

Technical Specialist (Tier 4a)

Job Title	Technical Specialist – Finance Portfolio Lead
Salary Grade	Hay E
Directorate/Service	Resources Finance
Accountable to:	Tier 3 Service Manager
Accountable for:	Contributory responsibility towards WCC revenue and capital budgets for assigned portfolios, in excess of £250m
Politically restricted post	TBC

Context

You will play an active role as part working with Delivery Leads or Lead Commissioners to deliver our organisational outcomes.

As the technical specialist you will provide a high level of expertise in your professional discipline. You will design and shape solutions to achieve the service delivery plans or commissioning intentions.

You will develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary sector and customers.

Specific role assignment

Subject Area responsibilities	<ul style="list-style-type: none">• Provision of technical, strategic and specialist financial advice and support, relating to assigned Portfolio, to Directorate Leadership Team(s) and Transformation Delivery Boards on all aspects of the Directorate's financial position.• Ensuring strong financial governance is maintained in Directorates and that all key risks, issues and opportunities are fully understood and are reflected in Directorate and Corporate financial strategies.• To build and maintain strong working relationships across Finance and the Services to optimise the successful provision of the Finance Service offer.• Lead on key strategic finance issues with Directorates to inform and deliver the council's financial strategies.• Ensuring financial management is carried out in accordance with financial rules, regulations and the financial framework, and organisation policies and procedures.• To provide financial planning leadership to services and advise and work in partnership with managers in the
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	<p>formulation and monitoring and reporting of financial plans, including MTFS savings</p> <ul style="list-style-type: none"> • To ensure the effective identification, escalation and management of financial risk and make recommendations to senior managers and Corporate Board as appropriate • Identifying and advising on the impact of current and new relevant legislative requirements with financial implications; and ensuring appropriate response and compliance • To optimise the use of financial resources, including identifying and advising on new opportunities and responding to changes in legislation or regulations. • Working closely with the Operational Teams in the provision of strategic and operational finance advice, support and planning. • Ensuring the robust consideration of financial implications and risks in relation to financial plans, business cases, Committee reports and key internal reports. • To prepare and/or review of reports for relevant meetings, including DLTs, Corporate Board, Members, Cabinet and Council. • Working closely with other Finance Portfolio Leads, Delivery Lead for Operational Finance, and Operational Teams to share and disseminate knowledge and mitigate risk of single dependencies.
Statutory responsibilities	
Specific experience	<p>Minimum of 3 years post qualified experience</p> <p>Experience of influencing senior leaders</p> <p>Experience of working across services and teams in a professional finance environment</p> <p>Management of budgets</p>
Specific qualifications/and registration	Professionally qualified (CCAB) with a minimum of 3 years post-qualification experience
FTE responsibility (line management)	Not applicable - No direct line management responsibility but will work closely with the Finance Operational Teams to deliver services in line with Finance Service Offer
Key stakeholder relationships	<p>Service Manager for Finance</p> <p>Delivery Lead - Operational Finance</p> <p>Operational Finance Teams</p> <p>Assistant Director for Finance</p> <p>Finance Management Team and their teams</p> <p>Strategic Directors</p>

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	Assistant Directors and their teams Corporate Board Directorate Leadership Teams PMO Relevant Member Portfolio holders External Partners Transformation Delivery Boards
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Generic capabilities of the role

Generic Capability	Descriptor
Strategic thinking & planning	<ul style="list-style-type: none">• Identification and design of solutions to meet business requirements for the service(s)• Contribute to short term (1 year) strategies and plans to meet demand for the service(s)• Use of insight, best practice and research to achieve service outcomes

- Contribute to the commissioning intentions, key business measures and plans based on demand for the short term (1 year)
- Contribute to the 1-year delivery plan in conjunction with the delivery teams
- Contribute to the development of policies
- Ensure that insight, best practices, market research and trends are considered in the commissioning intentions.
- Create, identify and respond to opportunities to support the delivery of organisational outcomes.
- Encourage the development of new solutions to meet future organisational needs.
- Understand, articulate and implement best practices related to area of expertise

Generic Capability	Descriptor
Innovation & change	<ul style="list-style-type: none">• Focus on new ideas, improvement and innovation• Problem solver

- Undertake periodic review(s) of technical specialism to maintain market awareness, identify areas of improvement, emerging thinking, legislative / regulatory changes
- Support the development of options appraisals to assess the most suitable means of achieving service outcomes.
- Solve complex technical problems effectively and quickly, via insightful diagnosis
- Shape long term solutions to meet service requirements
- Act as an agent and leader of change
- Demonstrate active engagement in improving organisational performance
- Provide expert advice to those engaged in activities where the technical specialism is applicable

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Generic Capability	Descriptor
Influence & relationship management	<ul style="list-style-type: none">• Relationship development and management• Influence and shapes the market• Thought leader• Collaborative working

- Develop and maintain professional networks
- Support the development of key partnerships
- Increase the expertise of others to apply specialist knowledge leading to increased organisational capability.
- Support the shaping and influencing of the market
- Support any required consultation activities

Generic Capability	Descriptor
Finance & commercial	<ul style="list-style-type: none">• Effective budget setting and monitoring• Contract negotiation and commercial partnership management• Quality monitoring and measurement• Oversight of contract set up, establishment and ongoing monitoring

- Manage budgets in line with commissioning outcomes, including commercial and trading targets
- Take action where the performance of providers is unsatisfactory
- Ensure compliance to the specific statutory, compliance, contract, practice and performance frameworks
- Support the Delivery Manager in contract set up, establishment and management
- Manage the decommissioning of contracts where applicable

WCC values and behaviours

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

Our Values – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

Our Behaviours



do what
we say



move with
purpose
and energy



focus on
solutions



help people
and
communities
to find their
own solutions



build strong
working
relationships



be the
best we
can be

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

