

# EPPING FOREST DISTRICT COUNCIL JOB DESCRIPTION

**JOB TITLE:** Director of Resources

**POST NO:**

**DIRECTORATE:** Resources

**SECTION:**

**GRADE:** Director Grade

**CAR ALLOWANCE:** Essential

**POLICE CHECK:** N/A

## **PURPOSE OF THE JOB:**

To support the Chief Executive and the Council in the overall leadership and management of the authority, so as to deliver the Council's vision, priorities, policies and aims.

To play a full part in the corporate and strategic leadership and management of the Council including:

- shaping the development and delivery of corporate plans, strategies, resources, services and reviews of effectiveness, including being an active member of the Council's Management Board;
- leading and facilitating corporate, cross service and organisation working to achieve the most effective services possible for the community and the council;

To have overall responsibility for the strategic and operational management of a group of service areas of the Council.

**DIRECTLY RESPONSIBLE TO:** Chief Executive

**DIRECTLY RESPONSIBLE FOR:** Assistant Director – Human Resources  
Assistant Director – Benefits  
Assistant Director – Revenues  
Assistant Director – Accountancy  
Assistant Director – ICT and Facilities Management

**LIMITS OF AUTHORITY:** See attached sheet.

## **MAIN DUTIES AND RESPONSIBILITIES:**

### **(a) Service responsibilities**

1. To be accountable to the Chief Executive for the strategic leadership, direction and operational effectiveness of the functions within the directorate, and to continuously improve delivery of services; including, but not exclusively;
  - Human Resources, Payroll, Learning & Development and Health & Safety
  - Corporate Support, including post and messenger services and reprographics
  - Revenues and Benefits
  - Treasury and Accountancy
  - Procurement and Invoices
  - Information and Communications Technology
  - Facilities Management and Building Maintenance

2. To ensure that work of the directorate is carried out within the policies, strategies and priorities of the Council.
3. To develop and maintain productive working relationships with statutory agencies and other partner organisations.
4. To plan for and ensure that services are accessible and that stakeholders are fully engaged and participate in the development and improvement of services:
5. To be responsible for leading and advising Council on the specific areas of responsibility of the directorate and for leading on related projects or issues as required.

**(b) Corporate responsibilities:**

6. To provide clear and timely strategic advice, guidance and support to elected members and Management Board.
7. To develop and maintain good communications between and with elected members, officers and employees.
8. To provide confident corporate leadership and a clear sense of direction and purpose that enables the Council to deliver its vision, priorities, policies and aims.
9. To undertake a personal workload of corporate and strategic projects to achieve the objectives of the Council.
10. To uphold the Council's governance mechanisms, ensuring appropriate standards of performance, operational effectiveness, probity and open government are maintained.
11. To form strategic alliances and develop effective working relations with partners, government departments, user groups, business and industry, voluntary sector groups, including championing the interests of the District Council's community, stakeholders and partners.

**(c) Management responsibilities:**

12. To plan for and ensure that the Directorate contains effective and efficient functions including;
  - ensuring the effective recruitment, organisation, deployment, motivation and leadership of the employees of the directorate;
  - ensuring the effective management and development of management information, research and evaluation in respect of the directorate's activities to inform strategic planning, operational decision making, organisational development, service improvement and professional services;
  - ensuring that there are thorough up-to-date risk management assessments, registers and plans within the directorate to inform strategic and operational planning;
  - ensuring that there is effective business continuity and contingency planning within the directorate and that the directorate makes a full contribution to the District's emergency planning arrangements; and

- to ensure that the services provided are supported by a comprehensive business plan, with the aim of obtaining value for money, delivering effective performance management and improvement, and robust and accurate data quality.

13. Through personal example, open commitment and clear action provide employees with positive leadership, to benefit the corporate agenda and to the standards in accordance with the Council's Values and Behaviours.
14. Through personal example, promote the Council's vision, values, policies and priorities and ensure a positive approach to valuing diversity, resulting in equality of opportunity, access and treatment in service delivery, employment and external communications.

**(d) Responsibilities for Health and Safety:**

15. Ensure all employees and members of the public operate in healthy and safe environments, and that the Council meets its statutory responsibilities under Health and Safety legislation.

**(e) Responsibilities for Finance:**

16. Ensure that there is effective financial management of the directorate's revenue and capital budgets.

**POLITICALLY RESTRICTED POST:**

YES

**EXEMPTED FROM THE REHABILITATION OF OFFENDERS ACT 1974:**

NO

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chief Executive)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Post Holder)