

**JOB DESCRIPTION**

**Title of Post:** Director of Corporate Services

**Reports to:** Chief Executive

**Main Duties**

The Director of Corporate Services is a member of the Senior Management Team. The post holder is responsible for overseeing the Finance, Human Resources, I.T. and Records Management functions within the Office. The role is crucial in ensuring proper administration of the Police Ombudsman’s financial affairs, developing the corporate and business plans and providing a clear sense of purpose and direction by developing and implementing a coherent corporate services strategy (including areas such as security, procurement, administration) through achievable action plans.

**Key Responsibilities**

1. To develop and manage all internal support systems efficiently and effectively, including financial management, information systems, human resources, records management, security, procurement and facilities management.
2. To provide positive and professional leadership to the staff in the Corporate Services Directorate, ensuring that it is well managed and develops as a strategic function to support and promote the activities of the Office of the Police Ombudsman.
3. To contribute to the management of the Office as a member of the senior management team, providing leadership in ensuring that the vision and values are understood and embedded so as to gain and maintain the confidence of diverse stakeholders. In particular, supporting a culture based on collaborative working, with focus on people, outcomes and positive reputation management.
4. Along with the Chief Executive and other directors, develop the corporate and business plans and provide a clear sense of purpose and direction by developing and implementing a coherent corporate services strategy (including areas such as security, procurement, administration) through achievable action plans.
5. To liaise with the Chief Executive on reporting mechanisms, staffing, management framework, financial delegation etc.
6. To be responsible for directing the finance function ensuring proper administration of the Police Ombudsman’s financial affairs, developing and recommending budget and financial planning strategies, budget monitoring and reporting to the Chief Executive and the Police Ombudsman, providing all appropriate assurances to the Chief Executive in her role as Accounting Officer and to the Department of Justice as Sponsor Department.
7. To be responsible for directing the human resources function and the provision of advice on personnel matters to the Police Ombudsman, Chief Executive and Directors, including oversight of development and review of strategies, policy proposals and procedures on personnel matters including recruitment, staff appraisal, training and development, payroll, pensions and employee relations.
8. To be responsible for directing the information and communications technologies (ICT) function and oversight of ICT strategy development and implementation.
9. To be responsible for directing the records management function and have oversight of the records management strategy, including the Office’s Retention and Disposal Strategy, information access, information assurance and security, data protection and to ensure compliance with procedures and maintenance of the TRIM system.
10. To be responsible for the oversight of security policies and procedures within the Office and for ensuring effective organisation compliance.
11. To establish good working relations with key stakeholders and manage relationships effectively with key external contractors and suppliers.
12. To represent the Chief Executive and Police Ombudsman, where appropriate.
13. To have responsibility for all records held, created or used as part of the business, including corporate and administrative records whether paper-based or electronic and also including emails, in line with General Data Protection Regulations (GDPR) and the Data Protection Act 2018.
14. To have due regard to the need to promote equality of opportunity between:
* Persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
* Men and women in general;
* Persons with a disability and persons without;
* Persons with dependants and persons without.
1. Any other relevant duties appropriate to the grade.

**Essential Criteria**

1. A qualified accountant and have obtained full membership of one the following:
* The Institute of Chartered Accountants in Ireland
* The Institute of Charted Accountants in Scotland
* The institute of Charted Accountants in England and Wales
* The Association of Charted Certified Accountants
* The Chartered Institute of Public Finance and Accountancy
* The Institute of Certified Public Accountants in Ireland
* The Chartered Institute of Management Accountants
1. Have at least 5 years’ relevant practical post qualification experience, in a computerised accounting or financial preparation / reporting environment.
2. Have at least 2 years’ experience (at a senior level\*) in a medium\*\* or larger sized multidisciplinary\*\*\* organisation or larger in:
	1. in the preparation of financial reports for review at Board Level
	2. of leading and motivating a team to deliver significant organisational results
	3. of manging business activities in one or more of the following
* Human Resources
* Information and Communications technology
* Records Management and Information Assurance

\* Senior level experience is defined as - working directly to a Senior Management / Senior Leadership Team that reports to a Board or equivalent or providing input into strategic organisational decision making.

\*\* A medium sized organisation is defined as an organisation with at least 75 employees and a budget in excess of £5 million.

\*\*\* A multidisciplinary organisation is one that has a workforce with varied but complementary experience, qualification and skills that contribute to the achievement of organisational objectives.