the Joint CFO appointed in June 2019. A recruitment campaign last year for the Council Deputy CFO post-was unsuccessful but the subsequent appointment of an interim Deputy CFO has brought new clarity and focus to the Council's budget.
- 4.3.4 There is now an urgent requirement to build on these strengths by filling the second Deputy CFO to provide capacity for the CCG budget and to appoint the current interim Deputy on a permanent basis and at the same time develop the role of that post to support the internal transformation of the Council.
- 4.3.5 A report will be brought to the HRA panel in the near future to complete the restructure of the finance function. The final structure will include skills across both Local Government and NHS finance systems and it will be managed as a whole to have maximum impact on the Borough's economic recovery from Covid-19 and reducing the costs of demand caused by health inequalities and

4.3.6 It is also important to continue the internal transformation of the Council including building capacity for policy, public service reform, digital, organisational development and good governance. Improving internal financial systems is integral to the transformation programme and it is therefore proposed that the role of the Council Deputy CFO currently filled on an interim basis be deleted and replaced by the role of Director of Financial Transformation and Deputy CFO. The role will be a deputy to and accountable to the Joint CFO but will also have a reporting line to the Deputy Chief Executive (Corporate Core) for the following specific transformation objectives:

- corporate leadership and coordination of Council savings and investment plans as part of a new budget and business planning process ;
- further development of the capital strategy and capital gateway process which will be critical to the development of the borough;
- developing the Council's commercial strategy, including reviews of traded services

4.3.7. The new role will be advertised internally. It is proposed that the interim Deputy CFO is able to apply for the role on the basis of a proposed extension of the spirit of the Agency Workers Directive as the individual has been working in the Council for more than 12 weeks and was competitively assessed for the current role which is more than 60% comparable to the proposed new post.

4.3.8 The operational and strategic accountabilities of this role will make it an Executive Director Grade post at Band H (£116,161 to £126,989). The Director of Financial Transformation and Deputy CFO will be included in the Executive Management Team; formal and informal Cabinet meetings and will provide direct advice to the Chief Executive.

4.3.9 The majority of cost for this post is provided for within existing revenue budgets; the additional costs of the higher grade will be identified from transformation revenue funds.

4.3.10 The post will be subject to regular review as transformation activity progresses and in the context of the delivery of the Council's strategic financial plans. (The Job description is attached at appendix 1)

4.4 Communities: Neighbourhood Model and Community Hubs

4.4.1 A Programme Manager seconded to the Council since September 2019 has been leading on the establishment and leadership of the Community Hubs. It is recommended that this arrangement is extended for a 3 year period and the individual is given substantive responsibility as **Director of Communities** for the following:

- leadership of the neighbourhoods workstream within the COVID-19 response and recovery.
- the development of sustainable models for the Community Hubs, at the heart of a new neighbourhood model (see appendix 2).
- integrating the Community Hubs and the health and care integrated neighbourhood teams, other public services at neighbourhood level and wider volunteering and mutual aid organisations.

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4.4.2 It is also recommended that a new post of **Assistant Director - Public Service Reform** is established. This post holder will report into the Chief Information Officer and be responsible for:

- taking forward the Bury 2030 strategy as an inextricable aspect of recovery planning, including the engagement of partners and development of system change methodologies and evaluation models.
- developing the “early help” component of the neighbourhood model, where all public services outside health will work together to share information as a basis for early intervention and targeted resources in complex casework.
- developing working relationships and engagement models across the three teams in each neighbourhood, across the borough, to ensure a single “voice” and delivery network for every place is developed.
- This post will then assume responsibility for community delivery at completion of the tenure of the Director of Communities.

4.4.3 The post has been evaluated at Chief Officer Band D and will be subject to external advertisement and competitive recruitment process. (Job description attached at appendix 3).

4.5 Systems and Planning

4.5.1 It is likely that some short term additional resources will be required to support existing leadership with the system and planning workstream of the outline transformation programme. Proposals for such capacity will be presented to the Human Resources and Appeals Panel when scoped. An indicative remit of the priorities for this workstream are proposed to include:

- Establishment of a single, streamlined approach for all internal processes across the Council and CCG.
- Development of skills, processes and IT infrastructure to enable joined up digital delivery across the Council and CCG.
- Optimising the functionality of current systems digital architecture to optimise use of current resources and contribute to the digital agenda.
- Ensuring the supporting governance structure is robust; integrated across the partnership and enables decision making which is consistent with Bury 2030 principles. To support this work a contractor has been commissioned with a specific remit to update the Council’s constitution and Scheme of Delegation and advise on the skills and development work required to update officer and Member skills accordingly.

4.6 Workforce and Culture

4.6.1 A critical focus within the transformation programme will be the skills and behaviours of our workforce. It is anticipated that a significant investment will be required over time in the leadership and management skills. Further proposals will follow once developed.

4.7 Governance and Support

4.7.1 It will be necessary to produce and manage an overarching programme plan for this work to ensure delivery plans are clear and performance managed; that investment is made on a business case basis and outcomes are tracked. A Programme Manager post is proposed to be appointed at Chief Officer Band A with responsibility for establishing and managing such governance. The

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Programme Manager will report to the Chief Information Officer, as part of the Corporate Policy and Partnership function. The Job Description is appended at Appendix 4.

- 4.7.2 It is proposed to establish the post of Executive Policy and Research Advisor to support the Leader of the Council in the planning activity related to corporate strategy and priorities, together with supporting the Leader in his portfolio for the Greater Manchester Combined Authority. A job description is appended at Appendix 5.

5 Recommendations

It is recommended that, subject to a period of formal consultation:

- 5.1 One of the two Deputy Chief Finance Officer posts is reconfigured into Director Financial Transformation and Deputy Chief Finance Officer at Chief Officer Band H, for which additional costs will be met from transformation funding.
- 5.2 A Programme Manager is appointed at Chief Officer Band A with responsibility for the governance of the overall transformation programme.
- 5.3 Members thank Karen Dolton for her service to Bury Council and recruitment to the post of Executive Director Children and Young People is approved to commence immediately.
- 5.4 That the post of Assistant Director Education be deleted and replaced by a post of Director of Education with recruitment to commence on the appointment of the Executive Director of Children and Young People.
- 5.5 To approve the long term secondment of an officer with a remit to lead the implementation of the neighbourhood model including continuation of Community Hubs.
- 5.6 A new post of Assistant Director Public Service Reform at Chief Officer Band D is established and recruitment begins as a matter of urgency.
- 5.7 A new post of Executive Policy and Research Advisor is established.

6 Financial implications

- 6.1 The additional annual cost of the proposal is £0.514m of which £0.130m is for a three year period. At this stage it is assumed that the cost of the Director of Education is cost neutral and can be contained within existing resources.
- 6.2 It is proposed that the short term costs of £01.30m be met from the council's transformation reserves that was established as part of the 2020./21 budget setting process. The remaining £0.384m will be a first call on the corporate capacity budget that was included in the 2020/21 budget and was established on an ongoing basis. Whilst it is recognised the council faces significant financial challenges it was recognised that in order to deliver a transformed organisation and deliver savings in future years that capacity within the core of the organisation was needed. This proposal addresses some of this capacity issue.

7 Legal implications

- 7.1 The Council has a wide discretion to create a senior manager structure to reflect the current needs of the Organisation, apart from the requirements to have certain statutory posts.
- 7.1 In any form of recruitment, the relevant governance and decision making must be followed. In addition the Council has various policies and procedures regarding recruitment and selection which should also be followed when these posts are recruited to, to ensure equality.
- 7.2 Further to the recruitment, the impact on the current Constitution and Scheme of Delegation will also need consideration and will inevitably require amendments to ensure any newly created and/or renamed posts have the correct delegations.

8 Associated Risks

- 8.1 Proposals in this report mitigate the risks of current capacity gaps which may be summarised as:
- Insufficient capacity to maintain the emergency response and deliver recovery.
 - Failure to meet statutory functions.
 - Inability to secure the financial sustainability of the council through the effective operation of processes, structure and systems.

9 Conclusion

- 9.1 The proposals in this report consolidate the Council's high quality emergency response to date; provide the capacity to maintain our statutory functions and maintain momentum for reform in the context of agreed transformation ambitions and the Bury 2030 strategy.

JOB DESCRIPTION

Post Title: Director of Financial Transformation/Deputy Chief Finance Officer	
Department: Corporate Core	Post No:
Division/Section: Finance	Post Grade: Chief Officer Band H
Location: The post holder will be based within the Bury Campus, however may be required to travel within the locality to deliver the requirements of the role	Post Hours: 37 hours per week in accordance with service requirements

Purpose and Objectives of Post:

1. As a member of the Joint Executive Team, to work with the Chief Executive, Deputy Chief executive, Joint Chief Finance Officer, Executive Directors, Elected Members and Partners to contribute towards the development of corporate strategy, policy, service co-ordination, resource management, partnership arrangements, performance review, communications, budget investment and resource strategies to ensure the overall effectiveness of Council services.
2. As a key member of the Corporate Core Transformation team, the postholder will be the lead officer within the Council for the fundamental transformation of all the Council's financial management culture, systems and related processes.
3. To develop a new operating model for the Council, securing financial sustainability, improved organisational outcomes and efficient delivery of services.
4. To provide direct advice to the Council's Cabinet, Chief Executive and Senior Officers on the Council's budget position and strategy and the financial transformation agenda.
- 4 To provide technical financial leadership for the Council, providing advice and developing long term deliverable financial plans that deliver a balanced budget in line with agreed outcomes and meet the needs of Bury.
- 5 To implement and monitor the Council's financial strategies and plans and to lead the Council's finance input to the Bury Locality Plan, Transformation and Public Sector Reform Programmes.
- 6 Collaborate with the Deputy Chief Finance Officer of Bury CCG and wider system colleagues to ensure:
 - Effective financial planning, reporting and stewardship in relation to Bury "One Commissioning Organisation" resources;
 - Development of an integrated finance team.
- 7 To lead on the financial input to the efficiency agenda within the Council, including reviewing financial processes to optimise the efficiency and effectiveness of these processes and to ensure the finances and resources of the Council are used in the most effective and efficient manner.
- 8 Oversee the management of the Financial Management, Audit, Insurance and Management Accountancy teams and to develop and maintain governance standards internally and as part of the Council's approach to partnership working.
- 9 Oversee the Corporate Procurement and Project Planning section and develop and maintain good procurement and project planning standards both within the Corporate Core and across departments.
- 10 Oversee all aspects of the Revenues Division including the Contact Centre, Council Tax, Revenues and Benefits.
- 11 Oversee the management of the Council's Capital Programme and the development, delivery and monitoring of the Council's Capital Strategy.
- 12 Oversee the monitoring of performance data relating to all financial services.
- 13 Undertake a variety of specific projects (on-going and task/finish) as directed by the Joint Chief Finance Officer.

Accountable to: Chief Executive

Immediately Responsible to: Joint Chief Finance Officer (for all financial management)

Deputy Chief Executive (for the programme of strategic transformation)

Immediately Responsible for: All Senior Officers within Directorate

Relationships: (Internal and External)

Chief Executive, Executive Directors, managers and employees of the Council
Elected Members
Members of Parliament
Officers of other Local Authorities
Software providers
Members of the public
Government Departments and other agencies
External Auditors

Control of Resources:

Financial – co-ordination & control of overall Council budget, including DSG and HRA (gross £580m) and responsible for divisional budget
Personnel – Supervision of staff
Health and Safety: All staff within service areas and compliance with Regulations
Security of data/GDPR: Commercially sensitive/confidential data and records
Security of personal equipment: Laptop, tablet and mobile phone

Duties/Responsibilities:

Transformation

1. To assume leadership, accountability and provide co-ordination of the Council's budget and savings delivery programme.
2. To undertake the development and implementation of internal strategies, including:
 - the capital strategy and programme
 - the Council's commercial strategy
 - internal and external traded services
 - the future relationship between the Council and schools within the Borough (in conjunction with Children and Young People department).
3. To strengthen the governance and assurance functions of the Council, including Internal Audit, by enhancing technical capability and ensuring efficient use of resources.
4. To develop and implement a financial framework consisting of effective processes for financial monitoring that are underpinned by effective and efficient financial systems.
5. To develop and embed wider financial transformation including culture, operating model, financial governance, responsibilities and accountabilities of budget holders.
6. To build effective multi agency relationships within the Team Bury Partnership.
7. To build a positive image and develop effective relationships with local people, local businesses, the voluntary sector, regional authorities and agencies, central government departments, statutory inspectorates and a wide range of other partners to promote the interests of the Borough and to further the Council's strategic aims.

Management

8. To deputise for the Joint Chief Finance Officer
9. To act as Deputy Section 151 Officer
10. To oversee the management of Management Accountancy, Financial Management, Procurement and the Revenues Division.
11. To oversee the management of the Corporate Procurement and Project Planning function, ensuring that all aspects of their responsibilities are linked to efficient strategies.
12. To be a member of the Corporate Core Management Team.
13. To assist the Joint Chief Finance Officer in the preparation of the Financial Services Service Plan
14. To oversee the development, negotiation, implementation and monitoring of Service Level Agreements for all of Financial Services.
15. To provide leadership, support and direction to staff by encouraging, motivating and developing them and promoting/co-ordinating continued professional development.
16. To identify financial and efficiency training needs across the Council and to co-ordinate the provision of financial training in conjunction with the Organisational Development Plan.
17. To be responsible for the performance management/monitoring of all services within own areas of responsibility.
18. To ensure adherence within the Division to the Council's HR policies, including recruitment and selection, disciplinary and grievance procedures.

Integration and Reform

19. To work alongside the Deputy Chief Finance Officer, Bury CCG, in the development of a single Bury "One Commissioning Organisation" Finance Department including: -

Consistent policies, procedures, systems, standards, reporting, etc. - Cross fertilisation of good practice, skills and capabilities.

- 20.To work alongside the Deputy Chief Finance Officer, Bury CCG, in ensuring that resource allocation is optimally effective across health, social care and wider council services.
- 21.To work alongside the Deputy Chief Finance Officer, Bury CCG, in ensuring that the overall Bury commissioning budget is balanced in year and recurrently:
 - Proactive engagement with financial recovery boards and savings programmes
 - Proactive engagement with transformation and reform programmes
 - Proactive engagement with management and mitigation of in-year pressures
- 22.Working with wider system colleagues (e.g. Bury LCO, Northern Care Alliance, Voluntary Sector, Emergency Services).

Strategic Financial Advice

- 23.To develop, implement and monitor the Council's financial strategies and plans and, as part of this process, to ensure consistent financial linkages are developed, maintained and evidenced between all the plans and strategies produced by the Council.
- 24.To oversee the production of the Council's Capital Strategy and other financial strategies/plans as determined by the Joint Chief Finance Officer.
- 25.To oversee the production and publication Council's Procurement Strategy and Delivery Plan.
- 26.To co-ordinate and lead the development of the Council's Priority-led Budget Review Process.
- 27.To provide strategic financial advice across the Council Partners and other Stakeholders on new initiatives/legislation/service changes.
- 28.To take a lead role in developing joint working across the Council, Partners and Stakeholders and develop soundly based productive working relationships.
- 29.Ensure integration across the Council's service plans and financial plans to deliver the Council's Aims and Objectives.
- 30.To oversee the preparation of the Annual Revenue Budget and Capital Programme.
- 31.To conduct negotiations and represent the interests of the Council with external parties and stakeholders.
- 32.To prepare reports, as directed by the Joint Chief Finance Officer, to and for the Chief Executive, Deputy Chief Executive, Corporate Core Management Team, Joint Executive Team, the Cabinet, Scrutiny Panels etc.
- 33.To represent the Joint Chief Finance Officer on Council/CCG/other relevant regional and national working groups.
- 34.To lead and co-ordinate the professional finance input to the transformation and reform agendas, reflecting the needs and priorities of the Council.

Risk Management

- 35.To develop, implement, monitor and report on the development of the Council's approach to Risk Management including development of the Risk Management Strategy, risk assessments and risk mitigation plans.
- 36.To embed the Council's approach to risk management within the budget setting and monitoring processes.
- 37.To be responsible for the production and maintenance of the Council's Statement of Internal Control

Revenues Division

- 38.Responsibility for managing and overseeing the Revenues Division, which includes the following core service areas including Council Tax; Benefits; Business Rates; Corporate

Contact Centre; Corporate Fraud; Subsidy; Welfare Support; Aged Debt; Customer Accounts / Sundry Debts.

Corporate Procurement/Project Planning

- 39.To oversee the development of best practice in project planning and procurement within the Council and across GMCA to achieve best value through smart procurement processes and systems.
- 40.To support and promote procurement projects within the Council and across GMCA, Team Bury and agreed Alliances.

Other Duties

- 41.To ensure that financial decision making and procurement within the Council are undertaken in accordance with financial regulations and standing orders and to provide interpretation and advice.
- 42.To oversee the development of the Council's corporate Financial Management System.
- 43.To contribute as appropriate to Council wide corporate projects, activities, initiatives, strategies.
- 44.To initiate/undertake/participate in strategic and cross-departmental financial reviews or appraisals.

- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

Job Description prepared by:	Sign:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

PERSON SPECIFICATION

SHORT LISTING CRITERIA	ESSENTIAL	DESIRABLE
CIPFA or equivalent qualification & 5 Years Post Qualification Experience and evidence of continued professional development	✓	
Further management qualifications (e.g. MBA) or training (e.g. PRINCE 2)	✓	
Previous substantial experience of working in a senior management position within a political and complex multi-disciplinary organisation	✓	
Detailed knowledge and experience of accounting practices and procedures, financial systems, governance and budgetary control in a public sector environment	✓	
Detailed Knowledge of Local Government Finance and the key Government Initiatives that impact on the Council's finances	✓	
Experience of developing and integrating service and financial planning and the formulation of medium and long term financial planning strategies	✓	
Knowledge and experience of developing a Local Government capital strategy and capital gateway process	✓	
Evidence of strategic, multi-disciplinary working involving the formulation, implementation and evaluation of policies/strategic initiatives within a large, complex organisation	✓	
Ability to review and make recommendations for the future development of the Council's commercial strategy, including experience of reviewing traded services	✓	
Ability to anticipate, keep track of and interpret national, political, financial and other developments as they impact on the finances of the Council, ensuring a proactive approach and advising/informing Members and colleagues	✓	
Proven track record in managing, motivating and leading employees and projects, collaborative working, organisational change and development	✓	
Proven analytical capabilities and to think and plan strategically, corporately, with a creative approach to complex problem solving and delivery with competing deadlines	✓	
The ability to provide clear, concise and understandable advice and information regarding the interpretation of financial data and financial option appraisal to a wide range of individuals, organisations and agencies	✓	

Bury Neighbourhood Model

Three Components of one team in each neighbourhood

Shared case risk stratification
 Early intervention
 Targeted Resources
 Asset-based approach
 Single, active case mgt – keyworker approach

Demand Reduced

Long term conditions; frail elderly; mental health

Health Integrated Neighbourhood teams

Long term conditions; frail elderly; social prescribing
 GPs; District Nursing; Social Work; VCFA

Community Hubs

Community & Voluntary Services

Council self-care services: Paying Well; Living Well; Bury Directory; social prescribing

wellbeing; loneliness; hardship

“Engine Room”

Vulnerable Groups & System data Warehouse

Mental Health; Domestic Abuse; Missing from Home

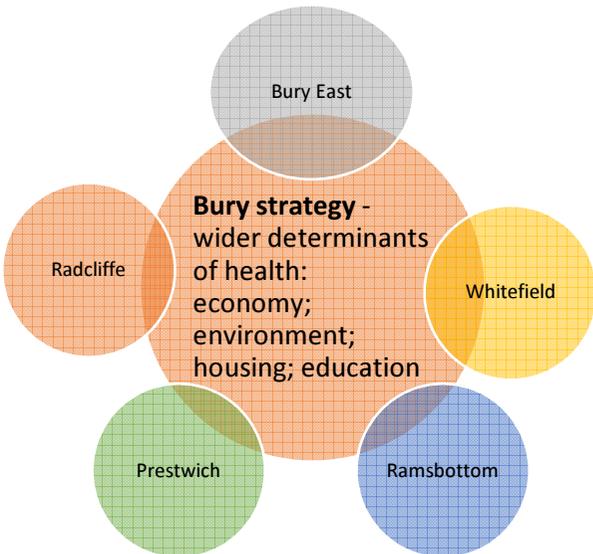
All-age Early Help:

Children’s Early Help: Social Care; schools
 Adult’s early help : Housing; Social Care; GMP; GMFRS; Probation; Council Enforcement; Youth; DWP

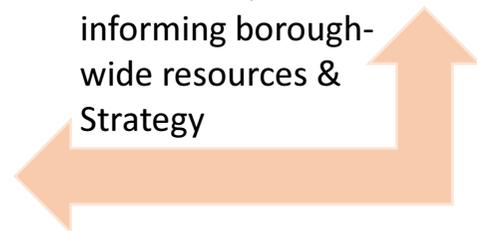
Substance misuse; anti-social behaviour; domestic abuse; exploitation; cohesion

Capacity expands

VCFA Groups
 Faith groups
 CAB
 “Kind Bury”
 Good neighbours
 Tenant Mgt Orgs
 Food Banks



Neighbourhood teams addressing local issues; informing borough-wide resources & Strategy



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Post Title: Assistant Director of Public Sector Reform	
Department: Corporate Core Services	Post No:
Division/Section: Information, Policy and Performance	Post Grade: Chief Officer Band D
Location: The post holder would be based within the Bury campus, however may be required to travel within the locality to deliver the requirements of the role.	Post Hours: 37
Special Condition of Service:	
<p>Purpose and Objectives of Post:</p> <p>Working across the Council, CCG and One Commissioning Organisation this post will take a core leadership role in shaping public service reform through strengthening corporate core services. The post will drive the continuous improvement of a public service model that supports the delivery of our Community Strategy and organisational plans.</p> <p>The post hold will lead and develop a multi-skilled workforce to deliver services that are high quality, flexible and responsive through transforming systems and processes to achieve greater effectiveness and efficiency and sustainable change. Through developing new ways of integrated working across the Borough the post holder will need to work across public, private and VCSE sectors to promote good practice. This will require the post holder to demonstrate strategic leadership in engaging others and co-designing Bury’s public sector reform.</p> <p>The focus of the role will be deliver response and locality focused solutions and will be centred on, but not limited to, four areas of responsibility:</p> <ol style="list-style-type: none"> 1. take forward the Community Strategy (Bury 2030), including the engagement of partners and development of system change methodologies and evaluation models 2. develop the early help component of the neighbourhood model, where all public services outside health will work together to share information as a basis for early intervention and targeted resources in complex casework 3. develop working relationships and engagement models across the three teams in each neighbourhood, across the borough, to ensure a single “voice” and delivery network for every place is developed 4. assume overall responsibility for community delivery once the Neighbourhood Model and Public Sector Reform structures have been agreed. 	
Accountable to: Deputy Chief Executive (Corporate Core)	
Immediately Responsible to: Chief Information Officer	
Immediately Responsible for: Public Sector Reform; Community Engagement; Community Hubs	
<p>Relationships: (Internal and External)</p> <p>All employees within directorate and employees across the Council and CCG All Executive Directors and Chief Officers of the Council / CCG Elected Members and CCG Governing Bodies</p>	

Lead Officers within the Team Bury Partnership, GMCA, regional and national bodies and agencies

Control of Resources:

Financial: Control of Revenue / Capital Budget

Personnel: Control, discipline, training and direction of all employees

Equipment: Ultimate responsibility for all equipment used

Health / Safety: Health, Safety and Welfare of all employees of the service

Duties and responsibilities

Community Strategy & Public Sector Reform

1. Lead of the development of the delivery plan for Community Strategy through engagement with the wider partnership and the co-design of a new approach to public sector reform
2. Development of long-term sustainable plans for the delivery of a neighbourhood / locality model to deliver the objectives of the community strategy
3. Provide leadership to strengthen the partnership approach to the design of the Community Strategy, including broader community led organisations, private businesses and the full public sector.
4. Design and deliver plans to support other senior officers to convert policy decision into action plans and operational models
5. Lead on the delivery of evaluation work to assess the impact of new ways of working and undertaken cost benefit analysis in line with best practice form across GM and beyond, as appropriate.

Early Help

6. Lead the development of a robust and sustainable early help model, located within the neighbourhood model proposed within the Community Strategy.
7. Provide system leadership to support partners to design the approach to delivery, including governance, information sharing and pooling resources
8. Agree approach to prioritisation which can be adopted across the locality to support a risk stratification approach to case management, in line with budget constraints and organisational need

Neighbourhood models

9. Engage and work alongside the GMCA in it's development of Public Service Reform models to ensure the Bury programme maximise opportunities for support (financial and the devolution of responsibilities).

- 10. Develop effective partnerships and models of working that support neighbourhood working, contributing the borough wide Community Strategy Priorities, thereby create a fully functioning public sector reform network.
- 11. Manage multi-disciplinary front-line teams working innovatively at the forefront of place based integrated working and drive continuous improvement of the service through robust quality assurance, safeguarding procedures and management of risk.
- 12. Continuously develop effective data collection and tracking systems including analysis and evaluation frameworks through identifying system barriers and blockages and providing leadership to remove them

Corporate Leadership

- 13. Act as a strategy leader in the corporate core of the council, supporting the Executive Leadership Team, the Departmental Management Team, the Cabinet and all councillors.
- 14. As a key member of the senior managers group, provide direction, support and challenge to drive corporate objectives and ensure the council leads the delivery of services that meet the needs of our residents.
- 15. Supporting the Executive Director in supporting and advising councillors and senior officers on statutory responsibilities and other issues affecting council wide policy, strategy and commissioning.

Resource Management:

- 16. To lead, motivate, direct, manage and develop staff ensuring strategic and operational priorities and work plans are delivered.
- 17. To ensure effective service integration and joint working across the Council and CCG working within and across traditional departmental boundaries.
- 18. As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.
- 19. Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired (see paragraph 203 of supplemental Conditions of Service).

Agreed correct by Postholder:	Sign:	Date:
Job Description Prepared by:	Sign:	Date:
Agreed correct by Supervisor / Manager:	Sign:	Date:

Department for Corporate Core Services

Assistant Director of Public Sector Reform

Short Listing & Interviewing Criteria	Essential	Desirable
Educated to degree level or with a relevant professional qualifications, with evidence of continued professional development	✓	
Knowledge of NHS, Local Government, GM, Public Sector Reform and current issues facing the public sector	✓	
Knowledge of programme and project methodologies and the proven ability to manage projects and programmes	✓	
Experience of working within a political environment providing balanced advice, inspiring trust and confidence on strategic and operational matters	✓	
Evidence of working effectively and collaboratively with a diverse range of professionals and partners, across organisational boundaries, with a proven track record of delivering change and improvement	✓	
A proven track record of working at a senior level, demonstrating organisational culture, values and behaviours in your leadership approach	✓	
Understanding of the national and local political context and experience of analysis and providing appropriate advice to a complex range of stakeholders	✓	
Evidence of leading innovative transformational change that delivers improved outcomes	✓	
Demonstrable understanding of Bury and it's challenges	✓	
Proven analytical and problem solving capabilities	✓	
Proven experience of leading teams with relevant specialisms in a large and complex organisation	✓	

**BURY METROPOLITAN BOROUGH COUNCIL
JOB DESCRIPTION**

Post Title: Strategic Lead: Programme Management	
Department: Corporate Core	Establishment/Post No:
Division/Section: Corporate Policy and Partnerships	Post Grade: Chief Officer Band A
Location: Borough Wide	Post Hours: 37hrs per week (flexi-time scheme)
Special Conditions of Service: Some evening and weekend work will be required Flexible Agile Working Politically restricted	
Purpose and Objectives of Post: To strategically lead on the development of the services directly allocated to the post holder by the Joint Chief Information Officer. To contribute as a member of the senior management team to the formulation of overall strategy for the whole of the Department setting policy and performance targets for service area(s). To effectively and efficiently manage resources as allocated, ensuring best value. To take overall responsibility for the management and delivery of the allocated service area(s). Ensure the Councils's aims and objectives, vision and values are actively promoted and made a reality. To represent the Joint Chief Information Officer as required. From time to time and as directed by the the Deputy Chief Executive to lead on projects requiring specialist knowledge.	
Accountable to:	Deputy Chief Executive
Immediately Responsible to:	Joint Chief Information Officer
Immediately Responsible for:	Service Managers, Team Managers, Staff Groups,
Relationships: (Internal and External) Elected Members of the Council and CCG governing body Strategic Directors and Senior Managers of the OCO Senior team within wider Bury Organisation	

Control of Resources:

Management of service area(s) budgets

Project budgets as required

Stationery, office & ICT equipment

Laptop, mobile phone

Duties/Responsibilities:

Strategic Leadership & Management

- **Strategically lead and manage the service area**
- **Lead on the transformation and change management across the Council and the OCO.**
- **Develop and deliver service development plans, ensuring alignment with the broader strategic aims of the Department and the Council.**
- **Ensure delivery of the overall vision, values and strategic objectives of the Department and the Bury OCO.**
- **Support & foster the development of a positive, forward looking, outcome and customer focused Department.**
- **Advise and brief elected members, through formal and informal mechanisms, as required.**

Service Quality & Development

- **Ensure all activities within the Department are delivered in accordance with legislative, regulatory and other relevant national standards.**
- **Operate and implement effective performance management frameworks to ensure services are delivered in an effective, efficient and ethical manner, including the identification of key performance indicators and the management of appropriate actions to address under performance and enhance positive outcomes.**
- **Investigate and act upon complaints and other feedback in accordance with policy & procedure.**
- **Lead of the management, development and implementation of new systems, processes, procedures and working practices within the Department.**
- **Lead and contribute to project and other working groups with the Department and Council.**

Operational Management

- **Operationally lead and manage Service Managers and Team Managers across service areas.**
- **Undertake appraisal and performance management of reporting service managers.**
- **Ensure appropriate CPD opportunities are available to staff, and that these contribute to the effective performance and development of the Department.**
- **Regularly review the Departmental staffing establishment and structures to ensure alignment with service requirements.**
- **Manage budgets within service areas, ensuring efficient and effective and controlled use of expenditure.**
- **Undertake the commissioning of services.**
- **Effectively manage risk within the Department.**
- **Be accountable for assigned service areas, providing reports to Senior Officers and Elected Members as required.**
- **Chair formal panels to hear cases brought under disciplinary, capability and grievance procedures.**
- **Manage and respond to media enquiries and act as an official spokesperson for the Department & Council.**

Service Specific

- Be responsible for the development and implementation of a structured visual programme management approach to manage the budget recovery programme.
- To develop supporting templates and reporting structure for approach
- To strategically support the delivery of the budget recovery programme through the PM approach
- Provide and co-ordinate appropriate support to staff regarding the PM approach including the development of templates and training
- Provide professional and specialist advice with regards to programme management, transformation and improvement methodology.
- Ensure the programme management approach embedded in all activities of the division.
- Develop the process for scaling up and adoption of approach

General

- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.
- As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

Job Description prepared by:	Sign:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

DEPARTMENT FOR CORPORATE CORE SERVICES
Strategic Lead: Programme Management

<u>SHORT LISTING CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<u>QUALIFICATIONS</u>		
<ul style="list-style-type: none"> • Good general standard of education 	✓	
<ul style="list-style-type: none"> • Management qualification 		✓
<ul style="list-style-type: none"> • Recognised registered professional qualification required for service area 	✓	
<ul style="list-style-type: none"> • Evidence of continued professional, managerial and personal development acquired through degree/diploma, specialist training, management qualifications or equivalent 	✓	
<ul style="list-style-type: none"> • Relevant post graduate diploma or equivalent experience 	✓	
<u>EXPERIENCE</u>		
<ul style="list-style-type: none"> • Substantial experience of the management and delivery of services, strategic planning and HR processes in a local authority or large complex organisation. 	✓	
<ul style="list-style-type: none"> • Experience in effectively managing change initiatives, exploiting new opportunities and gaining commitment. 	✓	
<ul style="list-style-type: none"> • Evidence of success in establishing a performance culture including service planning, target setting, performance appraisal and the management and motivation of diverse staff groups. 	✓	
<ul style="list-style-type: none"> • Experience of successfully leading and sustaining effective partnerships with a wide range of internal and external bodies, including governmental and non-governmental organisations, the private and voluntary sectors. 	✓	
<ul style="list-style-type: none"> • Significant experience of managing financial budgets. 	✓	
<u>SKILLS & ABILITIES</u>		
<ul style="list-style-type: none"> • Demonstrate a coherent vision for complex service areas 	✓	
<u>PERSONAL STYLE & BEHAVIOUR</u>		
<ul style="list-style-type: none"> • A strong leader with a commitment to public service values and high achievement. 	✓	
<ul style="list-style-type: none"> • Demonstrates strong commitment to the promotion of equal opportunities. 	✓	

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<ul style="list-style-type: none"> An enthusiastic and effective leader able to show resilience and tenacity when under pressure and be an effective decision maker in a complex and challenging environment 	✓	
<ul style="list-style-type: none"> A clear commitment to their own professional development 	✓	

CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

The short-listing criteria listed plus the following:

<u>ASSESSMENT METHOD</u>	<u>CRITERIA</u>
Interview / Assessment	Highly developed interpersonal and communication skills, including the ability to negotiate and influence and establish positive relationships with a range of professionals and organisations.
Interview / Assessment	Ability to develop effective strategies in response to new legislation and central government priorities and initiatives
Interview / Assessment	Ability to provide visible and supportive leadership in a complex environment.
Interview / Assessment	Ability to lead, motivate and develop the service's management team and ensure they maintain a culture of change that is team based, performance driven and maintains the motivation of staff.

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JOB DESCRIPTION

Post Title: Executive Policy and Research Advisor	
Department: Corporate Core	Post No:
Division/Section:	Post Grade:
Location: The post holder will be based within the Bury Campus, however may be required to travel within the locality to deliver the requirements of the role.	Post Hours: 37
Special Conditions of Service: The nature of the post will require the post holder to work flexibly dependent on the needs of the job. This can include attending events or meetings outside of normal working hours and working agilely from different offices or home as appropriate.	

Purpose and Objectives of Post:

- To provide high-level policy and research support to the Leader of the Council and Cabinet.
- To provide strategic advice to the Leader of the Council on current issues and other matters impacting on Council policies.
- To research, prepare briefing papers, support policy proposals and prepare responses on a wide range of issues for the Leader of the Council.
- Take responsibility for effective liaison between the Leader and the Chief Executive, as well as other members of the Cabinet and the Executive Team, to ensure smooth operation of policy development and Executive responsibility.
- To support the Leader in his lead role on the GMCA, supporting the specific portfolio of responsibilities.
- To work in conjunction with corporate policy colleagues to drive and contribute to corporate strategy and to ensure this planning activity is aligned to member discussions and decision making.

Duties and Responsibilities:

Policy & Research

1. Deliver accurate and timely advice to the Leader on current issues including advice on local and national policy proposals affecting the people of Bury and the social and economic wellbeing of the Borough, ensuring there are links with Cabinet Member portfolios and members of the Executive Team
2. To research, prepare briefing papers, develop policy proposals and prepare responses on a wide range of issues for the Leader of the Council.
3. Undertake research, read and analyse agenda papers, minutes and reports to identify issues of interest and to prepare briefings for the Leader.
4. Take responsibility for effective liaison between the Leader and the Chief Executive, as well as other members of the Cabinet and the Executive Team, to ensure smooth operation of policy development and Executive responsibility.
5. To work with the Leader to formulate policies and strategies, providing strategic support, advice and guidance to the Leader.
6. To co-ordinate responses to Council questions.
7. To support the Leader in their lead role on the GMCA, supporting the specific portfolio of responsibilities.
8. Maintain a detailed awareness of national issues and developments in local Government policy, process and procedure. Maintain a good level of knowledge on all local government issues, including the Council's Constitution, local government finance, local government law and issues of local Government policy.
9. To work in conjunction with corporate policy colleagues to drive and contribute to corporate strategy and to ensure this planning activity is aligned to member discussions and decision making.

Communications

1. To develop a network of contacts to facilitate both internal and external information gathering to the Council, including national groups and government bodies.
2. To liaise with all levels in the Council to collect information on a wide range of issues, some of which are sensitive.
3. To support the communication of the political priorities of the Leader ensuring that those priorities are conveyed and understood both internally and externally.
4. To support the Leader in developing effective relationships within Greater Manchester.
5. Prepare articles and other written pieces. To proof read and edit articles, press releases and presentations.
6. Support the development and delivery of the Leader's public agenda for Bury and the translation of their vision for the Council into practical strategy with the Council's Communications Team.
7. Support the public relations aspects of the Leader in consultation with the Council's Communications Team.
8. Liaise on behalf of the Leader as required including with external organisations, business, community groups, trade unions, members of the public, other local authorities and the political structures within local government.
9. Ability to create and sustain positive relationships with the Leader that generate confidence, respect, credibility and trust.
10. Provide casework support to the Leader which will involve drafting response and data inputting to a deadline.

General

1. To attend Cabinet, Council, Committee and other meetings to identify areas of research and to assist the Leader when attending these meetings.
2. To monitor publications and identify areas of potential interest to the Leader and to brief the Leader accordingly.
3. To attend internally and externally organised conferences, seminars and meetings and report back to the Leader, spokespersons or members as appropriate.
4. To adopt a flexible approach to work and be able to adapt to continual change, re-assessing or reprioritising across particular projects and areas of work and being able to work under significant pressure with tight deadlines.
5. To undertake all tasks having regard to political sensitivity and strictest confidentiality.
6. Attend, as directed, meetings of the Administration's Group and carry out preparatory and follow-up work as necessary, in liaison with office staff.
7. Undertake other duties relating to the operation as allocated commensurate with the grading of the post.

8. To monitor any relevant budgets.

Accountable to: The Chief Executive.

Immediately Responsible to: Executive Officer.

Immediately Responsible for: None.

Relationships: (Internal and External)

Internal – Leader of the Council, Deputy Leader of the Council, First Deputy, Cabinet Members, Elected Members, Chief Executive, Executive Team, Heads of Service, Senior Managers, departmental colleagues, Employee Groups, Trade Unions.

External – Members of the public, employees of other Local Authorities, Bury Strategic Leadership Group, partners locally and regionally including police, fire, housing, education and the Voluntary, Community and Faith Alliance, the Greater Manchester Combined Authority, Greater Manchester Health and Social Care Partnership, national public sector bodies e.g. Local Government Association, think tanks and academia.

Control of Resources:

Effective use of ICT/ digital equipment and systems.

Other resources delegated to the post holder to support and deliver specific projects.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

<p>Job Description prepared by: Heather Moore, Executive Officer</p>	<p>Sign:</p>	<p>Date:</p>
<p>Agreed correct by Post holder:</p>	<p>Sign:</p>	<p>Date:</p>
<p>Agreed correct by Supervisor/Manager:</p>	<p>Sign:</p>	<p>Date:</p>

DEPARTMENT FOR CORPORATE CORE SERVICES
Executive Policy and Research Advisor

SHORT LISTING & INTERVIEWING CRITERIA	ESSENTIAL	DESIRABLE
Educated to degree level or with a relevant professional experience.	✓	
Experience of working within a political environment providing balanced advice, inspiring trust and confidence on strategic and operational matters.	✓	
Experience of undertaking policy research, development and implementation within a local authority or similar setting.	✓	
Experience of working with, advising and influencing councillors, officers and other stakeholders, developing positive working relationships that generate confidence, respect, credibility and trust.	✓	
Experience using IT systems including Microsoft Office to produce statistics, reports and correspondence as required	✓	
Ability to research and develop strategies, ideas and initiatives and develop realistic and practical policies, proposals and solutions – preparing policy advice briefing notes	✓	
Ability to design, write, summarise and produce excellent quality and accurate documents, e.g. letters, minutes, presentations and reports	✓	
Ability to give clear advice on procedural issues.	✓	
Proven analytical and problem solving capabilities.	✓	
Ability to create and sustain a positive relationship with the Leader that generates confidence, respect, credibility and trust.	✓	
Excellent organisational and planning skills with proven ability to manage projects and programmes, whilst meeting quality and time considerations.	✓	
Excellent interpersonal and communication skills with the ability to effectively communicate with a wide range of people both verbally and in writing	✓	

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Initiative to work independently to solve a range of problems, evaluate risk and make recommendations and/or decisions as appropriate in order to progress a range of work related matters.	✓	
Ability to horizon scan, understand the local, regional and national public sector agenda with a track record of giving the appropriate strategic steer for senior officers and councillors.	✓	
A proven track record of working at a senior level, demonstrating organisational culture, values and behaviours in your leadership approach.	✓	
Demonstrable understanding of Bury and its challenges.	✓	
Knowledge of programme and project methodologies and with proven ability to manage projects and programmes		✓

CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

The short-listing criteria listed plus the following:

ASSESSMENT METHOD	CRITERIA
Test	Ability to design, write, summarise and produce excellent quality and accurate documents, eg letters, minutes, presentations and reports
Test	Experience of working in a high pressured environment using initiative and managing and prioritising workloads within strict deadlines and timescales
Test/Presentation	Excellent oral and written communication skills, including the ability to express complex ideas in simple terms. Presentation, influencing and networking skills.