



APPENDIX 2

CARDIFF COUNCIL

Role Profile

Role Title	Corporate Director – Resources Role requires Consultative Committee of Accountancy Bodies (CCAB) qualified Accountant
Ref	SSCDR
Grade	Corporate Director Resources Spot Salary
Primary Purpose of Role	To be the Council's Statutory Finance Officer; to provide high-level strategic analysis and robust advice to the Cabinet regarding best options and methods to enable the delivery of the Council's priorities as set out in its Corporate Plan ; also to lead the full, effective and efficient integration of the Council's support services - with each other and partner organisations - in order to facilitate the delivery of continually improving outcomes for those living in, working in and visiting Cardiff and the wider City Region.
Key Accountabilities	<ul style="list-style-type: none"> • To co-ordinate the translation of the Council's stated vision and priorities into a framework of coherent and aligned strategies across the Council's support services • To provide high-quality advice and insight for the Cabinet regarding the most effective models for support services to facilitate the outcomes stated in the Council's Corporate Plan and their delivery through the Capital Ambition Delivery Programme together with other emerging priorities • To take a lead role in the scoping and implementation of any alternative service delivery models for support services • To lead the efficiency agenda across the Council ensuring synergies are identified and realised. Specifically to lead on the financial planning, HR, procurement, digital and Capital Ambition delivery plan elements of the agenda. • To take a lead role in the formation and ongoing development of deep-rooted strategic partnerships and relationships that will place Cardiff at the forefront of the City Region • To identify and make the most of existing and potential synergies across the work of the Council's support service areas, plus those of existing or potential partner organisations, to deliver improved outcomes • To take a lead role in optimising the use of the Council's resources by creatively establishing a framework for risk-managed strategic commercial ventures • To look across portfolios and accurately advise the Chief Executive, Cabinet and Council how to most effectively manage its resources in ways that will best serve the people of Cardiff and the City Region

Key Accountabilities (contd.)	<ul style="list-style-type: none"> • To assess the strategic organisational impact of growing service demand, increased financial pressures and a commitment to the provision of improving services; and to advise on all of the options (including innovative responses) and associated implications • To provide strategic leadership to a team, creating, implementing, monitoring and reviewing the performance of support services and ensuring that significantly improved outcomes are facilitated • To promote and lead a culture that realises Cardiff's aspirations to becoming a world-class capital city in all aspects of its support to externally-facing services • To scan the external context of the portfolio and to advise and prepare the Council for emerging change, challenges and entrepreneurial revenue raising opportunities • To provide high-level guidance, direction and support to Directors regarding the delivery of large-scale change, cross-portfolio programmes and the benefits and risks of utilising radically different approaches • To contribute to, model and promote the Cabinet's vision for the Council – ensuring it is fully implemented across support services • To promote and lead a culture that realises Cardiff's aspirations to become a world-class capital city • To fulfil all of the statutory duties and responsibilities of the authority's 'Section 151' Officer including operational responsibility for the Cardiff & Vale of Glamorgan Local Government Pension Fund
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Areas of Responsibility	<ul style="list-style-type: none"> • Governance & Legal Services • Digital Services • Finance including Audit & Risk Management • Commissioning & Procurement • Performance & Partnerships including Emergency Planning • Human Resources • Corporate Health & Safety
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Types of Measures of Success	<ul style="list-style-type: none"> • Continually improving outcomes in the lives of people in Cardiff and the City Region • Satisfaction of externally-facing services with the quality, scope and speed of support service provision • Effective co-ordination of resources across support services – improving of service performance, whilst achieving required financial savings and budget control • Satisfaction of Cabinet, Chief Executive and Councillors with the quality of advice offered in relation to key strategic choices • Degree of compliance with legal, regulatory and best practice principles in the delivery of support service provision
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When preparing your written application you will need to provide evidence only for the competencies identified with an asterisk. These are the essential competencies for your written application. In responding to each of the essential competency areas, you must provide examples which demonstrate how you have successfully delivered results of a size, scope and complexity comparable to the challenges faced by Cardiff Council. These and the remaining competencies will be assessed during the remaining stages of the recruitment process.

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