

Delivery Lead (Tier 4a)

Job Title	Delivery Lead – Finance Projects
Salary Grade	Hay E
Directorate/Service	Resources Directorate - Finance
Accountable to:	Tier 3 Service Manager, Finance Transformation
Accountable for:	Est. £1m budget and 5 direct reports. Total 11 FTEs plus interim project staff as required.
Politically restricted post	TBC
Delivery teams:	Finance Projects Financial Systems (interim arrangement)

Context

You will play an active role as part of our service team working in partnership with our Commissioning Team Leaders to innovate our service delivery capabilities.

You will support the Service Manager and other Delivery Team Leaders in achieving our organisational vision and outcomes.

You will manage your team to meet the outcomes of the service delivery plan. You will develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary section and customers.

Specific role assignment

Delivery responsibilities	<ul style="list-style-type: none">• To lead and manage the Finance Projects team and Financial Systems team in the provision of advice and support across WCC in line with the Finance Service Offer.• To build and maintain strong working relationships across Finance and Services to optimise the successful provision of the Finance Service offer.• To lead on the delivery of projects both across WCC, (including financial systems development and implementation), and within the Finance Service, which will involve directly leading on specific projects.• To ensure compliance with financial rules, regulations and the financial framework and to develop and implement a project accounting framework against which all projects will be assessed.
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	<ul style="list-style-type: none"> To ensure the effective identification and management of financial risk and make recommendations to senior managers and Corporate Board on the financial viability and sustainability of projects. To optimise of the use of financial resources, including identifying and advising on new opportunities and responding to changes in legislation or regulations. Working closely with Enabling Services, to identify, develop and implement opportunities for systems improvements to meet the digital agenda. <p><i>Note that it is intended that the Financial Systems team, will in due course, transfer to Enabling Services, at which point the postholder will be responsible for ensuring the continued effective liaison between the services to deliver the core joint service objectives.</i></p>
Key business measures	<p>This service does not have any Key Business Measures that are reportable corporately. Individual projects will have specific deliverables which will monitored via Verto and reported to the appropriate Programme Board.</p> <p>Local measures will be developed to monitor and manage performance as the Finance Service offer is finalised.</p>
Specific experience	<p>Minimum of 3 years post qualified experience.</p> <p>Experience of managing a team</p> <p>Experience of working across services to deliver change</p>
Specific qualifications/and registration	CCAB or CIMA qualified
Budget responsibility	Est £1.0m
FTE responsibility (line management)	5 FTEs
Key stakeholder relationships	<p>Service Manager, Finance Transformation</p> <p>Assistant Director, Finance</p> <p>Finance Management Team and their teams</p> <p>Strategic Directors</p> <p>Assistant Directors</p> <p>ICT staff within Enabling Services</p> <p>Transformation Team</p> <p>PMO</p>

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Generic capabilities of the role

Generic Capability	Descriptor
Business Acumen	<ul style="list-style-type: none">• Deliver in year service plan (1 year)• Effective contract and supplier management• Meet budget, savings and income targets

- Contribute to the operational planning of the service with the commissioning team
- Ensure effective contract management arrangements are in place
- Manage costs down, deliver savings and income targets (as applicable)

Generic Capability	Descriptor
Performance & standards	<ul style="list-style-type: none">• Statutory compliance• Professional practice• Procedure compliance

- Execute the statutory or regulatory duties that are in place and delivered across the team.
- Ensure the safe operation of the business and compliance with appropriate regulations and legislation.
- Execute the relevant policies and procedures to ensure the outcomes are delivered.

Generic Capability	Descriptor
Operational management	<ul style="list-style-type: none">• Deliver operational performance objectives• Manage the workforce• Deliver continuous improvement plans

- Meet the service key business measures for the service
- Manage costs down through operational improvement
- Manage and allocate resources to meet key business measures
- Use data and insight to improve service performance

Generic leadership competencies

Capability	Descriptor
People Management	<ul style="list-style-type: none">• Workforce development• Workforce planning

- Recruit and ensure effective onboarding of team members
- Retain and attract the required capabilities of the team through effective talent management
- Set and deliver stretching performance objectives
- Undertake annual appraisals with the team
- Undertake regular 1:1 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

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Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none">• Monitors the service performance framework• Effective service design

- Plan, task, deploy and co-ordinate resources to meet changing operational needs as required
- Monitor, plan and review team outcomes ensuring delivery of personal and team objectives
- Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes
- Identify the capacity of the delivery team through effective workforce planning.
- Develop and implement integrated working across teams

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none">• Deals with performance issues• Maintains business continuity• Role model of how we work principles

- Maintain business continuity in the event of service disruption
- Effectively addresses performance issues within the team
- Enable the team to work in a high performance culture
- Act and operate corporately across WCC adopting the one council approach
- Act as a positive role model for WCC's values and behaviours at all times
- Represent the interests of the Council on external bodies and networks

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WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



Our Behaviours



Strategy... the direction we will take to achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning... the process of how we will plan, purchase and monitor our services



Strategic Commissioning... the process for understanding, planning and delivering services to achieve the best outcomes



Operational Commissioning... the process for meeting need at an individual level or to a specific group



Delivery... providing services to our customers

