

BRENT COUNCIL

JOB DESCRIPTION

Job Title: Assistant Director – Finance and Performance

Grade: Hay Grade 4

Job Holder:

Reports to: Director of Children & Families

Responsible for: The staff of the division, direct responsibility for service revenue budgets, and oversight of department's overall budget, including the children's' budget and the individual schools budget.

Main Job Purpose

1. The strategic planning, commissioning and provision of high quality, cost effective planning, information and resourcing services.
2. To contribute to the strategic planning and modernisation of Children & Families.
3. To assist the Director in the overall management and operational direction of the Service, and contribute to the corporate management of the Council as a whole.
4. Deputising for the Director as required.
5. Effective management and deployment of resources within the Planning and Performance division to ensure that desired service outcomes are achieved and agreed standards met.
6. To ensure compliance with all relevant legislation and statutory responsibilities.

Specific Responsibilities

1. The postholder must at all times carry out his / her duties with due regard to the Council's Customer Care and Equal Opportunities Policies and in accordance with the Council's Mission Statement and values.
2. To contribute to the strategic development of the Council, including:
 - Effectively completing tasks relevant to the wider responsibilities of the Council;
 - Ensuring that education plays a significant role in community regeneration;
 - Making a full, effective and strategic contribution to the Council's performance plan and corporate strategy;
 - Making appropriate applications for external awards and other means of recognising success and achievement.
3. To be a member of the Children & Families Management Team, assisting the Director in advising the relevant Council Committees on developing Education strategies and policies.

4. To act as principal advisor to the Director and the relevant Council Committees, on all areas within the postholder's responsibilities.
5. To provide and secure high quality planning, information and resourcing services to support corporate and departmental service strategies, and to meet corporate and departmental specifications and standards and DfES and DoH requirements.
6. To provide strong and effective management and leadership to staff and services within Planning and Performance, and to contribute fully to the management of the department as a whole, and to the Council as appropriate
7. To develop and implement strategies to ensure that statutory requirements are discharged effectively and efficiently in relation to planning, information and resourcing services.
8. To lead on strategic service planning, and particularly the Service Development Plan for Children & Families to ensure that it provides a sound and effective mechanism for articulating and achieving objectives.
9. To develop effective allocation formula and mechanisms for school funding and to ensure that schools are enabled to discharge their financial / resources responsibilities.
10. To provide accurate and timely advice and information provided to schools, Members, other officers, DfES, DoH and others as required.
11. Produce Education and Children' revenue and capital budgets and accounts produced effectively.
12. Manage effectively the supply of school, early years and childcare places and related issues.
13. Maintain and develop effective communication with schools and other partners and customers, including the development of e-government and electronic transfer of data.
14. Maintain and develop effective system for paying student loans and other student support systems
15. Support schools in managing teacher recruitment and supply
16. Lead in the implementation of Best Value within Children & Families, develop benchmarking and Best Value principles for schools ensure that all planning, information and resources services meet Best Value requirements
17. Provide effective support to governing bodies to the extent of available resources
18. To lead the modernising and development of local education services relating to planning, information and resources, in response to new legislation and direction from central government.
19. To ensure that the service sets appropriate objectives and targets, maintains performance against targets, and develops and maintains effective casework, workload management and other.
20. To have the lead role in developing and managing the Council's Asset Management Plan, Section 52 Statement Plan, and other performance management and improvement frameworks which are required from time to time, and to meet fully the requirements of the DfES in this area.
21. To take a lead role in developing partnership working with key external bodies, including the DoH, DfES, schools, parents, Ofsted, London West Learning and Skills Council, Diocesan Boards

22. To manage the effective use of resources, including staff and budgets.
23. To lead, motivate and develop managers and other staff in the service to achieve the Council's and the department's objectives. To ensure that all staff are effective in their role through effective management arrangements including appraisal and professional development.
24. To ensure service users are appropriately consulted on the planning and delivery of services.
25. To be accountable for the full delegated powers of a Senior Manager, including:
 - Authority over the service's staffing from appointment to dismissal, including the power to change the establishment.
 - To produce appropriate budget plans that are implemented and monitored effectively to ensure that expenditure is within budget and directed towards strategic objectives.
 - Responsibility for the control of the service's bank accounts and cheque books
 - Ensuring that appropriate arrangements are in place (including accounting and IT systems) for the proper administration and management of the service's resources.
26. Develop traded services for schools, including brokerage and referral processes where appropriate, which support the objective of raising standards as well as the Council's statutory responsibilities
27. To manage and develop the facilities at Chesterfield House
28. Make successful bids for relevant external funding and ensure that such funding is deployed in meeting key objectives. Monitor Standards Fund expenditure
29. Any other duties of a nature appropriate to the post as may be required from time to time.

Amended 12th April 2005