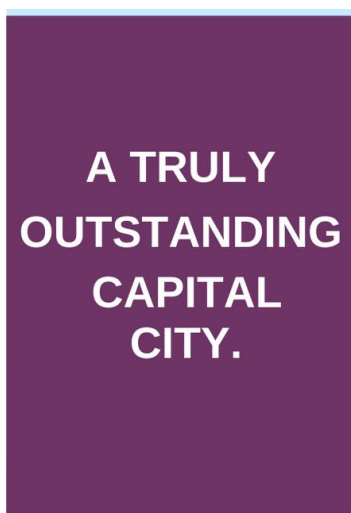




Service Director Finance and Procurement Recruitment Pack



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Thank you for your interest in joining the senior leadership team at the City of Edinburgh Council.

You might be asking yourself why you should consider joining us?

First, Edinburgh is steeped in history, seamlessly blending old and new, giving you the perfect location to experience the sights, sounds and tastes of a diverse and vibrant city. We are an outstanding capital city, recognised across the globe as a leader in business, the arts and science. We are also home to the Scottish Parliament. It is an excellent city in which to live, work, study, visit and invest. If you don't already know the city, I can guarantee you will fall in love with it.

The second reason is the challenge and opportunity that working for the City of Edinburgh Council will give you. You will play a central role in leading and shaping the continued success of this 21st century capital city – but also addressing its challenges. We're clear on our priorities of tackling poverty and becoming a net zero city by 2030 but we need to tackle the Council's financial sustainability.

We are a unique and diverse organisation, which maintains the lifeblood of the city. We support the people who live, study, visit or do business here and we make a difference to their lives and make them better.

Andrew Kerr Chief Executive

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Welcome to my team.

I joined the Council two months ago to lead Corporate Services on a journey of change and transformation.

I am looking for an exceptional candidate to come and work with me as Service Director for Finance and Procurement. If

you are someone who can lead culture change, work collaboratively to build and deliver robust medium term financial plans, while strengthening our whole organisational approach to financial planning and management, I want to hear from you.

Our purpose is 'Working together for the people of Edinburgh'.

People and our behaviours of Respect, Integrity and Flexibility are at the centre of everything we do. I believe, every one of our 19,000 colleagues across our circa. 700 services has a part to play in helping us to shape our organisation's culture and transform the way we do business so we deliver financially sustainable services and the Council's priorities.

If you believe you have the leadership capability, experience, energy and enthusiasm to join my team, I look forward to reading your application.

Dr Deborah Smart Executive Director – Corporate Services

The City of Edinburgh Council | Recruitment Pack | www.edinburgh.gov.uk

Edinburgh - an outstanding capital city



Edinburgh is the inspiring capital of Scotland where centuries of history meet a vibrant, cosmopolitan city in an unforgettable setting.

A major tourism centre and gateway to the rest of Scotland, the city is home to the world's biggest arts festival and offers an excellent quality of life. Winner of numerous accolades and awards, the capital has just been voted the [best city in the world to visit](#) by Time Out magazine.

Edinburgh is the UK's most prosperous city outside of London and the UK's second largest financial centre. It has long held a reputation for high quality education and academic excellence. Edinburgh life science research is among the best in the world, being part of one of the largest and fastest growing life science communities in Europe.

To get a taste of life in our fabulous city, visit the Forever Edinburgh website, the [official guide to the city](#)

Edinburgh key facts

People

- Edinburgh has one of the fastest growing populations of any city in the UK, currently over 527,000 and is projected to grow to over 586,566 by 2043.
- 62.1% of people working in Edinburgh are educated to degree level or above.

Education and Training

- Edinburgh's four universities are internationally renowned for their academic research base. The University of Edinburgh was in 16th place in the 2022 QS World University Rankings.
- The city is home to around 155,000 students based in education institutions including schools, universities and colleges.

Business and Economy

- Edinburgh attracts the highest salary levels and residents have the most disposable income outside of London.
- Edinburgh Airport is Scotland's busiest airport and the UK's sixth busiest airport, with over 14.7m passengers in 2019 and numbers steadily increasing back to healthy levels following the pandemic. In 2019, the gross value added (GVA) in Edinburgh of the financial and insurance sector was £5.4 billion. This represents 22% of Edinburgh's total GVA.
- Edinburgh has the largest proportion of workers in high skilled occupations, such as corporate managers, directors, and science, research and engineering professions, than any other UK city including London.



Tourism and Culture

- There were around 19.2 million visitor nights in Edinburgh in 2019 from domestic and international overnight visitors with a total spending of £1.87 billion.
- The Edinburgh Festival Fringe had over three million attendees in 2019. 42% of attendees to the Fringe came from outside of Scotland.
- Edinburgh is home to seven out of ten of Scotland's most visited attractions.
- Over 89% of residents are satisfied with parks and green spaces in Edinburgh, more than any other major city in Scotland and 2% over the Scottish average.

Read more [key facts and stats](#) in Edinburgh by Numbers.

The City of Edinburgh Council

The City of Edinburgh Council is the second largest council in Scotland and the ninth largest in the UK, we spend over £1 billion in revenue and around £400 million of capital each year.

Our responsibilities are wide-ranging, from our superb school system through to social work, housing, business growth, inclusion, parks and green spaces, culture and wellbeing, festivals and events, and roads and transport.

The Council is committed to playing a dynamic role on the local, national and international stage.

The Council employs the equivalent of 15,000 full time colleagues and is one the largest employers in the city. We introduced the Living Wage for our employees in 2013 and, in 2016, gained accreditation through the **Scottish Living Wage** Accreditation Initiative. This work led to Edinburgh becoming a Living Wage City in 2021.

Our challenges

As the city's population increases, with growing numbers of young children and older people, we have an increasing demand on our services. Even with a buoyant economy and increasing population, Edinburgh has issues of social inequality, poverty and vulnerable citizens, and we are committed to addressing these issues.

Along with all Scottish councils, the Council faces a significant financial challenge going forward. Current projections indicate a need to deliver at least £63m of recurring savings in 2023/24, increasing to £144m over the period to 2026/27. This is in addition to the £380m we have already saved since 2012/2013.

To deliver this, we must ensure services are effective and efficient at locality level, manage demand and find innovative methods of delivery. To do this we need outstanding leaders.



Our Future Council

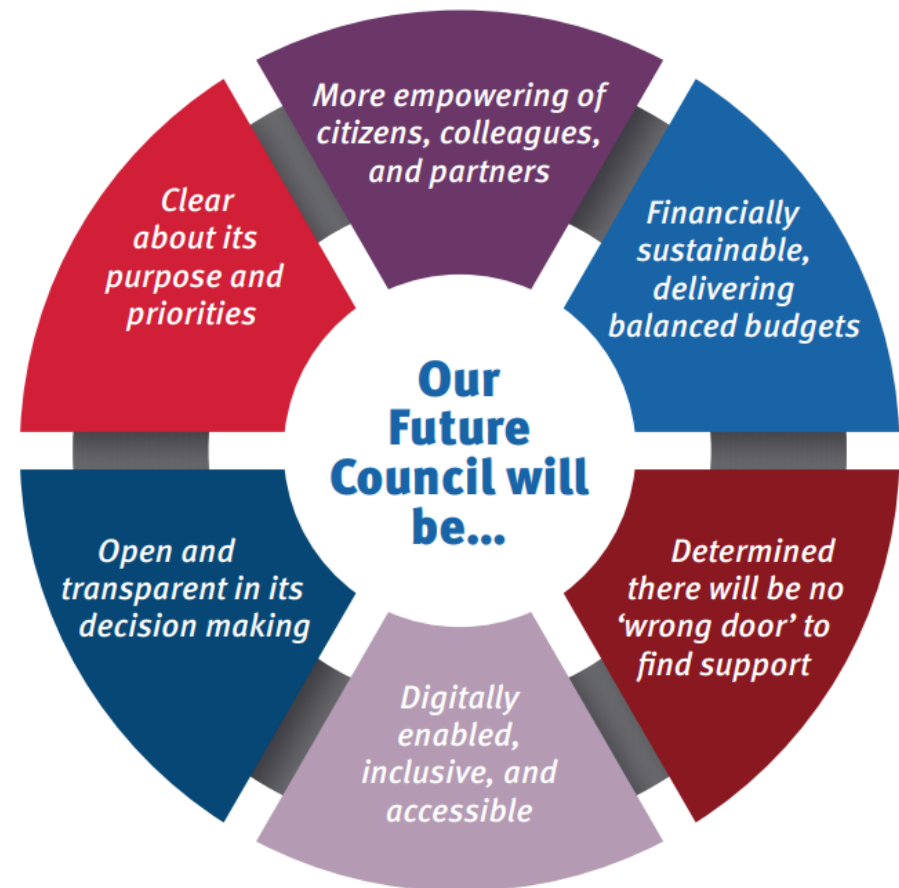
We need to work differently to deliver our priorities and those of the Edinburgh Partnership in a way that is financially sustainable. We need to be a Council that is more agile, more empowering of others and more connected to our citizens lives and communities. It means carrying on with the changes prompted through the city's response to the Covid-19 crisis and taking that learning into every aspect of the organisation.

It means structuring and delivering services differently, working with communities and using existing buildings within each community. In doing so we will work with equality groups to consider the needs of all our citizens.

It means having accessible technology to support digitally excluded citizens and the tools to allow our teams to deliver services digitally more effectively and efficiently.

Our Future Council also requires a further evolution in the culture of the organisation. We must focus on empowering our colleagues and involving them in changes at a much earlier stage, as well as being honest about the impact of change on our teams and services. And it requires a culture that is more inclusive, where people feel safe and able to raise concerns and potential risks knowing that they will be responded to fairly and effectively.

To deliver our vision and strategic aims, the [Council's Business Plan](#) sets out 15 outcomes. This plan stands as one part of a golden thread linking and guiding our operations, through to the shared goals and commitments of the Edinburgh Partnership and towards our long-term ambitions for Edinburgh to be a fair, welcoming, pioneering, and thriving city, as expressed by the 2050 Edinburgh City Vision.



Our People Strategy

The People Strategy sets out what we'll do for you over the next three years to ensure we can deliver the priorities and actions set out in Our Future Council: Our Future City. We have identified three strategic themes which underpin what we do and how we measure our success:



More information

More information on the [wide range of Council services](#) is on our website.

Find out more about our vision and priorities: [Council Business Plan 2021-24](#)

Read about what people think about our services in the [Edinburgh People Survey](#)

Follow us on social media:

- [Facebook](#)
- [Twitter](#)
- [YouTube](#)
- [LinkedIn](#)



Political leadership

The City of Edinburgh has 63 elected members – councillors – who set policy and make decisions at meetings of the full Council or a committee or sub-committee.

The Labour Group formed a new administration following the Local Government elections in May, with new Leader Cammy Day committing to work with other groups on key issues and take a collaborative approach to the decision-making.

More information on the [political make-up of the Council](#) and committee structure and membership.

How this post works with councillors

As a senior member of the Council's leadership team, the post holder will work very closely with councillors, both in an advisory role and in delivering Council policies and decisions through the operational teams.

This will involve the post holder preparing and speaking to reports for committees or the meeting of all councillors, The City of Edinburgh Council, and attending meetings with appropriate councillors, as required.



Role Summary

The post is responsible to the Executive Director of Corporate Services for setting the strategic direction of council financial services aligned to the overall Council strategic direction.

The postholder has lead responsibility for developing the strategies, policies, and arrangements to ensure the delivery of a range of organisation finance and corporate services; ensuring these services meet the highest standards of governance, finance, people, risk management, probity, legality, and service delivery.

Main Duties and Responsibilities

The post is responsible to the Executive Director of Corporate Services for a range of professional finance and corporate services that includes, but is not limited to:

- Council wide financial strategy and planning.
- Capital Budget strategy and planning.
- Major Project Financial Management.
- Financial policies
- Treasury Management, Banking, Investments, Loans, Borrowing and Tax management.
- Corporate Finance and Group Accounting incorporate the Council and a range of Arm's Length Organisations.
- Insurance, including shared service provision to other Councils;
- Commercial and Procurement Services.
- Service Finance and business partnering, including financial management support to Council services and a range of Arm's Length Organisations;

The post holder will also be designated as the Council's Chief Financial Officer and is required to undertake the duties as specified in section 95 of the Local Government (Scotland) Act 1973, as supplemented and amended in additional legislation, Standing Orders and the Scheme of Delegation and in accordance with CIPFA guidance. In this role and when acting as Section 95 Officer, the post will be required to take significant decisions independently in relation to the Council and its activities, reporting these as required and will ensure the proper administration and management of all the council's financial affairs.

The post is the Service Director with accountability to the Executive Director of Corporate Services for the functions of the Lothian Pension Fund (LPF), serving the City of Edinburgh Council and a range of other employers. In addition, the postholder is the Chair of LPFI Ltd, one of two companies within the LPF Group, requiring registration with Companies House and compliance with the relevant Financial Conduct Authority regulations.

In addition to their specifically allocated responsibilities the post will be required to:

1. contributes to the strategic direction, leadership, financing and culture of the Council via a leading contribution to the Council Business Plan, budget and policy framework as a core member of the Corporate Leadership Team (CLT).
2. make a significant contribution to the development of Council corporate services. This will include but is not limited to the development of policy, business and strategic planning activities and through the development of partnership working with other departments, agencies and organisations.

3. demonstrate strong leadership and collaborative team working within their service area and within the wider organisation creating a high-performance culture and an inclusive environment where employees are able to have a voice and feel able to raise concerns and whistle blow. As a member of the senior leadership team they have a collective responsibility to ensure the delivery of positive, inclusive and supportive services, meeting our Public Sector Equality Duty and upholding the Council's Equality and Rights Framework, including impact assessments.
4. identify opportunities for continual improvement and demonstrate effective management of change within a complex internal and external environment.
5. demonstrate the effective management and development of resources to ensure best value with customer focussed service design and delivery.

The post is a Chief Officer of the Council and as such is required to:

6. comply with and ensure compliance with the Council's standing orders and procedures leading by example.
7. ensure that allocated statutory responsibilities are properly discharged and that the Director and Council are fully and timeously appraised of performance and risk in relation to statutory responsibilities and performance reporting requirements.
8. fulfil their Corporate Parenting responsibility through the collective responsibility for looked after children in Edinburgh and for listening to and acting upon the views of care experienced children and young people.

9. consider the Council's responsibility in supporting children's rights when planning and developing services that may impact on children and their families.
10. make a significant contribution to the management of Council services and the development of policy and best practice.
11. demonstrate and support effective planning and decision making at a strategic and operational level
12. lead or contribute professional and/or managerial expertise to the development of initiatives, strategic planning and policy development that will have impact on, and beyond the Council.
13. support the management and development of the Council's democratic processes including, supporting the management and development of the Council's democratic process, including Executive Committees, Regulatory Committees; Neighbourhood Partnerships; Community and Parent Councils.
14. deputise for or represent the Executive Director of Corporate Services and or the Council on various bodies or committees as required.
15. undertake any other appropriate and relevant duties as directed by the Executive Director of Corporate Services, Chief Executive or the Council.

This post will participate in any organisational arrangement designed to ensure the proper and efficient running of the organisation, including the Chief Officer on-call rota.

As Service Director you are a designated Information Asset Owner with responsibility and authority for any information assets which relate to your service area or function. This includes developing a network of Data Stewards to ensure that information within your service is properly managed in line with the Council's Information Governance policies. Training and guidance will be provided by the Council's Information Governance Unit.

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
- Co-operating with management and following instructions, safe systems and procedures.
- Reporting any hazards, damage or defects immediately to their line manager.
- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required; and,
- People managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the Council Health and Safety Policy.

Scope of the Post

The post is responsible for directing a number of finance and corporate services and will ultimately be responsible for around 100 staff.

Given the range of services led by the post the total value of direct financial resources managed will be in excess £150 million, including loans charges budget accountability. Investment and Banking responsibility for the overall Council Budgets of around £2 billion.

The post has shared responsibility for the financial management and monitoring for the whole Council and the income collected on behalf of other directorates and the Scottish Government, as well as welfare and benefits administration, valued at £670M per annum, taking into account both Council Tax and Non-Domestic Rates for the City of Edinburgh Council only.

The post will also have shared responsibility for financial management and monitoring across the council for all services totalling around £1.3 billion in revenue terms and for the £8.8 billion Lothian Pension Fund.

Person specification

Setting Strategy & Vision

Evidence of developing and driving strategy and policy to deliver sustainable and successful outcomes

Evidence of business and commercial acumen to support strategic delivery of service to clients and partners.

Evidence of setting the direction for the service managed: based on the principles of enablement, localisation, citizen choice and best value.

Ability to create and drive a sustainable organisational strategy delivering client centred outcomes which enable citizen choice.

Evidence of sound financial management skills and commercial awareness with the ability to interpret and understand complex financial and budgetary information.

Leadership

Evidence of significant experience of leading and managing a service (covering areas specified in the job description) within an organisation of comparable scope, size, and complexity within the public or private sector.

An inspirational leader with integrity at the core able to create a clear sense of purpose. Inclusive and visible role model providing inspiration to empower others.

Evidence of effectively developing and nurturing talent in the organisation.

Evidence of the ability to provide clear strong and motivational leadership to create a high-performance culture

Detailed knowledge of major legislative and other issues facing local government with a particular focus on achieving effective delivery of services at a time of significant and financial challenges

Evidence of leading employee and stakeholder engagement.

Building Culture

Experience of developing strong links between professional groupings to bring together services linked by locality and liveability issues.

Evidence of successful partnership working and networking with Trades Unions and key stakeholders e.g., citizens, voluntary sector, business communities, government, and public agencies.

Experience of working in a political environment.

Experience of promoting the health and safety and wellbeing of a large workforce.

Must possess personal and professional credibility that promotes and enhances the organisation's reputation locally, nationally, and international.

Must have a high standard of personal and professional integrity as well as ethics, values, and personal qualities consistent with the vision, culture, and values of the Council.

Change and Transformation

Experience of successfully leading radical transformation of services through inception to delivery.

Ability to manage multiple complex projects within statutory, constitutional and value for money requirements.

Must demonstrate strong evidence of the ability to conceptualise the need for change and transformation and to lead the organisation effectively from current to future state.

Ability to manage change effectively within a political and sensitive environment.

Qualifications and Training

Relevant degree or equivalent experience

Member of a relevant professional body or demonstration of up-to-date knowledge and continual professional development

Evidence of career progression taking on roles of increasing complexity and importance within an organisation of comparable scope, size, and complexity.

Competencies

Leading others

- Is inspirational as a leader, encourages trusts and respect, is ethical and self-aware
- Creates a positive atmosphere, which motivates people to improve their performance
- Displays a high level of determination, energy and resilience.

Political sensitivity

- Takes a holistic view of events and the interests of citizens and elected members.
- Is diplomatic in dealing with a wide range of politicians and leaders
- Is politically astute.

Takes ownership and responsibility.

- Displays drive and determination to make things happen. Target and objective driven and sees things through to completion
- Delegates responsibility appropriately
- Accepts accountability and holds others to account

Managing change

- Looks to the future of the organisation and its vital contribution to the city
- Provides a shared vision and direction to all stakeholders to achieve transformational change
- Seeks innovative ways to improve services and encourages others to come up with new ideas and new ways of working
- Leads and sells change and brings others with them.

Communicating effectively

- Communicates in a calm balanced way at all levels of society
- Negotiates effectively.
- High level of interpersonal and presentational skills
- Works across a variety of different media, e.g., television, video conferencing

Planning and decision making

- Translates strategy into specific plans to deliver outstanding results.
- Sees the bigger picture, both internally and externally, takes this into account when making decisions.
- Is prepared to take managed risks.

Works effectively with others.

- Evidence of ability to work collaboratively.
- Encourages good working relationships.
- Provides a shared vision and direction.

Customer focused.

- Works collaboratively across organisation boundaries to deliver excellent customer services.
- Takes into account customer needs and expectations and strives to meet those expectations where possible.
- Actively seeks out customer feedback to identify service improvements.

Managing performance and developing others

- Is supporting and encouraging of others.
- Sets clear objectives for staff and continually monitors progress.

How to apply

Applications

To apply for this role please go to www.gatenbysanderson.com/job/GSe99434. If you have any questions you can contact Nick Cole at GatenbySanderson on 07867 451183

Employment references

Please include name, address and telephone number of two referees. You should state your relationship with each referee. Employment references will be taken for candidates who are short-listed. If you wish to be advised before we contact your referees, you should indicate this clearly beside their names.

Evidence of qualifications

You will be required to bring evidence of your qualifications to the short-list interview.

Completed applications.

Applications should be directed to and will be acknowledged on receipt. Your application should be submitted on or before midnight on 21st May 2023 via the GatenbySanderson website.

Medical assessment

Following interview, we will require the preferred candidate to undergo pre-employment health screening.

Criminal conviction check

Due to the nature of this post, it is exempt from the Rehabilitation of Offenders Act 1974. Convictions, whether spent or unspent, must be declared.

Immigration, Asylum and Nationality Act 2006 – Prevention of illegal working

You must be eligible to work in the UK. If successful, you will be required to provide original evidence of your eligibility to work in the UK. We will provide you with guidance on suitable documentation.

Canvassing

You should note that canvassing councillors in support of your application, either directly or indirectly, in connection with this post will lead to disqualification.

Providing false information

You should also note that the provision of false information or the omission of material information in your application, or at interview may lead to the offer of employment being withdrawn or summary dismissal.

Interview arrangements and provisional timetable:

Long-list interviews

- Week commencing 29th May 2023

Short-list agreed

- 5th June 2023

Short-list interviews

- 16th June 2023

Summary of terms

Terms and conditions of employment

The conditions of service applicable to the post are set out in the National Agreement on Pay and Conditions of Service of the Joint Negotiating Committee of the Joint Negotiating Committee for Local Government Employees (Scotland), as adopted by the City of Edinburgh Council.

Salary

£127,786 per annum.

Holiday entitlement

Annual holiday entitlement is 27 days. There are also six public holidays in a year.

Hours of work

Normal hours of work are 36 per week but given the nature of your role, we will expect you to have a flexible approach to working the hours necessary to meet the demands of the post.

Pension Fund

Employees may join the Lothian Pension Fund which is part of the Local Government Pension Scheme (LGPS). The Scheme is a statutory local government scheme, and the Council pays some of the cost. Employee contributions are tiered and depend on an individual's pay. The rates are reviewed annually. The rate for this

post is approximately 10.6% of salary. More information about the fund can be found at www.lpf.org.uk

Relocation

The Council may provide appropriate financial support to meet relocation expenses up to £10,000.

Political restriction

The post is politically restricted under the terms of the Local Government Housing Act 1989. This means that the post holder is restricted in his/her activity with a political party.

Other employment

The post holder may not engage in any other business or take up any additional employment without the express consent of the Chief Executive of the Council.



HAPPY TO **TRANSLATE**

You can get this document on tape, in Braille, large print and various computer formats if you ask us. Please email the Interpretation and Translation Service (ITS) its@edinburgh.gov. Quote reference no **22xxxxx**. ITS can also give information on community language translations.

**You can get more copies of this document by calling
0131 469 5555.**

