

Job Title: Chief Executive

Key Accountabilities

The Chief Executive is the Council's most senior employee who leads and takes responsibility for the work of the Council. It is a full time appointment and post holders are selected on merit, against objective criteria, following public advertisement.

The role of Chief Executive is complex with ultimate responsibility for managing expenditure of £274.04m of public funds, serving around 48,100 households and 116,500 people in the Council's area.

As head of the paid service of the Council's employed staff, the Chief Executive is a non-political post. Whilst the Members provide the policies, Council-paid employees put them into practice. The Chief Executive is responsible to, and accountable to, the Leader of the Council, the Executive and the whole Council to deliver their political and policy objectives.

The Chief Executive works closely with Members to deliver:

- **Leadership:** working with Members to ensure strong and visible leadership and direction, encouraging and enabling managers to motivate and inspire their teams;
- **Strategic direction:** ensuring all staff understand and adhere to the strategic aims of the organisation and follow the direction set by the Members;
- **Policy advice:** acting as the principal policy adviser to the Members to lead the development of workable strategies which will deliver the political objectives set by the Members;
- **Partnerships:** leading and developing strong partnerships across the local community to achieve improved outcomes and better public services for local people;
- **Operational Management:** overseeing financial and performance management, risk management, people management and change management within the Council.

Staff under indirect management responsibility: 4172

Job Title: Director – Adult Social Care and Health

Key Accountabilities

This post has a statutory role and is responsible and accountable for assessing local needs and ensuring availability and delivery of a full range of adult social services, often interfacing with health bodies.

The department provides advice and information about the range of services that may be available to support individuals or families (over 18). In carrying out assessments for people they will determine any support that can be provided. If people are not eligible, they can give them information about other ways and organisations that they could get help. There is joint work with children's services on transition to adult life.

The focus of support is to enable people to maximise their ability and retain their independence, which will mean people can stay in their own homes for as long as possible. Support may be needed for a crisis or a longer period, and we generally provide this due to age or disability. Depending on assessed needs, a range of services could be provided in partnership with other organisations to meet the social care needs of adults and older people. Services include home support, day care opportunities, meals services, the provision of equipment for daily living and residential and nursing care.

Its duties include specific support for the following areas for individuals and/or their families:

- Older people
- People with a learning disability
- People with mental health needs
- People who misuse substances
- People with long term conditions
- Carers
- People affected by HIV/Aids
- Housing

Budget responsibility: £21.8 million per annum

Staff under direct or indirect line management responsibility: 324

Job Title: Director – Children, Young People and Learning

Key Accountabilities

This post has a statutory role and is responsible and accountable for education services and the full range of children's services in the Council's area, and aims to ensure that children and young people achieve the best possible outcomes for their lives through education, advice and guidance, access to support and where necessary specialist placements.

The Director is responsible for the following functions:

Children's Social Care

Working with partner agencies, it provides the help, support and advice needed by the most vulnerable children and their families, including children in need of protection, looked after children and young offenders. Main service areas are:

- Assessment service for new referrals
- Continuing Social Work support for particular children and their families
- The Family Placement Service, to support fostering and adoption
- The Youth Offending Service, to prevent and manage youth offending
- A short break unit, for children with disabilities
- Education Support for Looked After Children

Learning & Achievement

- School Advisory Team, offering advice, support and INSET training to schools
- Lifelong Learning Team, managing family and adult learning provision
- School Governor Services

Performance and Resources

- Finance
- Human Resources
- Schools Admissions
- Schools Property
- Schools Administrative Support and ICT
- Performance Management and Governance
- Youth Service.

Budget responsibility: £13 million per annum (not including schools).

Staff under direct or indirect line management responsibility: 2952 including schools

Job Title: Director - Environment, Culture and Communities

Key Accountabilities

This post is responsible and accountable for the strategic planning and delivery of services to ensure Bracknell Forest is a clean, safe, healthy and attractive place to live. They target their services to meet the high standards residents, local businesses and visitors expect.

Some of these services are delivered directly, others in partnership with the voluntary and charitable sectors and some through contracts with private companies. They operate with 4 service divisions and one support division, and their services include:

- Town and country planning
- Parks and countryside management
- Leisure
- Libraries
- Environmental Health and Licensing
- Emergency planning
- Engineering
- Trading Standards
- Refuse
- Recycling
- Parking

Budget responsibility: £27.4 million per annum.

Staff under direct or indirect line management responsibility: 648.

Job Title: Director - Corporate Services

Key Accountabilities

This post is responsible and accountable for eight separate sections - Finance, Information and Communication Technology, Legal Services, Human Resources, Democratic and Registration Services, Corporate Property, Customer Services and Community Engagement and Equalities.

A wide range of functions and activities are carried out within each of these sections, but falling into three main categories:

- Direct public services (e.g. customer services, revenue collection, electoral registration)
- Core management responsibilities (setting standards and ensuring that the organisation functions legally within a robust financial framework and acts as a good employer and that it promotes equality and community cohesion)
- Support to service departments (providing advice and support to front line departments on a wide range of issues and projects, such as IT and property)

Responsible for the strategic planning and operational delivery of services including:

- Finance
- Revenues and payments
- Council Tax
- Customer services
- Legal services
- Democratic management
- Corporate ICT
- Corporate HR
- Community engagement

The Director of Corporate Services also acts as Statutory Overview & Scrutiny Officer and Deputy Chief Executive, and leads on key projects such as Civic Accommodation and Job Evaluation.

Budget responsibility: £15.6 million per annum

Staff under direct or indirect line management responsibility: 230

Job Title: Assistant Chief Executive

Key Accountabilities

This post runs the Chief Executive's office.

Specifically it will:

- lead the work on the regeneration of Bracknell town centre;
- work with partners to develop and deliver the Bracknell Forest Sustainable Community Plan and link community planning with spatial and other strategies;
- keep under review partnership working to ensure this is effective;
- promote and enhance community cohesion and community engagement;
- co-ordinate the council's corporate performance management arrangements;

- develop the Council's overview and scrutiny functions, and provide clear links with service improvement initiatives;
- co-ordinate corporate input to the Comprehensive Performance Assessment and other corporate inspection programmes;
- lead on strategies for economic growth management and development;
- liaise with Central Government Departments on issues impacting on the Borough;
- manage and develop staff within the Chief Executive's Office.

Job Title: Borough Treasurer (and Section 151 Officer)

Key Accountabilities

This post has a statutory role as the Council's prime adviser on financial services, on the initiation, development, implementation and monitoring of policies and programmes relating to those services; it advises Directors and Members accordingly.

Specifically it will:

- set management objectives and allocate resources to the Finance service ensuring that annual Service Plan objectives are met on time and within budget;
- play the principal role in the development and maintenance of an effective Council wide Finance service;
- keep abreast of major plans and service issues across the full range of the service area under its management;
- pursue corporate policy and strategic objectives through Corporate and departmental management;
- set the vision and strategy for financial services, corporate procurement and integrated transport services within the Council ensuring that these meet the Council's objectives;
- ensure the delivery of effective financial services, and meet the requirements of legislation and Codes of Practice by:
 - maintaining financial administration and stewardship
 - supporting and advising the democratic process
 - contributing to corporate management
 - delivering financial services
- be accountable to the Overview & Scrutiny Commission (in their role as Audit Committee) for the provision of an effective internal audit service.

Job Title: Borough Solicitor (and Monitoring Officer)

Key Accountabilities

This post has a statutory role as the Council's prime adviser on Legal Services, on the initiation, development, implementation and monitoring of policies and programmes relating to those services; it advises Directors and Members accordingly.

Specifically it will:

- set management objectives and allocate resources to Legal Services ensuring that annual Service Plan objectives are met on time and within budget;
- play the principal role in the development and maintenance of effective management in Legal Services;
- keep abreast of major plans and service issues across the full range of the service area under their management;
- pursue corporate policy and strategic objectives through departmental management;
- lead and manage Legal Services and, when required, secure the procurement of external legal services to ensure the provision of high quality legal services to Members and officers of the Council;
- act as the Council's principal legal advisor and be responsible for the conduct of all legal proceedings brought by or on behalf of the Council (other than proceedings conducted by the Council's insurers);
- to provide legal advice on the Council's Standing Orders;
- appraise the Council, the Executive, relevant Member and officer groups of new legislation affecting the Council and the delivery of its services;
- secure the Council's compliance with legislation relating to Data Protection, Freedom of Information, and similar statutory regimes relating to the handling and/or disclosure of information;
- to act as the Council's Monitoring Officer and as such:-
 - (a) ensure that the Council does not act unlawfully but utilises the full extent of its statutory powers to achieve its objectives
 - (b) monitor the operation of and review the Council's Constitution, and
 - (c) perform the functions of the Monitoring Officer relating to the investigation and determination of complaints against Members under the Local Government Act 2000.

Job Title: Chief Officer: Information Services

Key Accountabilities

Contribute, as the Council's prime adviser on ICT services, on the initiation, development, implementation and monitoring of policies and programmes relating to those services; advise the Directors and Members accordingly.

Specifically it will:

- set management objectives and allocate resources to ICT services ensuring that annual Service Plan objectives are met on time and within budget;
- play a leading role in the development and maintenance of effective management in ICT services;
- keep abreast of major plans and service issues across the full range of the service area under their management;
- pursue corporate policy and strategic objectives through departmental management;

- set the strategy, vision and the development of IT within the Council ensuring that these meet the Council's business objectives in the context of eGovernment;
- act as the lead information professional setting standards across the Council and ensuring compliance;
- lead on the management and operation of hardware and systems across the Council, optimising their efficient use.

Job Title: Chief Officer: Human Resources

Key Accountabilities

Contribute, as the Council's prime adviser on Human Resources services (including Learning & Development), on the initiation, development, implementation and monitoring of policies and programmes relating to those services; advise the Directors and Members accordingly.

Specifically it will:

- set management objectives and allocate resources to the Human Resources service ensuring that annual Service Plan objectives are met on time and within budget;
- play a leading role in the development and maintenance of effective management in the Human Resources service;
- keep abreast of major plans and service issues across the full range of the service area under their management;
- pursue corporate policy and strategic objectives through departmental management;
- be the principal HR adviser to the Council's Committee and Members;
- act as the Council's representative on all external human resource issues;
- be responsible for corporate Health and Safety matters;
- have a key role in advising Chief Officers on legislative requirements under employment law, Health and Safety, and HR good practice.

Job Title: Chief Officer: Property

Key Accountabilities

Contribute, as the Council's prime adviser on property, on the initiation, development, implementation and monitoring of policies and programmes relating to those services; advise the Directors and Members accordingly.

Specifically it will:

- set management objectives and allocate resources to Corporate Property ensuring that annual Service Plan objectives are met on time and within budget;
- play a leading role in the development and maintenance of effective management in Corporate Property;
- keep abreast of major plans and service issues across the full range of the service area under their management;
- pursue corporate policy and strategic objectives through departmental management;

- deal with all commercial property matters including new leases, lease renewals, rent reviews, easements, acquisitions, disposals and keep all Council property records up to date;
- lead the asset management of all Council buildings including; access requirements, building improvements and new build projects, repairs and maintenance service contracts;
- maintain the viability of the Town Centre by arranging suitable events to promote footfall as well as dealing with all property matters resulting from the major regeneration of the Town Centre;
- provide, maintain and improve the Facilities Management service to the 4 main Corporate sites to ensure work conditions of staff are good which will assist in the retention and recruitment of staff.

Job Title: Chief Officer : Customer Services

Key Accountabilities

Contribute, as the Council's prime adviser on Customer Services, (which includes Revenue Services and Web Services) on the initiation, development, implementation and monitoring of policies and programmes relating to those services; advise the Director and Members accordingly.

Specifically it will:

- set management objectives and allocate resources to Customer Services ensuring that annual Service Plan objectives are met on time and within budget;
- establish and maintain effective relations with external partners to achieve all relevant aspects of work in Customer Services;
- play a leading role in the development and maintenance of effective management in Customer Services;
- keep abreast of major plans and service issues across the full range of the service area under their management;
- pursue corporate policy and strategic objectives through departmental management;
- lead and manage the development of Customer Services across the Council using all access channels and in particular lead the Council's Channel Strategy to reduce contact costs across all access channels;
- implement and develop the corporate Customer Contact Strategy, which includes the corporate Customer Relationship Management (CRM) system;
- provide financial advice and information to Councillors, Chief Officers, other officers and external groups relating to customer service delivery and local taxes;
- be responsible for Revenue Services, which includes the billing and recovery of council tax and business rates, and Cashier Services as well as all access channels; web services; contact centre and reception areas.

Job Title: Chief Officer – Children’s Social Care

Key Accountabilities

Contribute as the Council's prime adviser on Children's Social Care on the initiation, development, implementation and monitoring of policies and programmes relating to those services; advise the Director and Members accordingly.

Specifically it will:

- be responsible for ensuring the delivery of high quality children’s social care services that meet key objectives and are delivered to the highest achievable professional standards;
- manage social care services for children and young people provided by the Council, manage the Family Centre and Larchwood respite centre and deliver services through the Portman Close Centre;
- ensure the provision of an effective child protection and children in need service;
- manage fostering and adoption services and support to substitute family carers;
- be responsible for the development of assessment procedures and the delivery of support to children and young people with learning difficulties and disabilities, including placements made for both the local authority budget and the schools budget;
- be responsible for an effective adolescent service strategy including specialist and some targeted youth support, such as for the Youth Offending Service;
- provide an efficient and effective early intervention service through the Early Years Services;
- lead preparations for the inspection of regulated services and other inspections of services;
- establish and maintain effective relations with other departments and external partners and where joint arrangements are in place ensure that they operate effectively, including charring partnerships as appropriate such as CAMHS and the Think Family Project Board;
- commission directly, through joint arrangements, or through children’s trust arrangements social care services to children, young people and families in the Borough;
- secure a customer-oriented and integrated approach to service delivery across CYPL and with partners, placing a high value on ensuring any joint working arrangements operate effectively.

Job Title: Chief Officer (Performance and Resources) Children, Young People & Learning

Key Accountabilities

Contribute as the Council's prime adviser on CYP&L Performance and Resources services on the initiation, development, implementation and monitoring of strategies, policies and programmes relating to those services; advise the Director and Members accordingly.

Specifically it will:

- set management objectives and allocate resources for the PAR Branch ensuring that annual Service Plan objectives are met on time and within budget;
- be responsible for performance management throughout the department and to liaise with Learning and Achievement Branch over school performance;
- pursue corporate policy and strategic objectives through departmental management;
- oversee the preparation, monitoring and review of the Department's revenue budgets and the calculation, allocation and monitoring of delegated budgets to schools;
- be the lead officer for the strategic development and delivery of the CYP&L capital programme for schools, children's centres, youth centres and care facilities. This includes responsibility for commissioning new schools;
- commission and where appropriate provide support and intervention services for local authority maintained schools;
- be responsible for the planning of schools and school places and review of school designated areas;
- be responsible for school admission and appeal processes within statutory requirements;
- be responsible for the Independent Reviewing function, social care complaints management and the independent Parent Partnership advice service;
- provide the Student Finance Service;
- take the lead in for the Schools Forum, Admissions Forum, and the Health and Social Care and the Lifelong Learning and Children's Services Scrutiny Panels;
- be responsible for Youth Services, Early Years and Extended Services.

Job Title: Chief Adviser: Learning and Achievement

Key Accountabilities

Contribute, as the Council's chief adviser on school improvement and lifelong learning, on the initiation, development, implementation and monitoring of strategies, policies and programmes relating to those services; advise the Director and Members accordingly.

Specifically it will:

- set management objectives and allocate resources to the L&A Branch ensuring that annual Service Plan objectives are met on time and within budget;
- lead the development and maintenance of effective management in the L&A Branch;

- pursue corporate policy and strategic objectives through departmental management;
- be the Council's chief adviser on curriculum and school standards and lead services to schools, commissioning / providing support, monitoring, challenge and intervention as appropriate;
- be responsible for overall target setting and standards for schools and for liaison with regional and national agencies;
- commission or provide CPD and HR services to schools, including carrying out the local authority's responsibilities for the appointment of head teachers and senior staff;
- manage specific grants (currently Standards Fund) which support school improvement;
- be responsible for the provision and management of School Improvement Partners, whether employed directly or under contract;
- be responsible for all Lifelong Learning Services, including the Adult and Community learning Plan and the Open Learning Centres;
- manage the Teaching and Support Service, Language and Literacy Resource and services commissioned from other providers (Travellers Education, Berkshire Maestros etc.);
- be responsible for the Education Centre.

Job Title: SEGFL Project Manager

Key Accountabilities

Specifically it will:

- work in close liaison with partner LEAs and other agencies;
- promote the use of broadband applications for the development of the curriculum in primary and secondary schools;
- specify and procure major ICT applications, hardware and networking services for whole consortium of LEAs;
- specify, maintain and monitor major contracts with ICT service suppliers;
- direct the work and manage the business of the SEGfL and organise, manage and chair Project meetings and conferences as required;
- be responsible for all financial matters relating to SEGfL including budget setting and monitoring;
- be responsible for the SEGfL Portal;
- support the SEGfL Steering Group as required;
- represent SEGfL on the National RBC Group and to ensure representation on RBC sub-groups;
- represent SEGfL at a national level with DfES and other government agencies;
- manage the interface with the DfES;
- lead the consortium to ensure that SEGfL complies with the DfES regulations and that it is well prepared for examination and inspection by the DfES and OfSTED;
- develop proposals for the strategic development of SEGfL;
- convene regular meetings with Chairs of task groups to consider future priorities and strategies for the consortium.

Job Title: Senior Adviser – Diversity and Inclusion

Key Accountabilities

Specifically it will:

- share with other Advisers responsibility for the provision of general and specialist advisory and review services to schools and, through the Chief Adviser, to the Director of Children, Young People and Learning in all matters related to diversity and inclusion in schools;
- contribute to the achievement of the aims and objectives of the Council, the CYPF through the work of the L&A Team, and specifically the diversity and inclusion team;
- promote and support the development of good practice and improved standards in the work of schools and other educational establishments in line with agreed policies and targets and to monitor the education provided within the Authority, in line with those agreed policies and statutory requirements;
- In undertaking all responsibilities, to consult and work closely with other advisers and officers, head teachers and governing bodies;
- liaise with external agencies including the TDA, NAA, QCA and the National Strategies as appropriate;
- act as the lead officer for Diversity and Inclusion, leading the Diversity and Inclusion team, planning high quality support for primary schools and implementing national strategies as appropriate;
- act as a School Improvement Partner (SIP) for a special school.

Job Title: Senior Adviser – Secondary

Key Accountabilities

Specifically it will:

- share with other advisers responsibility for the provision of general and specialist advisory and review services to schools and, through the Chief Adviser to the Director or Children, Young People and Learning in all matters concerned with the 11 – 10 curriculum;
- contribute to the achievement of the aims and objectives of the Local Authority, the CYPF through the work of the L&L Team, and specifically the team of secondary specialists;
- promote and support the development of good practice and improved standards in the work of schools and other educational establishments in line with agreed policies and targets and to monitor the education provided within the Authority, in line with those agreed policies and statutory requirements;
- in undertaking all responsibilities, to consult and work closely with other advisers and officers, head teachers and governing bodies;
- liaise with external agencies including the LSC, TDA, NAA, QCA and the National Strategies as appropriate.

Job Title: Chief Officer: Environment and Public Protection

Key Accountabilities

Contribute, as the Council's prime adviser on Environment and Public Protection services, on the initiation, development, implementation and monitoring of policies and programmes relating to those services; advise the Director and Members accordingly.

Specifically it will:

- set management objectives and allocate resources to the Environment and Public Protection Division ensuring that annual Service Plan objectives are met on time and within budget;
- play a leading role in the development and maintenance of effective management in the Environment and Public Protection Division;
- keep abreast of major plans and service issues across the full range of the service area under its management;
- pursue corporate policy and strategic objectives through departmental management;
- ensure the Council operate professional and competent services in relations to;
 - Environmental Management (Including RE3, waste collection and disposal)
 - Streetcare (including street cleansing, street lighting, highway infrastructure maintenance, implementation of highway improvement schemes)
 - Trading Standards including Cemetery and Crematorium
 - Environmental Health
 - Emergency Planning
 - Car Parks and parking enforcement
 - Landscape/grounds maintenance

Job Title: Chief Officer: Leisure and Culture

Key Accountabilities

Contribute, as the Council's prime adviser on Leisure and Culture services, on the initiation, development, implementation and monitoring of policies and programmes relating to those services; advise the Director and Members accordingly.

Specifically it will:

- set management objectives and allocate resources to the Leisure and Culture Division ensuring that annual Service Plan objectives are met on time and within budget;
- play a leading role in the development and maintenance of effective management in the Leisure and Culture Division;
- keep abreast of major plans and service issues across the full range of the service area under their management;
- pursue corporate policy and strategic objectives through departmental management;
- ensure the Council operates professional and competent services in relation to:
 - Bracknell Leisure Centre
 - Coral Reef Waterworld
 - Downshire Golf Complex

- Egdbarrow and Sandhurst Sports Centres
- Easthampstead Park Conference Centre
- The Look Out Discovery Centre
- Westmorland Park Recreation Site
- parks/countryside/tree services
- Libraries
- Leisure/arts/community facilities operated under lease arrangements
- Sports development and events
- Heritage landscape restoration projects

Job Title: Chief Officer: Planning and Transport

Key Accountabilities

Contribute, as the Council's prime adviser on Planning and Transport Policy services, on the initiation, development, implementation and monitoring of policies and programmes relating to those services; advise the Director and Members accordingly.

Specifically it will:

- set management objectives and allocate resources to the Planning and Transport Policy Division ensuring that annual Service Plan objectives are met on time and within budget;
- play a leading role in the development and maintenance of effective management in the Planning and Transport Policy Division;
- keep abreast of major plans and service issues across the full range of the service area under their management;
- pursue corporate policy and strategic objectives through departmental management;
- ensure the Council operates professional and competent services in relation to:
 - Development Control
 - Building Control
 - Planning and Environmental Policy
 - Transport Policy
 - Economic Development

Job Title: Chief Officer: Housing

Key Accountabilities

Contribute, as the Council's prime adviser on Housing services, on the initiation, development, implementation and monitoring of policies and programmes relating to those services; advise the Director and Members accordingly.

Specifically it will:

- set management objectives and allocate resources to the Housing Division ensuring that annual Service Plan objectives are met on time and within budget;
- establish and maintain effective relations with external partners to achieve all relevant aspects of work in the Housing Division;
- play a leading role in the development and maintenance of effective management in the Housing Division;
- keep abreast of major plans and service issues across the full range of the service area under their management;
- pursue corporate policy and strategic objectives through departmental management;
- develop and implement the Council's Housing Strategy and provide clear links with the Council's other strategies documents and LAA;
- develop and maintain joint working arrangements with the Council's planning, property and other sections to meet housing objectives;
- monitor and identify gaps in housing services provided by RSLs, private sector landlords and housing support providers;
- responsible for Housing and Council Tax Benefit Services including assessment, fraud and recovery responsibilities.

Job Title: Chief Officer: Older People and Long Term Conditions

Key Accountabilities

Contribute, as the Council's prime adviser on Older Persons and Long Term conditions, on the initiation, development, implementation and monitoring of policies and programmes relating to those services; advise the Director and Members accordingly.

Specifically it will:

- set management objectives and allocate resources to the Older Persons and Long Term Conditions Division ensuring that annual Service Plan objectives are met on time and within budget;
- play a leading role in the development and maintenance of effective management in the Adult social Care and Health Department;
- keep abreast of major plans and service issues across the full range of the service area under their management;
- pursue corporate policy and strategic objectives through departmental management;
- ensure integration where appropriate with commissioning for other Directorates within the Council and the NHS;
- be responsible for procurement, planning and quality assurance for services within their division;

- ensure a strong focus on partnerships with service users and carers, the voluntary and independent sector;
- ensure appropriate performance management systems are in place and key date returns are made to Department of Health.

Job Title: Chief Officer: Adults and Commissioning

Key Accountabilities

Contribute, as the Council's prime adviser on Adults and Commissioning, on the initiation, development, implementation and monitoring of policies and programmes relating to those services; advise the Director and Members accordingly.

Specifically it will:

- set management objectives and allocate resources to the Adults and Commissioning Division ensuring that annual Service Plan objectives are met on time and within budget;
- lead on the development and implementation of key projects agreed by the Director. In particular be the lead officer for the Transformation of Adult Social Care;
- play a leading role in the development and maintenance of effective management in the Adult Social Care and Health Department;
- keep abreast of major plans and service issues across the full range of the service area under their management;
- pursue corporate policy and strategic objectives through departmental management;
- be responsible for strategic commissioning, procurement, planning and quality assurance for services within their division;
- be responsible for ensuring strong and effective partnership with the local strategic partnership, the Council, the Primary Care Trust, the Healthcare Trust, the Mental Health Trust and the non-statutory sector:
- ensure a strong focus on partnerships with service users and carers, the voluntary and independent sector;
- ensure appropriate performance management systems are in place and key date returns are made to Department of Health.

Job Title: Chief Officer (Performance and Resources) – Adult Social Care & Health

Key Accountabilities

Contribute, as the Council's prime adviser on Adult Social Care & Health finance, performance management, Human Resources and ICT on the initiation, development implementation and monitoring of strategies policies and programmes relating to those services; advise the Director and Members accordingly.

Specifically it will:

- set management objectives and allocate resources to the Performance & Resources Division ensuring that annual Service Plan objectives are met on time and within the budget;

- establish and maintain effective relations with external partners to achieve all relevant aspects of work in the Performance & Resources Division;
- lead the development and maintenance of effective management in the Performance & Resources Division;
- keep abreast of major plans and service issues across the full range of the service area under their management;
- pursue corporate policy and strategic objectives through departmental management;
- oversee the preparation, monitoring, challenge and review of the Department's revenue budgets and the calculation, allocation and monitoring department's capital budgets;
- oversee the collection and accounting of the department's financial assessments;
- be responsible for the business continuity for the department;
- be responsible for the business planning and performance management for the department including inspections and production of Government indicators and reporting to the ASCH scrutiny panel;
- be responsible for ASCH complaints management;
- be the lead officer for the department on all ICT and Capital projects.

Job title: Head of Audit and Risk Management**Key Accountabilities**

To deliver an effective audit and risk management function; to advise the Corporate Management Team on risks facing the Council and promote risk awareness; to deliver an effective insurance service for the Council.

Specifically it will:

- Devise a risk management programme
- Deliver approved risk management initiatives
- Have responsibility for the Council's risk register
- Ensure the internal and external audit services are effective
- Produce strategic and annual audit plans
- Develop an anti-fraud culture
- Be responsible for insurance cover, claims and making provision for uninsured losses

Job title: Chief Accountant**Key accountabilities**

To provide effective and efficient financial services which enable the Council to properly manage its financial affairs; to lead on the development and implementation of strategies and initiatives; to provide advice and support across the Council on financial matters.

Specifically it will:

- Prepare the annual revenue budget and council tax resolution
- Provide effective budgetary control
- Produce the statutory annual accounts
- Facilitate the completion of the external audit
- Provide effective financial services within a department
- Provide strategic financial advice to Members and senior officers on issues affecting Council finances and on the financial implications of legislative or policy changes

Job title: Chief Technical Accountant**Key accountabilities**

To provide effective and efficient financial services which enable the Council to properly manage its financial affairs; to lead on the development and implementation of strategies and initiatives; to provide advice and support across the Council on financial matters.

Specifically it will:

- Prepare medium term financial forecasts
- Prepare the three year capital programme and monitor the delivery of schemes
- Manage cash flow, bank accounts and investments
- Maintain and develop the financial information and management system, including the payment of suppliers and collection of debts

- Lead on the development of financial initiatives and key projects
- Provide strategic financial advice to Members and senior officers on issues affecting Council finances and on the financial implications of legislative or policy changes

Job title: Head of Departmental Finance

Key accountabilities

To provide effective financial services within a department and advice on service management issues.

Specifically it will:

- Enable effective budgetary control within its department, identifying budget pressures, economies additional income, costing alternative strategies and policies and identifying alternative options

Job Title: Senior Adviser – Primary

Key Accountabilities

Specifically it will:

- share with other advisers responsibility for the provision of general and specialist advisory and review services to schools and, through the Chief Adviser to the Director or Children, Young People and Learning in all matters concerned with the primary curriculum;
- contribute to the achievement of the aims and objectives of the Local Authority, the CYPP through the work of the L&L Team, and specifically the team of primary specialists;
- promote and support the development of good practice and improved standards in the work of schools and other educational establishments in line with agreed policies and targets and to monitor the education provided within the Authority, in line with those agreed policies and statutory requirements;
- in undertaking all responsibilities, to consult and work closely with other advisers and officers, head teachers and governing bodies;
- liaise with external agencies including the TDA, NAA, QCA and the National Strategies as appropriate.