

**Service Director - Finance & s.151 Officer**

**Candidate Information Pack**

*July 2018*

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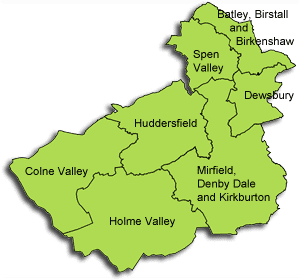
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# KIRKLEES – AN OVERVIEW

As CEO for Kirklees Council I’m very proud to also have lived and worked in Kirklees for a good number of years.  Kirklees is a hugely varied area with a rich legacy of innovation and doing things differently,

with a well-earned reputation for delivering services which are relevant to people’s needs.

We are the biggest district in England that’s not a city – with over 400,000 people.  We have a diverse population and communities covering both urban and rural areas; with some great towns and villages in our area; from Holmfirth, Honley and Huddersfield to Dewsbury, Batley and Birstall.

Set against the backdrop of the Pennine Moors and Peak District parkland, we have some of the UK's most stunning countryside on our doorstep. Our rugged landscapes were made famous during the Yorkshire leg of the 2014 Tour de France, where some of the world’s best battled against the iconic Holme Moss, standing proudly in Kirklees at a height of 524m above sea level.

But our countryside loving visitors don’t just come to cycle; some prefer a slower pace of life and choose to explore our canals. The Huddersfield Narrow and Broad Canals run through Kirklees and Standedge Tunnel is Britain’s longest, deepest, highest canal tunnel, with a visitor attraction

We have some excellent stories to tell, old and new; including a textile industry which still produces some of the finest fabrics in the world, an internationally renowned university and choral society plus great markets and civic architecture, folk and art festivals, museums, galleries and canal walks, the Peak District National Park and 35 micro-breweries in Huddersfield alone.

We are the home of Rugby League and of course Huddersfield Town Football Club, which has recently maintained its premier league status, and our region has a rich cultural heritage too. In autumn the Huddersfield Contemporary Music Festival brings unique artistic experiences to town and performances in abandoned mills and packed commuter trains become the norm. If you are a Trekkie or a Whovian Sir Patrick Stewart comes from Mirfield and Jodie Whittaker from Skelmanthorpe.

Throughout the year, our towns and neighbouring villages come alive with an eclectic mix of plays, music and festivals and, if your inspiration comes from architecture, you’ll be interested to know that Huddersfield has the third highest number of listed buildings in the country, more than Westminster and Bath.

Government funding for local authorities has fallen by an estimated 50% since April 2011. Despite that backdrop, we have responded early and successfully to the financial challenges, and our modern, innovative and proactive engagement with individuals and communities is shaping services to meet their needs within the resources available.

Kirklees has emerged from recession with manufacturing, small businesses, and the public sector at the heart and mainstay of the economic recovery. We have worked hard to continually innovate, making sure that we listen closely to feedback and striving to better use our resources to maintain a clear focus on the intrinsically linked goals of improving life chances for all of our residents and continually striving to reduce inequality across the borough.

Our most vulnerable families are offered tailored support in order that they become better able to influence their own life chances, and as a result, are less dependent on statutory services. Early interaction and intervention with vulnerable older people means they are living healthier and more active lifestyles and as a result, the social care available to them is more responsive to their needs.

Basic skills have improved in the economy driven by high performing schools, and a trend towards higher skills and better-paid jobs. Wealth creation, investment and private sector employment are growing, facilitated by the success of our improved engagement with business.

As we move into the next phase of developing our council to be the best it can be, we need to build on these achievements and take them further, to become a council that:

* Works with people rather than doing things to them – sometimes known as taking a restorative approach
* Continues to keep vulnerable people safe and helps them to stay in control of their lives
* Develops whole system solutions – which means working with other sectors

Focusing on what we are trying to achieve, the difference we are trying to make and who we’re making it for puts residents firmly at the heart of everything we do. Our outcomes describe the difference we’re working to make in all that we do. Focusing on these outcomes will help the Council to be accountable, avoid working in silos and communicate what’s important.

‘We’re Kirklees’ is the way we describe how we work internally within the Council, and also with our citizens and our partners to make Kirklees an even better place to live, work, visit and invest.

‘We’re Kirklees’ describes our aim of responding positively to the financial challenges we continue to face, focusing our resources on making a difference, changing and developing our relationship with residents, and our commitment to working with our partners for the benefit of all the towns and villages within Kirklees. ‘We’re Kirklees’ is about our pride in Kirklees: we’re ambitious for the place and our people and we want to celebrate all that makes Kirklees special.

The era of ‘The Council’ alone making decisions and delivering services to ‘clients’ or ‘service users’ is a model that is no longer sustainable. Changes in society, technology, politics and people’s own lives mean that a transactional supply and receipt of Council services is not sufficient. Building an active citizenship, i.e. a coalition of local people, voluntary sector organisations and businesses, Council staff and councilors, and other public bodies, is now the way we want to shape the future of Kirklees and the places within it.

Because of this approach a new relationship is emerging between citizens, our communities and public services. Effective community leadership has pioneered and supported a greater shared responsibility, with communities enabled to do more through cooperation. Communities, the voluntary sector, social enterprise and partners work together with the Council to provide services and shape outcomes in communities. As a result, communities themselves are becoming stronger and more cohesive. They are vibrant, successful and increasingly more sustainable.

We have a clear vision to make sure that our performance is maintained by ensuring that services are subject to continual internal challenge, primarily by the rigor of our councillors, through their critical role as community champions, articulating the aspirations of the diverse communities they represent.

It’s our staff who make the difference in terms of people’s experience, and in terms of how services actually work or not. Positive employees, who work well with their colleagues in a flexible way are more productive and help us achieve our goals. We look to the future with a sense of pragmatic optimism in the knowledge that the challenges yet to come will be met - and that requires the right culture, the right behaviours and recruiting/retaining the right people (of whom this post is a key element).



Jacqui Gedman

Chief Executive

**Financial Information – Summary**

Financial Management and Accountancy is a support service to the Council (including its schools). It also provides some services to external clients such as West Yorkshire Fire Authority and Kirklees Neighbourhood Housing (KNH). The previous incumbent, Debbie Hogg, has moved to take up a strategic director role at Doncaster MBC.

The Council’s gross controllable budget for 2018-19 is £906m, with a net controllable budget of £291m.

Like all councils, Kirklees Council faces significant financial challenges. The overriding context for the Council’s Medium Term Financial Plan (MTFP) is continuing national funding reductions as part of Government’s approach to reducing the national debt burden. The Council delivered an under-spend of £1.6m in 2017-18. This translates to a headline delivery of £55.6m savings in-year, against a target of £54.0m

The Council has to live within its means not just for today, but for the foreseeable future, and our reserves position reflects a strengthening of our financial resilience over the medium term. This is essential in light of current uncertainty on the national funding landscape for local government post-2020, whilst at the same time, service and cost pressures are anticipated to increase.

Our budget plans include a further £29m savings over the 2018-20 period, to deliver a sustainable and balanced budget. We are also an ambitious Council and our budget plans include significant investment over the period including continuing to support our most vulnerable residents, transforming services, town centre vibrancy and wider economic regeneration.

You will be responsible for a budget of £2m and 63 members of staff. The service aims to utilise our expert knowledge to ensure the effective and efficient running of the Council’s operations. We do this by providing:

* Strategic and directorate financial planning and advice, support to individual budget holders with budget preparation and monitoring, provision of the Council’s principal accounting systems, and preparation of the Council’s statutory accounts.
* Treasury management (ensuring that borrowing costs are kept to a minimum whilst earning interest from cash balances).

In summary, we instil confidence as we lead by example in supporting and developing our teams, whilst also providing challenge, options and solutions. All of which, is underpinned by our expert knowledge and passion to deliver for customers.

**The Role**

**Fundamental purpose of the role**

**Generally, you will be:**

* A Service Director providing lead professional expertise ensuring the Council gets the advice and support it needs, and providing assurance that the Council’s resources are used in the best interest of citizens. Roles at this level lead a significant support function(s), strategic expertise area or complex corporate level projects.

**Specifically, you will:**

* Act as the Council’s statutory s151 officer
* Provide strategic leadership of finance for the Council
* Provide a financial strategy for the Council and support the Executive Team in delivering that strategy

**Responsibilities**

**Generic Responsibilities**

* Act as lead professional, heading a significant support function, strategic expertise area or complex corporate level project, developing medium term business plans driven from intelligence and aligned to the corporate strategy
* Provide leadership for defined expertise/professional disciplines to ensure the Council accesses best practice and delivers quality, intelligence-led outcomes for residents and customers
* Lead, motivate and develop staff to create and support a culture of high quality performance**,** productivity and continuous improvement by developing ownership for problems, successes, goals, initiatives, people and results at the right levels
* Support the development of intelligence-led, long term strategic plans and provide strategic leadership for a function/expertise area or project
* Contribute to the delivery of corporate level objectives, ensuring that service outcomes for internal and external customers are delivered
* Monitor performance and use customer and professional insight to influence development of service and business, ensuring the service is anticipating and meeting customer needs (internal and external)
* Provide guidance and challenge to senior stakeholders including senior officers and elected members

* Lead in identifying and advising/challenging/influencing stakeholders on emerging functional trends, developments, issues, opportunities and innovations in order to support corporate level planning, policy setting and the delivery of improved service (function) outcomes
* Lead, procure and source the right resource (people, financial etc) to commercially demonstrate value for money, ensuring services are delivered within agreed financial parameters
* Provide leadership of service development / delivery to ensure stakeholders are fully informed on risk in relation to non-compliance with relevant legislation, statutory duties and council policies (e.g. procurement, health and safety, risk management), implementing changes/improvements where needed, alerting the appropriate body in the event of failure to abide by regulations, and ensuring that steps are taken to address such
* Play a key role across the city region as a ‘Place Leader’ and developing Kirklees as a key partner within it

**Responsibilities as a Member of the Senior Management Team**

Note that you will attend and be part of the weekly Executive meeting, with a voice at the top table, helping to shape the strategic direction of the Council

* Accountable to:
  + Strategic Directors for the collective achievement of outcomes in line with agreed strategic plans
  + The Executive Team for the quality of services consistent with the framework set by Strategic Directors and the Chief Executive
  + The Strategic Director Corporate Strategy & Public Health for performance appraisal and career development
  + The Chief Executive, on a dotted-line basis
* Responsible for:
  + Regular reporting of performance against outcomes and quality standards
  + Highlighting significant risk to the achievement of strategic outcomes and opportunities to enhance delivery
  + Creating a performance culture within your service areas, which reports on the basis of agreed evidence and policy
  + The delivery of commissioned outcomes utilising professional and specialist expertise of relevant Heads of Service and Senior managers across the organisation/partners

**Specific Responsibilities**

* Undertaking the statutory role of the Chief Finance Officer *‘under s151 of the Local Government Act 1972 incorporating the CIPFA statement on the role of the Chief Finance officer’*
* Providing advice and support in the preparation and maintenance of a forward-looking financial strategy to complement the budget and financial plan
* Making proper arrangements for the collection of income and debt
* Leading the Council’s Treasury management function and taking steps to maximise its tax base in conjunction with other relevant Service Directors
* Providing the professional lead for financial oversight of the Housing Revenue account
* Developing and maintaining an effective single record of local residents entitled to benefits and personal social services so as to facilitate effective support and, where necessary, intervention. This will encompass both benefits administration and the information necessary to manage direct payments and personal budgets of adults and families
* Effective corporate management with other Service Directors to drive standards as set out above in the work of all
* Establishing and monitoring clear service delivery budgets in line with available resources and improvement targets
* Responsible for c.65 staff, all centralised

**Key priorities**

Immediate (first 12 months)

* The budget will have been set, underpinned by our financial strategy; so confirm that the financial strategy is appropriate, and nothing significant has been missed, whilst establishing if there are other opportunities to have been more creative
* Enhance the quality and quantity of financial modelling, to better support our services and better help inform our financial strategy
* Maintain and enhance your personal connections and intelligence gathering re local government finance, direction of policy travel and scenario planning
* Develop future budget timetabling such that public engagement and consultation can be both improved and be seen to be more inclusive

Medium/longer term

* Support and develop an enhanced degree of financial literacy across the Council, enabling individual departments and services to be less reliant on ‘day to day’ financial support
* Lend assistance as we strive to increase the level of commercialisation across the Council
* Develop more creative and innovative models going forward, re ensuring that investment is fully linked to the future sustainability of the Council
* Keep fully in tune and ‘finger on the pulse’ re what is happening nationally re shifts in local government finance, and be able to be ‘fleet of foot’ re working with and providing meaningful support to other corporate enablers across the Council; there should be ‘no surprises’
* With devolution, regional working is becoming a priority; there is thus a need for you to be an advocate for the Council, working collaboratively across broader partnerships and maximising opportunities for the Region

**Key relationships**

* Strategic Director Corporate Strategy & Public Health, & Chief Executive
* Peers re other Service Directors and Strategic Directors/Executive team
* Members, particularly the Cabinet Portfolio Holder for Finance and Leader
* Kirklees College; Kirklees Active Leisure (all our leisure activities has been put into a trust and are run independently); and Kirklees Neighbourhood Housing (KNH), which is an arms length housing body that looks after the housing stock, although the Council holds the Housing Revenue Account (HRA)
* CCG’s and other broader partners in the Region

**The Person**

**Part One - Experience**

Essential

* Qualified to degree level and CCAB qualified
* A track record of substantial and effective leadership in one of the following settings:
  + Accountancy;
  + Financial Advice & Reporting;
  + Risk Management;
  + Internal Audit
* A track record of effectively leading, managing and integrating a wide range of diverse, dynamic and complex services, which has demonstrated your ability to lead through a matrix structure
* A proven track record and ability in driving performance and productivity, and developing the performance of colleagues through ownership and accountability
* A proven track record and ability to build impactful group-wide relationships across diverse service areas, and of working effectively with both internal and external partners.
* Significant experience of strategic planning, improvement and implementation
* A proven capacity and ability to translate complex problems into functional policy using intelligence to develop and evaluate options delivering a strategic impact
* A proven capacity and ability to collaborate, persuade and influence at the highest internal level and at an executive level externally

Desirable

* An existing s.151 officer
* Experience of working in a complex political environment

**Part Two – Skills and Knowledge**

* Personal and professional credibility/demeanour, which easily gains the confidence of members, managers, staff and partners across the Council
* Up-to-date knowledge of external issues (legislative, regulatory, best practice standards etc.) affecting your areas of responsibility
* Excellent people leadership skills and strong sense of doing what’s right for residents and citizens
* Understanding of wider issues in local government, partner organisations, public and private sector

**Part Three – Personal Style, Behaviours and Expectations**

**[See also the comments below from the Chief Executive and Strategic Director Corporate Strategy and Public Health]**

* Is a role model for and champions the Council’s ‘Behaviours and Expectation” [See section on this below]
* Committed to and champions Diversity and Inclusion
* Committed to and champions Safeguarding
* Demonstrates a flexible, creative and innovative solutions focused approach

**Additional context**

**On your behalf, we posed a range of questions to both the Strategic Director Corporate Strategy & Public Health, and the Chief Executive**

**“How is the finance function regarded across the organisation?”**

* *It is well-regarded*
* *As noted earlier, this role attends and is part of the weekly Executive Team meeting; finance and the finance function is taken very seriously, and with both a voice at top table and a dotted reporting line/access to the Chief Executive, you will help shape the strategic direction for the Council*
* *The finance function provides solid financial services that connect well with and across the rest of the services of the Council; indeed, it is good at servicing the nuts and bolts of the organisation*
* *It is fair to say that we had a rocky period two years ago, when we burned through our reserves and failed to deliver agreed savings; however, that situation has now been reversed and we are re-building our reserves and on-track with delivering on planned savings reductions; with that stability, we are now able to focus on the longer term and overall corporate strategy*

**“To what extent is it seen as highly supportive and a ‘partner’ by the rest of the organisation?”**

* *To be honest, the finance function has always been pretty well regarded, because it has historically been pretty ‘can do’ and tried to be creative – so it has been on a journey from being a traditional function for some time*
* *Clearly, we had a setback re the burning through reserves and failure to deliver on planned savings – but we are through that now*
* *Regarding what it will take to get it to be an ‘exceptional’ finance function, the focus probably needs to be on:*
  + *Become more forward-thinking*
  + *What shape and skills does it need for the future*
  + *More focus on intelligence and demographics, and what that might mean financially, re contributing to and informing the broader discussions around the role and shape of the Council*

**“There is much debate currently around the financial viability of many councils around the country. Where does Kirklees stand currently?”**

* *Assuming we get through the next year and achieve our planned savings, then we will probably then have ‘right-sized’ the Council to be sustainable – we do not foresee having to undertake further wholesale change at this point*
* *Our on-going challenge is more about ensuring we develop the right skills base – and needing to keep up with that issue as it changes/evolves*
* *Overall, it is still a tough environment, financially, but we have come through a very difficult period to one where it is now more about re-shaping from the current landscape*

**“Kirklees has had its share of bad news when you faced intervention re the performance of your children’s services”**

* *Yes, there is no escaping that*
* *We are now in a partnership with Leeds, and our latest monitoring reports from Ofsted are positive re the progress that has been made in addressing the issues that they identified*
* *No excuses – but we are addressing that service robustly*

**“How will you measure the performance/effectiveness of your new Director?”**

* *We will always take into account and measure the quality of relationships between all key people, and the confidence they have in you*
* *Having a comprehensive financial strategy is a key deliverable*
* *Having a coherent plan for enacting the next budget timetable, whilst allowing for appropriate/meaningful consultation will be key*
* *Effective Treasury management is always important*
* *And more broadly, your quality of contribution as a member of the Executive Team is going to be paramount; all our recent senior hires have been anchored around ‘being strongly corporate’; as of today, we’d say that there is no member of the top team here that is not ‘corporate’ – so you need to be the same*

**“Building on that thought, what style/persona will be needed for this person to survive and thrive?”**

* *You need to be:*
  + *Collaborative, but still ‘action focused’; you need to deliver and get things done, but do so collaboratively*
  + *Strategic – but still able to ‘get’ and understand the detail, and well able to take a set of complex information and translate it in a meaningful way*
  + *Thoughtful – regarding how you move from ‘a’ to ‘b’*
  + *Creative*
  + *As per above, very corporate*
  + *Focused on your role and the impact on citizens; it’s about outcomes, and not inputs*
  + *Non-hierarchical; more of an enabler*
  + *Mindful that it is a privilege to hold ‘the Ring’ on the financial situation of the Council; such a position should allow you to spot all the inter-dependencies arising from budget decisions and their impact on other parts of the Council; we particularly don’t want decisions that short-term may be right today, but are destined to cause us problems down the road*

**“You are setting the bar pretty high re the calibre of person you are seeking for this role, and the particular blend of persona/working style/chemistry. So what might this person be doing right now/where might they be?”**

* *Most likely to be in a local authority*
* *Possibly not yet a s.151 officer (although that would be fabulous if you are), but definitely aspiring to be such*
* *And if you are have experience of a complex political makeup – that would be great*
* *Possibly pretty frustrated by your current boss/s.151 officer re the way they currently go about business/running the finance function*
* *Possibly frustrated by your current organisation – which has a prevailing culture of being overly cautious, lacking in ambition – and focuses constantly on today and tomorrow, rather than horizon scanning and being innovative*
* *You will most certainly be ambitious – both for the organisation you would ideally like to work for and yourself*
* *You might have previously worked in local government, and taken the opportunity since to broaden your experience*
* *And it is conceivable that you might not be in local government – rather you are in an organisation that works with and alongside or provides services to local government – such as audit/consultancy*
* *Bottom line is that we’d be very interested if you have worked in a place that is renowned for creativity re finance and been perceived of as being ahead of the curve*

**“So, if I am that good and personally ‘ahead of the curve’, why might I make a move to Kirklees and this role?”**

*Any, some or all of the following:*

* *The organisation*
  + *This is an organisation that is ‘on the up‘*
  + *Like a number of others no doubt, we want to be a serious contender for ‘Council of the Year’ or ‘Most Improved Council’ in 2020; yes, we have come through a tricky period, but the whole of the new Executive Team is solidly focused on that ambition – and members are supportive too*
  + *We have turned the curve on Children’s Services and the hiccup in our finances; certainly, that combined burning platform served to spark a culture change towards a focus on outcomes with and for people – not to people*
  + *There is a solid (and more importantly, shared) belief here that we really are at the forefront of creating a really effective corporate services function; like many others in the past, we have been guilty of cutting back too far on the corporate centre; no more – you will be a core part of a re-energising of our corporate centre, driving change and working with partners to deliver outcomes – rather than just being services driven*
  + *We have fresh blood, fresh ideas, and an ambition to be an intelligence-led council, working to the right outcomes*
  + *We are in the early stages of that journey, and our ambition is to commission and budget against outcomes; this role provides a great opportunity to be really innovative in that space*
  + *You are looking to work in an organisation, whose scale of ambition matches your own; and that likely means that we are talking about your wanting to be part of shifting a culture, at a ‘whole organisation’ level, and not just finance*
  + *Local government and the public sector are facing very challenging times, but we always look for opportunities to work within that environment/context to innovate and succeed*
  + *We have elected members who really are ready to listen and engage*
  + *We have a relatively new, very enthusiastic and equally ambitious chief executive, who is great fun as well as highly motivating to work for and with*
  + *We try and flip challenges into opportunities, rather than being reasons not to do things*
  + *We have a strong strategic vision that is approved and supported by the full Council, and this is an opportunity to be part of implementing that vision*
* *The Place* 
  + *It’s a great area in which to live and work*
  + *There is a great quality of life*
  + *Education/schools are top notch*
  + *House prices are low relative to many areas in England*
* *The Role* 
  + *Professionally and intellectually, there is a combination of some key challenges within the services plus stretching ambitions from members that should engage you sufficiently to have the opportunity to make an enormous difference to the Council, and leave a lasting legacy*
  + *We have a huge appetite to work in partnership with both the private sector and other parts of the public sector; you will learn a huge amount here, and build substantial and lifelong networks*
  + *We will challenge you constructively, support you, and ensure that you have opportunities to grow within the role*
  + *You will not be inheriting a broken or poorly performing team, so you won’t have to get immediately distracted by a huge re-organisation, although you’ll be able to make such changes as you can prove are needed*
  + *You’ll be working with a strong peer group, and a good and supportive Executive Team*
  + *You will have the support of a very experienced and effective team*
* *The Rewards* 
  + *The non-financial rewards have been outlined above*
  + *Remuneration is competitive (see below)*
  + *We will assist in re-location, if necessary*
* *Health & Wellbeing as an employer*
  + *We take the health and wellbeing of our employees very seriously*

**“And where does/could this role lead?”**

* *Inevitably, hard to answer; however*
  + *There are always opportunities to be involved in other corporate services; for example, if your interests extended to ICT and you were keen to take that on as well, and if we were persuaded, then that is a real possibility*
  + *Longer term, the routes to more traditional strategic director and CX roles were commonly accountancy qualified – and now, that is much less the case, so being honest, it is hard to make solid promises about a long term career pathway*
  + *However, the previous Service Director – Finance has taken a Strategic Director Resources role at Doncaster, so that route does still apply*
  + *Speaking personally (as Chief Executive), Jacqui has been at Kirklees for 10 years and has never yet seen an aspiring talent leave because we have not re-shaped and given them wider roles*
  + *If you are the upper-tier, ahead of the curve candidate that we are seeking, you’ll do well – whether here at Kirklees or elsewhere*
  + *Above all, we are a loyal organisation; demonstrate that you can deliver and you will be encouraged to grow – FACT*
  + *The bottom line is that if you want to stay here for a while and aim for a more senior role, then that is a real possibility*
  + *Equally, if you aspire to be a chief executive one day, then the potential deliverables and skills to be learned/deployed here will seriously aid you on that journey, and we won’t put any blocks in your pursuing that path*

**Related issues**

This post, as you will expect, is ‘politically restricted’ unless granted a specific exemption.

You will be expected to carry out your duties in line with the Council’s policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, on-going performance management and development, and through Council communications.

Please find below some thoughts on the behaviours that we are seeking to encourage in all our staff as part of our move towards being a forward looking modern Council.

# Our Behaviours and Expectations

We want everyone who works with us to enjoy working here and provide the best possible services to our communities.

We know that kind, positive employees, who work well with their colleagues in a flexible way are those who are the most productive and therefore will help us achieve our goals.

By demonstrating the behaviours we have said we would like to see in our colleagues, we can create a great place to work.

Our Behaviours and Expectations can be found here: <http://www.kirklees.gov.uk/beta/working-for-kirklees/council-behaviours-expectations.aspx>

General Terms and Conditions of Service

Kirklees Council terms and conditions of employment are made up of a national collective agreement negotiated by the Joint National Committee for Chief Officers of Local Authorities.

**Contract**

The appointment is based on a substantive contract.

**Remuneration**

The salary for this role is in the range £85,712 to £98,615 per annum

**Location**

The post is based at the Council’s offices in Huddersfield.

**Pension**

The post is pensionable. Kirklees Council offers the Local Government Pension Scheme (LGPS) through the West Yorkshire Pension Fund. This is a career average pension scheme.

**Annual Leave Entitlement**

Your annual leave entitlement is 27.5 working days plus 8 public holidays per annum, rising to 32.5 after five years’ service. Leave should be taken in consultation with the relevant Strategic Director.

The leave period is from 01 April to 31 March. Employees starting or leaving employment during the year are entitled to leave proportionate to the number of completed days' service during the year.

**Period of Notice**

The post is subject to 12 weeks’ notice on either side to end the contract of employment.

**Probation**

If appointed, you will be subject to a six-month probation period.

**Indemnity**

As you will only be indemnified for duties undertaken on behalf of Kirklees Council, you are strongly advised to ensure that you have appropriate professional defence cover for duties outside the scope of Kirklees Council and for private activity within Kirklees Council. For on call duties provided to other organisations as part of cross-cover out of hours arrangements, Kirklees Council has confirmed that those organisations will provide indemnity for the post holder

**Flexibility**

You may, with your agreement – which should not be reasonably withheld – be required to undertake other duties which fall within the grading of the post to meet the needs of this new and developing service. The employing organisation is currently working in a climate of great change. It is therefore expected that all staff will develop flexible working practices to be able to meet the challenges and opportunities of working within new and existing structures.

**Confidentiality**

You have an obligation not to disclose any information of a confidential nature concerning employees, contractors or the confidential business of the organisation.

**Public Interest Disclosure**

Should you have cause for genuine concern about an issue (including one that would normally be subject to the above paragraph) and believe that disclosure would be in the public interest, you should have a right to speak out and be afforded statutory protection and should follow local procedures for disclosure of information in the public interest.

**Data Protection**

If required to do so, you will obtain, process and use information held on a computer or word processor in a fair and lawful way. You will hold data only for the specified registered purpose and use or disclose only to authorised persons or organisations as instructed with relevant legislation.

**Health and Safety**

Employees must be aware of the responsibilities placed on them by the Health and Safety at Work Act (1974) and its amendments and by food hygiene legislation to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees and visitors.

**Smoking Policy**

Kirklees Council has a policy that smoking is not allowed in the workplace.

**Inclusion and Diversity**

Our Strategy and Action Plan for 2017-21 builds on the Inclusion and Diversity Policy Statement agreed by full-Council in 2016 and reaffirms our Kirklees approach of moving from equality to inclusion:

*“The Council is modernising its approach to equality, inclusion and diversity\*. Our requirement and commitment remains to meet our obligations under the Equality Act 2010 and Public Sector Equality Duty; however, our Inclusion and Diversity Statement is the first step in placing a greater emphasis on moving from equality to inclusion. We will incorporate this positive approach more effectively and routinely in everything we do through respecting diversity, valuing different perspectives and supporting inclusion….”*

**Please note that the profile above is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities, which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with yourself. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.**

**How to Apply**

This guidance contains important information to help with your application.

**General Conditions**

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description please tell us of these in your application. We are committed to making reasonable adjustments to the role wherever possible and it would help us to know your needs in order to do this.

**To apply for this role, we would like you to provide the following:**

* A motivation statement (ideally no more than 2 sides of A4), which explains why you are applying for this role and the contribution, style, skills and experience you will bring to it
* A supporting statement, providing evidence/examples of how you match the key requirements of the role as outlined in Part One ‘essential’ section of the ‘role profile’, and where possible, the key requirements of the role as outlined in the ‘desirable’ but not essential section of the ‘role profile’
* A comprehensive, up to date and current CV ensuring all gaps in employment and education history are fully explained
* Contact details of three referees so that we are able to take up your references if you are shortlisted for panel interview (referees will not be contacted without your permission)
* A completed Equal Opportunities monitoring form. We are keen to ensure that our jobs are accessible to all members of the community and use this data to monitor our progress in doing this

The equal opportunities and monitoring form can be found at the end of this pack.

Please ensure you return the above documents by the end of the closing date (see below), to [**K1062@davidsonpartners.com**](mailto:K1062@davidsonpartners.com)

* Following long listing, you will be contacted directly with an update on the status of your application. In line with the timetable below:
  + Those candidates who are longlisted will be invited to an initial screening interview with our advisors, Davidson & Partners
  + A shortlist will then be selected for final Officer/Member interview (possibly plus additional assessment); in advance of this interview, you will have the chance to have an informal telephone conversation/meeting with Rachel Spencer-Henshall, Strategic Director, Corporate Strategy & Public Health, to whom the role will report

Please ensure that you let us know in your covering letter if there are any specific dates that present you with a problem.

**Indicative Timetable**

**Closing date** Sunday 19th August 2018

**Longlisting** Early August

**Preliminary Interviews** Throughout August

**Shortlisting** End of August

**Informal meetings/conversations** First week September

**Final Member Panel** First/Second week September

If you have any specific queries about the role, or wish to have an informal and confidential discussion, then please call or email our advisors at Davidson & Partners:

Hamish Davidson: [hamish.davidson@davidsonpartners.com](mailto:hamish.davidson@davidsonpartners.com)

M: 07932 698 807

Jack Williams: [jack.williams@davidsonpartners.com](mailto:jack.williams@davidsonpartners.com)

M: 07885 670 504

Colin Horwath: colin.horwath[@davidsonpartners.com](mailto:mark.lawrence@davidsonpartners.com)

M: 07766 104 662

# Further Information:

# <http://www.kirklees.gov.uk/executiverecruitment>

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