

## Appendix 1

### Director of Legal, HR & Democratic Services (Monitoring Officer)

Chorley Borough Council, and South Ribble Council Shared Services, buck the trend of traditional services, that feature process focused delivery led in a hierarchical management model, way of doing things. New leaders will be recruited to bring to life service transformation in a new dynamic shared service space that creates high performance conditions through our unique and innovative approach that is Blended Working.



#### So why join us?

We offer:

- A can do, customer orientated and outcome focused approach to doing business
- Freedom. You will be empowered to think, innovate and deliver
- A one team one council culture where everyone is working collaboratively to deliver our promises
- Constantly changing environment; in a good way! You'll never get bored

#### What we will want you to do?

- **Lead transformational change across both sovereign councils within a Shared Service context**
- **Advise us as our designated Monitoring Officer**
- **Deliver high performance customer orientated and outcome focused council services in line with the corporate plan for each council, and shared service agreement**
- **Drive specific project to unlock growth in line with our transformation programmes**
- **Execute strategies that enable the effective delivery of each Councils vision and priorities**
- **Inspire direct reports and the wider teams across both councils whilst effectively managing resources and performance**

## **Statutory Responsibilities**

To be the Monitoring Officer under the provisions of Section 5 of the Local Government and Housing Act 1989.

The monitoring officer has three main roles:

- to report on matters he or she believes are, or are likely to be, illegal or amount to maladministration;
- to be responsible for matters relating to the conduct of councillors and officers; and
- to be responsible for the operation of the council's constitution.

## **You'll need to have experience of?**

- Significant operational leadership in a public or private sector organisation of comparable scale and complexity with responsibility for similar services
- A track record for delivering specific change projects in line with ambitious corporate plans and targets
- Experience of contributing to organisational transformation programmes, corporate strategy and plans at a senior level

## **Qualifications:**

- Qualified Solicitor

## **We also need you to have the following attributes:**

- Enables openness between multiple internal and external stakeholders, actively builds and maintains an effective network and identifies opportunities for building mutually supported partnerships
- Facilitates collaboration by creating multi-disciplinary teams to address key issues and priorities
- Systematically and methodically identifies and addresses areas/opportunities for development and capability
- Is able to garner key information from a wide range of sources and will use this to inform their strategic thinking
- Is able to take responsibility for key decisions and not only takes accountability but will make them in a timely way
- Open to innovation but is conceptually agile enough to weigh up the pros and cons of competing viable options
- Clearly sets out expectations and manages performance with fairness and transparency

## Director of Finance & Assurance Services (Section 151 Officer)

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### What we will want you to do?

- **Lead transformational change across both sovereign councils within a Shared Service context**
- **Advise us as our designated Section 151 Officer**
- **Deliver high performance customer orientated and outcome focused council services in line with the corporate plan for each council, and shared service agreement**
- **Drive specific project to unlock growth in line with our transformation programmes**
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### Statutory Responsibilities

- You will be a key member of the leadership team, helping it to develop and implement strategy and to resource and deliver the authority's strategic objectives sustainably and in the public interest.

- You will be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer term implications, opportunities and risks are fully considered, and alignment with the authority's financial strategy
- You will be lead the promotion and delivery by the whole authority of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

**To deliver these responsibilities you:**

- must lead and direct a finance function that is resourced to be fit for purpose
- must be professionally qualified and suitably experienced

**You'll need to have experience of?**

- Significant operational leadership in a public or private sector organisation of comparable scale and complexity with responsibility for similar services
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**Qualifications:**

- CCAB-Qualified

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