



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Head of Assets, Contracts & Finance	<b>Role Profile Number:</b> OPH61
<b>Grade:</b> U	<b>Date Prepared:</b> September 2020
<b>Directorate/Group:</b> Operations	<b>Reporting to:</b> Director of Operations
<b>Structure Chart attached:</b>	No

### Job Purpose

The Operations Department (which comprises of Waste Operations, Highways Operations and Assets, Public Realm Operations and Enforcement, Parking Operations and Enforcement, Housing Operations, Compliance, Fleet and Stores Management) was established in June following a restructure that disbanded the Communities and Housing directorate in order that appropriate focus can be applied to this important, front-facing area of the Council.

As the Head of Assets, Contracts & Finance you will be a member of the Director of Operations Senior Management Team and will work with colleagues in the Operations Department as well as key internal and external stakeholders and partners to delivery high performing services that supports the Councils vision, priorities and pledges. As the Head of Assets, Contracts & Finance you will be specifically responsible for the delivery and quality assurance of the Commissioning of services, Contract and Supplier Management, Asset Purchasing and Management, Financial Monitoring, Stock Management and Stores as well as Fleet and Vehicle Management.

Reporting to the Director of Operations you will provide clear leadership and support to your teams and engender a culture of operational excellence, focusing on innovative ways of working that both enhance the service and reputation of the Council and ensuring our residents remain at the heart of everything we do.

### Key Accountabilities

- Lead, coordinate and support the commissioning and procurement of services and goods across the operations department in response to identified service needs.
- Lead on the development, management and monitoring of a departmental Asset Management Plan to ensure the departments assets are effectively managed and maintained with an associated programme of repair and maintenance, refurbishment and replacement.

- Develop, manage and monitor a centralised departmental list of contractors and suppliers for services and goods across the operations department and ensure an inclusive and diverse mix of local, regional and national companies.
- Ensure that all contracts and Service Level Agreements (SLA) for services and goods across the operations department are tendered and procured in accordance with the council’s contract standing orders and financial regulations and in line with any relevant national/international legislative guidelines (ie OJEU).
- Ensure that effective contract management, monitoring and reporting processes and procedures are in place and adhered to leading to effective performance management of all contracts.
- Proactively oversee the effective and efficient management, monitoring and reporting of the operations departments Capital and revenue budgets ensuring compliance with the Council’s Financial Regulations and Contract Standing Orders and forecast expenditure in accordance with laid down monthly timescales.
- Oversee and support the delivery of a high performing (operational and financial) “real time” stores management and distribution service using technology and data analytics as a tool to meet the needs of the operations department whilst delivering VfM .
- Be an active and effective member of the Operations SMT working co-operatively with the Director of Operations and colleagues on all matters of Operations and business development.
- Oversee and support the delivery of a high performing fleet and vehicle management service using technology and data analytics to ensure the “real time” management and distribution of parts and equipment.

### **Supplementary Accountabilities**

- As a line manager, to ensure that the organisation’s health, safety, equality, diversity and inclusion policies are fully implemented at all times and in all aspects of service delivery and employment.
- As a member of the Delivery & Assurance Management team, adopt a collaborative and supportive approach, maintaining up to date professional knowledge and providing advice and assistance to colleagues as required.
- To deputise for the Head of Operations Delivery & Assurance when requested.
- To prepare, write and present Cabinet/Committee reports and briefings as appropriate

## **Knowledge & Experience**

- Experience of managing operational services in the public or private sector.
- knowledge of warehousing, stock management and logistics operations
- A track record of managing and delivering high performing services
- Ability to lead, direct and develop multi-functional groups
- Experience of using ICT as an analytical and management tool.
- Good financial and people management skills.
- Able to work to tight deadlines and conflicting demands whilst demonstrating a strong commitment to quality, customer care and service delivery.
- Self-motivated and ability to make appropriate decisions using own initiative.
- Experience of work in partnership across teams, the wider organisation and external parties.
- Excellent listening, communication and interpersonal skills.
- Experience of conflict resolution.
- Experience of leading, implementing and adapting to change.
- Experience of managing high value budgets

## **Qualifications**

- Educated to degree level or equivalent is desirable
- Management qualification or equivalent is desirable

## **Decision Making**

- Can make effective decisions quickly and will act on own initiative in order to resolve problems
- Shows creativity in using resources to deliver cost effective services
- Has proven results obtained through team work and individual effort
- Has corporate and political insight and consideration
- Accountable for the successful operational delivery of the services

## **Creativity and Innovation**

- Reviews ways of working and identifies opportunities to improve the quality of work of the team
- Identifies creative solutions to Council wide issues and takes action to address them
- Shows creativity in using resources to deliver cost effective services, looking beyond the boundary of current service delivery
- Continually identifying, evaluating and implementing innovative new areas of partnership to maximise and enhance the benefits for the wider community

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>Yes</p> <p>Circa £10-15m</p>
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**Contacts and Relationships**

Working in a collaborative manner with Members, other directorates, external and internal customers, community members and other bodies that interact with this role.

**Values and Behaviours**

We strive to underpin our culture of being At our Best through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

**Other Key Features of the role**

- Ability to lead a team providing clear direction and a motivational and inspirational environment for them to develop
- Team player capable of influencing and working within cross-functional teams
- Able to deal with ambiguity and the pace of change within local government, confidently making and standing by decisions in challenging situations and persisting with flexibility in the face of setbacks
- Having the confidence to speak out for what is best for Swindon, even when it is not easy to do so.
- Ability to make site visits throughout the Borough and attend meetings outside the Borough.

<b>Employee Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	
<b>Line Managers Signature:</b>	<b>Print Name::</b>
<b>Date:</b>	