



Birmingham
City Council

ABOUT BIRMINGHAM

Birmingham City Council, based in The Council House, Victoria Square, Birmingham B1 1BB, is the largest local authority in the UK – serving a population of a million citizens daily.

Based in the centre of England we are easily accessible by road, rail and air. When the redevelopment of New Street railway station and the new rapid transport systems are completed travelling to and around the city will be even easier.

We are the youngest city in Europe with under-25s accounting for nearly 40% of our population. We have over 400 schools, 15 universities and three university colleges within one hour's drive of the city.



We have great theatres, museums, the world famous [City of Birmingham Symphony Orchestra](#), beautiful historical buildings and our iconic [Library of Birmingham](#). We also have amazing concert and sporting venues such as the [NEC](#), [Edgbaston Cricket ground](#) and [Alexander Stadium](#).

Dining out in our city has something for all tastes with Michelin star restaurants across the city, Spicel Street by the [Bull Ring](#), the [Chinese Quarter](#) and our very famous [Balti Triangle](#).

Birmingham is still one of the most popular places to shop in the UK, with the impressive names of Selfridges and Debenhams already established here, the development of the new John Lewis store will add another fantastic dimension to the retail experience.

And that's just where we are now. With our [Big City Plan](#) and [adopted Development Plan](#) taking us forward and the exciting ongoing changes to the landscape of our city, and the upcoming [Commonwealth Games](#) in 2022, Birmingham will only continue to improve.

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BIRMINGHAM IS EXPERIENCING ONE OF ITS MOST EXCITING PERIODS OF REGENERATION AND DEVELOPMENT IN RECENT TIMES.

We aim to be a city of growth where every child, citizen and place matters - and Birmingham City Council wants to make a positive difference, every day, to people's lives. This underpins everything we do, whether that's setting our priorities, making decisions or delivering services.

Our priorities

Guided by the present situation – with a rising demand for services (especially adult social care), financial pressures and the need to invest in children's services – we plan to focus our resources on five key priorities:

- Birmingham is an entrepreneurial city to learn, work and invest in
- Birmingham is an aspirational city to grow up in
- Birmingham is a fulfilling city to age well in
- Birmingham is a great city to live in
- Birmingham residents gain the maximum benefit from hosting the Commonwealth Games
- Birmingham is a city that takes a leading role in tackling climate change

The council is just one key player in achieving these priorities. Over the next few years, our financial situation remains challenging so our role in the city needs to change. One of the biggest shifts we'll need to make is to move from directly delivering services to a position where we use our resources to enable and facilitate others. This means a much greater focus on collaboration and partnerships.

We see the council's role as providing strategic leadership – that's being able to visualise a new future for the city and equipping others to share our vision. We want to ensure the provision of decent services for all, so we can focus on supporting those least able to support themselves. And we'll work with partners and put citizens and neighbourhoods at the heart of our decision-making.

The resources to deliver these priorities

- [Budget for Birmingham for 2019 to 2020](#)
- [Council Financial Plan](#)

Useful links

[Birmingham City Council Wikipedia page](#)

[Birmingham City Council news page](#)

[How the Council works](#)

[How the Council is changing](#)

[Working in Birmingham](#)

[Council performance](#)

[Council financial plan](#)

[Birmingham City Council finance](#)



Job Description	Directorate Business Partner — Service Finance	Grade 7
Directorate	Finance and Governance	
Division/Section	Finance	
Responsible to	Assistant Director Service Finance	
Responsible for	Directorate Teams	

We're proud of the culture we are building – an open, inclusive and diverse workplace in which everyone has the opportunity to be their best. To join this journey, newly appointed employee's will be fully supported with a structured induction programme to help you settle in.

Job Purpose

- To ensure the provision of effective services, in accordance with relevant legislation and Council policies and procedures
- To have financial awareness that supports the delivery of an affordable, quality service, working within specified budgets
- To ensure continuous improvement within the designated service areas and benchmark performance against local and national expectations.
- To utilise strategic thinking, adaptability and flexibility of approach to lead and support within the technical/specialist area to maximise commercial, partnership and enabling opportunities.
- To lead and establish a culture of excellence and encourage the attitudes and respect needed to optimise individuals, talents and develop positive relationships between fellow citizens.
- To lead the principal financial advisory service to a designated Directorate, acting as a trusted adviser to senior stakeholders and providing professional finance services to meet statutory requirements on behalf of the S151 officer.
- To support strategic decision-making by the designated Directorate about the delivery of cost effective and valued services.
- Responsible for:
 - Leading the provision of finance support, advice and challenge to the designated Directorate.
 - Providing value-added services, linking operational data and statistics to financial data to provide meaningful analysis for decision making (e.g. unit costs, cost drivers, benchmarking, KPIs etc.)
 - Providing positive leadership to a finance team, managing a performance culture focused on results for customers and which uses finance resources to best effect.
 - Be the single point of clearance for the S151 officer for the financial implications of reports ensuring timely clearance after seeking specialist advice as appropriate (e.g. capital, treasury, accounting treatment etc.).
 - Supporting successful partnership working within BCC and with external organisations to deliver agreed outcomes for service users.
 - Providing specialist technical financial expertise and advise on complex business matters.
 - Supporting the Assistant Director (Service Finance) in the delivery of a Finance & Governance Directorate programme of business, systems and culture change.

Key Duties and Responsibilities – Collaborative: Builds Great Relationships & Partnerships



- To advise on any legislative changes are incorporated into the Council's working practices and procedures, considering organisational and stakeholder impact and any engagement or consultation required.
- To offer technical/specialist expertise in embracing enabling and commercial opportunities.
- To work effectively and efficiently with existing and future partners, developing and fostering relationships, as appropriate.
- To advise the Director of Finance; the Assistant Director Service Finance and Members of the Council appropriately and effectively.
- To use technical/specialist expertise to shape service design and delivery with a citizen focus, involving citizens, partners, community, Elected Members and other stakeholders, as appropriate.
- To foster effective working relationships with stakeholders in order to drive service delivery and fulfil purpose
- This is a customer focused role; the post holder will work with senior colleagues in all directorates. The role also requires strong leadership and management skills to lead diverse teams.
- Lead the finance business partner service to a designated Directorate, acting as a trusted adviser and critical friend. Provide clear, authoritative and impartial professional advice and objective financial analysis to the Directorate Management Team, Members, Partners and Stakeholders, as well as colleagues in the Finance and Governance Directorate.
- Act as the lead financial adviser to the designated Directorate on complex business appraisals, business change, commissioning and solutions development

Key Duties and Responsibilities – Authentic: Develops Great Staff Teams

- To allocate, check and direct the workload of individuals within area of expertise
- To assist with Business Continuity Planning and identify any factors that may affect service delivery
- To ensure effective performance management alongside managerial colleagues and provide timely and direct intervention to sustain high standards of corporate and service performance.
- To lead as technical/specialist expert, corporate projects, as and when required, directing, organising and motivating colleagues as necessary
- To provide technical/specialist support in recruitment and selection matters, as and when required, to ensure the right candidates are recruited
- To ensure all staff demonstrate competence, have the required qualities, skills and qualifications (where appropriate), and identify any areas for development, as necessary, in order to ensure consistent provision of high-quality services.
- To undertake other duties that may be required, such as investigating complaints and disciplinary matters in accordance with Council Policies and Procedures.
- Build high performing, flexible teams which are focused on the needs of stakeholders and customers, through closer working and integration within the Service Innovation function.

Key Duties and Responsibilities – Resourceful: Weaves Resources to Achieve Outcomes

- As and when necessary, to act as the designated person in charge, as the lead specialist/technical expert
- To be instrumental in identifying areas for development with managers, and mentor, support and check work undertaken by colleagues, within the area of expertise.
- To lead in the development of appropriate policies and procedures.
- To suggest any areas for technical development within Service Innovation
- To investigate complaints and provide recommendations to improve service delivery and performance, thereafter.
- To lead by example and deliver a service within an agreed budget and in line with best value principles.



- To deputise, as necessary, and undertake management and maintenance of assets (including staffing).
- To ensure observation and adherence to HSE guidance and HASAWA
- To demonstrably show due regard to the council's Equal Opportunities and Health & Safety policies and ensure that these are adhered to by staff.
- To represent Assistant Director Service in specialist/technical matters as expert witness, as required or requested.
- To lead on valuing equality and diversity within the service, ensuring all policies relating to equality of opportunity are observed and implemented.
- Work with the Directorate Management Team in the designated Directorate to embed financial planning and management into strategic decision making and the delivery of business outcomes, offering analysis and interpretation, presenting options to solve problems and exploit opportunities, and developing financial understanding.
- Provide value-added services, linking operational data and statistics to financial data to provide meaningful analysis for decision making (e.g. unit costs, cost drivers, benchmarking, KPIs etc.)
- Ensure effective communication on all corporate finance matters with the designated Directorate, representing the requirements of the S151 officer and supporting the Directorate in meeting them.
- Support cross boundary working and the development of alternative service delivery models to provide the most efficient and effective service provision.

Key Duties and Responsibilities – Enabling: a Strategic and Visionary Leader

- To provide specialist knowledge and thorough understanding within the area of expertise will be used to advise, guide, negotiate and lead others within this field of technical specialism
- To deal with complex specialist/technical matters, commensurate with the level of the post.
- To observe, live and lead by the City Council's Values and Behaviours in order to achieve Birmingham City Council's Purpose and Vision.
- To maximise organisational agility through use of enabling methods, ICT & Digital methods, fostering an agile workforce and maximising best use of corporate assets.
- To maintain professional development and lead on sharing research and new developments relating to the specialism; importing and successfully executing transformational ideas from other sectors and industries to enable the Council to excel on a national and international level.
- To lead on ICT&D within the technical/specialist service area, identifying opportunities to operate in the most efficient and effective way and maximise best use of all corporate assets.
- To provide reports when required and be adept at working within a political environment
- To advise and work with elected members of the Council through formal committees and groups together with informal briefing and individual constituency enquiries
- To communicate Birmingham City Council's Purpose and Vision, Values, Behaviours and strategic objectives to staff to achieve a culture of clarity of purpose and high performance.
- To be flexible in approach which may include dealing with emergencies out of hours, as they arise.
- Contribute technical expertise on local government finance to national and regional initiatives, acting as an ambassador for BCC.
- Support effective corporate financial management through integrated business and resource planning in line with corporate strategies, integrated risk and performance management and the development of financial literacy in the designated Directorate. Co-ordinate key tasks, including policy setting, financial strategy, savings proposals and budget setting and monitoring to ensure compliance with corporate deadlines.

Finance (if appropriate)



- Gross Revenue Budget: approx. £TBC per year varies by directorate
- Capital Budget: approx. £TBC per year varies by directorate

These duties are neither exclusive nor exhaustive and you may be expected to undertake duties and responsibilities, as directed by the Chief Executive.



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Responsible for	Directorate Teams	

Minimum Essential Requirements (a - application form, b - test, c - interview)

	a	b	c
Knowledge & Qualifications			
<ul style="list-style-type: none"> • CCAB qualified • Evidence of continuing professional development • Understanding of local government finance and financial systems, including the Code of Practice on Local Authority Accounting in the UK • Understanding of relevant legislative frameworks • Knowledge of finance systems and the development of financial reporting 	A A A A		C C C C
Experience			
<ul style="list-style-type: none"> • Extensive experience of providing a high-quality finance service within a tightly constrained financial environment. • Successful track record of developing and maintaining effective relationships to work in partnership with senior stakeholders. • Experience of managing a team of finance staff, including people and resource management. • A good understanding of business processes and governance gained through extensive experience of financial planning, controlling and reporting. • Broad understanding of service delivery models, concepts and principles, as well as IT and business solutions, gained through business exposure in a diverse range of organisations or services. • Evidence of supporting sustained organisational change to deliver effective outcomes for service users. • Understanding of political processes and experience of managing politically sensitive matters. • Experience of, or ability to acquire, a deep understanding of the business and services offered by the designated Directorate. 	A A A A A	B B	C C C C C C C
Skills & Abilities			
<ul style="list-style-type: none"> • Strong leadership, influencing, negotiating and coaching skills. • Ability to offer professional advice and support, while maintaining objectivity and personal integrity. 		B	C C





- Ability to lead, inspire and motivate a range of employees, generating a positive working environment in which skills are utilised and developed to best effect.
- Ability to analyse and address complex issues including the need to deliver different support to different service matters and to apply innovative and creative thinking to complex service challenges.
- Ability to deliver high quality solutions within a political environment.
- Ability to communicate complex financial issues to Members, senior officers, non-financial managers, and external organisations.
- Committed to corporate and collegiate working across BCC.
- Personal understanding of the value of diversity.

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