



County Hall
Cardiff
CF10 4UW
Tel: (029) 2087 2000

Neuadd y Sir
Caerdydd
CF10 4UW
Ffôn: (029) 2087 2000

AGENDA

Committee	APPOINTMENT COMMITTEE
Date and Time of Meeting	TUESDAY, 14 JULY 2015, 11.00 AM
Venue	LEADER'S CONFERENCE ROOM , LEVEL 5, COUNTY HALL, ATLANTIC WHARF, CARDIFF
Membership	Councillor Bale (Chairperson) Councillors Goddard, Hinchey, Phillips and Dianne Rees

1 **Apologies**

To receive any apologies

2 **Declaration of Interests**

To receive declarations of interest (such declarations to be made in accordance with the Members Code of Conduct).

3 **Terms of Reference**

To discharge the functions of the authority in respect of the appointment and dismissal of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006) and the statutory Head of Democratic Services, in accordance with the Employment Procedure Rules and any other relevant Council policies and procedures.

4 **Exclusion of the Public**

Information included in the following item is not for publication by virtue of paragraphs 12 and 13 of Part 4 of Schedule 12A of the Local Government Act 1972.

5 **Minutes** (*Pages 1 - 2*)

To approve the minutes of the long-listing Committee held on 25 June 2015.

6 **Appointment of Chief Finance Officer** (*Pages 3 - 8*)

To short-list candidates for interview following the Assessment Centre for the post of Chief Finance Officer.

7 Dismissal (if required)

To consider any consequential dismissal (if required).

Marie Rosenthal

Director Governance and Legal Services

Date 8 July 2015

Contact: Gill Nurton. Tel: 029 2087 2432 E.mail: g.nurton@cardiff.gov.uk

By virtue of paragraph(s) 12, 13, 21 of Part(s) 4 and 5 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Resources Directorate

Chief Finance Officer

Salary £81,600

The City of Cardiff Council, like many other public sector organisations, has to change how we deliver improved outcomes for our citizens whilst transforming how we work to lead to efficiencies.

Reporting to the Corporate Director, you will be responsible for providing quality financial expertise across the Council and your commercial approach and acumen will ensure that the Council is well placed to meet future challenges.

Playing an integral strategic role in finance, reshaping the Council and driving performance to ensure continued focus on improvement, you will be able to perform at your best and are articulate, credible and able to win respect by giving clear expert advice, thinking strategically and handling complex budgets with ease.

Your in depth understanding of local government finance will enable you to deliver service change, shape and influence the way that financial services are delivered and also to contribute to corporate improvement outside of your direct remit.

For an informal discussion about this post, please contact the Corporate Director of Resources, Christine Salter on (029) 2087 2300.

Internal candidates who wish to apply for this position on a secondment basis must obtain approval prior to application using Form SEC1 (4.C.081). Requests may only be approved by the relevant Director or senior nominated officer graded no lower than OM2 or in the case of schools based staff the Headteacher / Governing Body.

LINKS : **CORPORATE PLAN**
 BUDGET REPORT

This page is intentionally left blank

Role Profile

Role Title	Chief Finance Officer
Grade	Chief Officer salary
Primary Purpose of Role	<p>To take lead responsibility for the successful and compliant operation of financial services: to manage and co-ordinate people, financial and capital resources to ensure the effective delivery of agreed priorities, change programmes and high-quality day-to-day service for customers.</p> <p>To act as the Deputy Section 151 Officer</p> <p>To support the Corporate Director, Resources in reshaping the Council through talking a strategic role in Council wide finance</p>
Key Accountabilities	<ul style="list-style-type: none"> • To translate the Council’s stated vision and priorities into a set of aligned and effective strategies for financial services • To support the Corporate Director Resources in the on-going development of deep-rooted strategic partnerships and relationships that will position Cardiff’s financial services as an exemplar for the City Region • To accurately advise the Corporate Director, Resources how and where to make efficiencies, cuts or investments in financial services that will best serve the people of Cardiff and the City Region • To lead a management team; creating, implementing, monitoring and reviewing the performance of financial services and ensuring that significantly improved outcomes for customers are secured • To keep abreast of the external context and to advise the Corporate Director Resources how to position financial services for emerging changes, challenges and opportunities • To ensure that Operational Managers understand and fulfil their budgetary accountabilities; guiding and supporting them to make tougher choices within a context of diminishing resources and changing service demand • To establish and apply effective individual and team performance management systems in order to monitor, assess and improve standards and the achievement of key performance indicators • To lead, motivate and develop a team of Operational Managers – ensuring the highest levels of buy-in and execution of the Council’s priorities and corporate objectives • To lead Operational Managers in the production of robust and meaningful business plans – providing clarity of purpose, emphasis and key deliverables for financial services • To ensure that effective communication and engagement processes are in place to share new ideas, new ways of working and to provide insight to progress and achievements

Areas of Responsibility	<ul style="list-style-type: none"> Financial Services
--------------------------------	--

Types of Measures of Success	<ul style="list-style-type: none"> Continually improving performance against key performance indicators for Finance Achievement of Corporate Priorities for Finance Effective co-ordination of resources Effective budget control, with the delivery of required budget savings
-------------------------------------	---

Behavioural Competencies	Competency Level(s)
Putting Our Customers First	5
Getting Things Done	4
Taking Personal Responsibility	4
Seeking to Understand Others	4
Developing Potential	4
Leading Change	4
Initiating Change and Improvement	4
Organisational Awareness	4
Partnering and Corporate Working	4
Communicating	4
Analysing , Problem Solving and Decision Making	4
Equality & Diversity	4
Optimising Resources	4
Demonstrating Political Acumen	4