

# SCOTTISH ENVIRONMENT PROTECTION AGENCY

## JOB DESCRIPTION

### A. IDENTIFYING FACTS

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| <b>JOB TITLE</b>  | Chief Officer Finance  |
| <b>REPORTS TO</b> | Chief Executive  |
| <b>LOCATIONS</b>  | Flexible (but with a frequent requirement to attend the Stirling office) |

### B. JOB PURPOSE

As a senior executive and member of Agency Management Team (AMT) you will be responsible for the strategic management of SEPA as well as the leadership and management of a flexible, multi-disciplinary portfolio. The Finance portfolio currently incorporates Finance, Procurement and SEPA's Charging Scheme.

### C. MAJOR TASKS

Working with others to help the Board set the strategic direction for SEPA and then implement it in your portfolio.

Positive leadership of SEPA and your portfolio; creating the conditions that will enable SEPA to achieve its strategic outcomes.

Managing and improving performance across your portfolio; implementing actions which deliver the strategic outcomes.

Ambassador for SEPA, *One Planet Prosperity* and our flooding strategy.

Effective management of financial and non-financial resources.

### D. ACTIVITIES

#### Strategic Management

- Work as part of the AMT, and with the Chairman and Agency Board, to set SEPA's strategic direction and organisational priorities.
- Lead the development and implementation of SEPA's financial strategy to deliver the organisation's objectives sustainably.
- Lead the annual budgeting process and implement an appropriate monitoring process to ensure delivery.
- Contributing to group decisions and taking individual decisions (as per the scheme of delegation) to ensure SEPA's strategy is implemented effectively
- Lead corporate improvement programmes, as required, on behalf of AMT
- Introduce initiatives and new ways of working that support *One Planet Prosperity* and our flooding strategy, and enable SEPA to create environmental success in ways that also deliver economic and social success.

### **Leadership**

- Act as a positive role model at all times, inspiring staff and stakeholders to be the best they can be
- Effective consultation with staff and the Trade Union; Trade Union negotiation, as required, on behalf of AMT.
- Create an open and inclusive culture within your portfolio that reflects the wider organisational culture
- Ensure high levels of staff engagement across your portfolio with particular focus on constructive feedback and staff development
- Ensuring Agency Board, Chief Executive and AMT colleagues are involved in key portfolio decisions
- Ensuring Scottish Government and other key stakeholders are involved, consulted and informed on key decisions and issues
- Promote and develop a culture of efficiency and value for money across SEPA, providing advice and challenge to AMT colleagues and decision makers to drive continuous improvement.
- Responsible for developing and maintaining SEPA's Standing Financial Instructions (SFIs) and for ensuring SEPA's compliance with the Financial Memorandum.

### **Performance management of your portfolio**

- Make sustainable improvements to performance across your portfolio
- Ensure clear and flexible business plans are in place to deliver on the strategic priorities agreed by AMT and the Board and that these plans are aligned with other portfolios
- Ensure the right processes and adequate resources are in place across your portfolio and that they are aligned to deliver SEPA's strategic priorities, including *One Planet Prosperity*.
- Line management of Senior managers and other staff as required
- Monitor performance across your portfolio against agreed corporate and portfolio-level Key Performance Indicators (KPIs)
- Take appropriate steps to address under-performance, ensuring that the root causes of the under-performance are identified and resolved.
- Ensure good governance across your portfolio and SEPA as a whole. This includes risk and resilience as well as compliance with all statutory responsibilities; such as Health and Safety, and Equalities; as well as organisational policies and procedures, and SEPA's Standing Financial Instructions (SFIs).

### **Ambassador for SEPA, *One Planet Prosperity* and our Flooding Strategy**

- Represent SEPA positively and professionally on external groups, at conferences, etc
- Build mutually beneficial networks and relationships that add value to SEPA and contribute to the achievement of *One Planet Prosperity*
- Bring learning and new ideas into SEPA, adapting them to suit the organisation and inspiring colleagues to get behind them
- Promote collaboration across SEPA and with external partners

### **Financial and Resource Management**

- As a member of AMT, you are responsible for ensuring effective use of public money and achieving value from the corporate budget
- Responsible for the effective deployment of a portfolio budget of up to £10 million and complement of up to 100 staff.
- Secure the necessary budget for specific projects, including preparing bids for resource
- You will be responsible for the production of the annual accounts. As Head of Profession for accountants and finance specialists within SEPA you will ensure compliance with regulatory and professional standards.

## PERSON SPECIFICATION

### Qualifications:

- A degree in a relevant discipline (or equivalent experience) is essential.
- Postgraduate qualification in a relevant accounting qualification e.g. CIPFA/ACA/ACCA/CIMA

### Experience:

Candidates will be required to demonstrate experience in all of the following areas:

- Working as part of a senior management or executive team
- Leading and motivating staff from multi-disciplines
- Managing and improving organisational performance in a sustainable way
- Building mutually beneficial relationships with external partners and stakeholders
- Managing a significant budget and achieving best value
- Managing a complex and diverse workload with many competing demands
- Ensuring good governance and compliance with legislative requirements and organisational policy; managing risk and resilience proportionally and effectively
- Specialist experience in Financial Management preferably gained within the public sector
- Experience of working with External Auditors in the preparation of the annual accounts.

### Knowledge, Skills & Abilities:

Candidates will be required to demonstrate their knowledge, skills and abilities in all of the following areas:

- An understanding of the wider administrative, social and economic context within which SEPA operates
- Awareness of existing and forthcoming relevant legislation and its impact on SEPA's statutory duties and powers as a regulator
- Ability to interpret and use complex, and conflicting information in reaching sound decisions.
- Ability to analyse, assess and implement proportionate actions in response to complex or sensitive issues or significant organisational risks
- Ability to build positive working relationships with staff, Trade Unions, Board members, key stakeholders and partners, including, Scottish Government
- Highly developed influencing and negotiating skills
- Able to contribute effectively as part of an executive team
- Positive and effective leadership of staff
- Ability to give constructive feedback
- A high standard of written communication on diverse, complex, technical issues; able to prepare robust, concise, coherent and compelling reports
- Ability to inform, influence and persuade other people who may have different motivators, views and priorities to you
- High public policy awareness; ability to understand respective roles, positions and inter-relationships and use this knowledge to influence the desired outcomes

- Sound judgement and the ability to take appropriate, calculated risks

### **Personal attributes**

Candidates must be able to demonstrate the following attributes which are key to the success of a strategic leader:

- High personal resilience
- Integrity; positive role model
- Drive to make improvement and overcome barriers and obstacles
- Open and consultative approach with staff and stakeholders
- Tenacity
- Genuine desire to do the right thing