

## Call-Off Schedule 20 (Call-Off Specification)

This includes the build of a bespoke Candidate Pack, and advertising on external websites including LinkedIn, Public Finance Jobs and Exec Appointments.



Government  
Legal Department

### EXPRESSIONS OF INTEREST

<b>GRADE:</b>	<b>SCS2</b>
<b>POST TITLE:</b>	<b>Director- Finance Operations and Digital</b>
<b>DIRECTORATE:</b>	<b>Finance, Operations and Digital</b>
<b>LOCATION:</b>	<b>London, Leeds, Bristol, Salford/Manchester or Croydon although regular travel to London will be expected</b>

Expressions of interest are invited from SCS2 [***DN: have said SCS2 and not on promotion as not sure it's a newly promoted role, but welcome views***] colleagues across government for an excellent strategic leader with wide government experience gained working across different functions, to fill the role of Finance Operations and Digital Director.

### THE ORGANISATION:

From energy to security, health to human rights, we help the Government deliver life changing law for citizens.

The Government Legal Department is the largest provider of legal services across government, working on high profile matters that are frequently scrutinised in Parliament and the media. Our work includes:

- Developing and drafting legislation
- Providing legal advice on policies
- Securing our economic and trade relationships
- Ensuring value from commercial contracts worth billions of pounds
- Providing the Civil Service's employment law advice

We are at the heart of delivering the Government's priorities and our success depends on our people.

GLD is a non-ministerial government department, sponsored by the Attorney General. We are headed by the Treasury Solicitor, our Permanent Secretary and Chief Executive and employ around 3000 people, including over 2000 legal professionals. Our offices include London,

Leeds, Bristol, Croydon and Salford/Manchester, as well as overseas. We provide specialist legal services including Litigation, Employment and Commercial Law as well as advising most Government Departments on the policies and services they deliver.

GLD also depends on a range of vital corporate services. These are essential to the smooth and efficient running of the Department and provide the foundation to enable GLD to deliver outstanding legal services. Our corporate functions include Strategy, HR, Finance, Digital, Data and Technology, Communications, Security, Commercial, Propriety, and Project delivery.

Our vision is to be an outstanding legal organisation and a brilliant place to work, where everyone can thrive and fulfil their potential. This is an exciting time for GLD, with cutting edge legal work on global issues and a transformation agenda which is ensuring the Department exemplifies the Modern Civil Service.

To find out more about what we do, visit the Government Legal Department's [webpage](#) or have a look at this [short film](#) which showcases the breadth of work government lawyers and legal trainees are involved in.

## **THE DIRECTORATE:**

The Finance Operations and Digital (FOD) Directorate consists of around 140 people and is made up of three divisions, each led by a Functional Professional Deputy Director. It is responsible for a range of essential corporate services, which are vital to the effective operation of the Department and to enabling the delivery of brilliant legal services. These include:

- A finance Division responsible for all aspects of financial management, accountancy and budgeting, investment planning and procurement, including overseeing the prompt cost recovery of charges for services provided by GLD;
- An Operations Division delivering services including security, information management and accommodation;
- A Digital and Technology Division responsible for digital and ICT services across a complex network of platforms and locations.

## **THE POST:**

We are seeking to appoint an Finance, Operations and Digital Director in GLD on a permanent basis. The role is offered on this basis pending the planned appointment of a DG level Chief Operating Officer with a legal background, at which time decisions will be made on the future design and scope of corporate portfolios in GLD. However, we expect to retain a finance focused portfolio at SCS PB 2 level on an enduring basis and this role would be a member of the GLD Board and Executive Committee to satisfy the requirement for a finance qualified professional.

Reporting directly to the Permanent Secretary and Treasury Solicitor, Susanna McGibbon, this is a challenging and rewarding opportunity to play a key role in this cross-cutting Department at the heart of government. As a member of the GLD Board and Executive Team, you will play a significant role in shaping GLD's future direction and providing GLD with the professional corporate support services it needs to enable the delivery of high quality legal services to central government. You will be one of three Directors in the Corporate Services Group, alongside the Director for Strategy, People and Culture who is also currently a Board

and Executive Team member. A Director of Legal Knowledge and Innovation focuses on legal knowledge, innovation and capability development.

This is an exciting moment in the evolution of the GLD as it seeks to significantly enhance the capacity and capability of its non-legal professions and functions which provide the foundation on which our legal services are delivered. The effectiveness and efficiency of GLD, and by virtue the wider Government Legal function, matters to every strand of Government and is crucial to helping to helping the Government realise its priorities for citizens.

As the senior finance professional in GLD strategic financial leadership and capability building in the finance function – both within GLD and wider Government - will be a significant part of this role. The post holder will support and advise the Treasury Solicitor, in her role as Accounting Officer, on discharging her responsibilities to Parliament and HM Treasury. They will also be responsible for assuring the effective financial stewardship of GLD's operating budget of around £280m, alongside the Chair of GLD's Audit, Risk and Assurance Committee and lead GLD's relationship with the Government Internal Audit Agency. You will chair the Investment and Portfolio Assurance Committee (IPAC) to ensure that GLD has robust business cases for its Tier 1 projects assure the delivery of them. You may also sit on other GLD Committees, including its People Committee, which are chaired by legal DGs in the Department.

What makes this a particularly attractive role is the breadth of functional responsibilities, but also the different nature of the financial model of GLD from many Departments. GLD's funding model is based on full cost recovery for the services it provides to its clients – this is achieved through a charging model with agreements negotiated annually with Departments based on the volume of legal services they require from GLD. The Department has only a limited 'on vote' budget. However the requirements of Managing Public Money, the need to be able to evidence the value for money we provide, including how we become increasingly efficient and productive in how our services are delivered, are a constant. You will be expected to drive a reinvigorated approach to investment planning, financial forecasting, simplified fee structures and a culture of ever more efficient and productive service delivery. A balanced scorecard reporting approach has recently been developed and the post holder will be expected to lead on its ongoing development as well as the Board's and ExCo's risk management process.

In addition to the financial elements of the role the post holder is responsible at Board level for activities and operations across a range of other corporate professions and functions. These include security, property, commercial and DDAT. Whilst these functions are led on a day to day basis at Deputy Director level this role gives the post holder the opportunity to develop relationships and work across a range of functions in Government, enabling them to lead and influence across a range of Civil Service and Government priorities, including Places for Growth, Levelling up and helping to ensure GLD reflects the vision and aspirations of the Modern Civil Service.

In particular the post holder is responsible for leading the delivery of GLD's relocation plans which include building up our existing footprint in Leeds, Bristol, Croydon and Salford/Manchester, including GLD's exit from 102 Petty France in 2026. This will include the development of new locations in government hubs in inner and outer London. They are also responsible at Board level for a programme of digital and technology refreshment, led by their DDAT Deputy Director, an experienced professional in the field. This will include the development and implementation of a new practice and matter management system to take the place of our existing Case Management System (CMS) and lead the Attorney General's

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Office (AGO) - for whom GLD provides a range of shared services - preparations to transition a range of corporate services into a shared service model with the Matrix cluster.

As such, this role represents a particularly attractive opportunity for individuals seeking to develop and diversify into future Chief Operating Officer appointments. The main priorities in this role are:

- Rapidly building trusted relationships with key stakeholders and partners across Government, and in GLD, particularly Board and Executive Team members, including to ensure full cost recovery from clients for GLD's services.
- Leading GLD's finance function to improve its capability and the overall capability and culture of data analysis and utilisation across GLD.
- Leading delivery of the GFF Functional Strategy within GLD, ensuring that the department's financial management standards practices are aligned.
- Ensuring the effective stewardship of GLD's financial systems, including delivery of GLD's Annual Report and Accounts and the setting of its budget and fees. The post holder is also responsible for the production of the Annual Report and Accounts for the AGO and HM Crown Prosecution Inspectorate, for which the Permanent Secretary of GLD is Accounting Officer.
- Delivery of GLD's Accommodation and Location Strategy, including its Places for Growth commitments, as reflected in its Spending Review settlement.
- Leading and assuring GLD's Cyber and Information Security culture and governance.
- Playing a leading role, alongside the Director of Strategy, in responding to a review of GLD's Corporate Services, including improving the collective leadership and capability of GLD's Corporate Services
- Increasing the resilience of GLD's Digital Technology, including increasing the interoperability between GLD and other Government Departments.

## **ESSENTIAL CRITERIA**

### Person specification

You will be an excellent strategic leader with wide government experience gained working across different functions. You will have excellent stakeholder management skills and be adept at building productive relationships across functions within the Civil Service and beyond.

Selection will be based on suitability to the post as listed below

Essential:

1. CCAB, CIMA or equivalent qualification with extensive experience of financial leadership at Board level.
2. Experienced in giving trusted advice to senior partners e.g., Permanent Secretaries, NEDs, and senior officials and a track record of creating and maintaining strong professional relationships at senior levels and using these to influence and challenge.
3. Strong evidence of strategic and creative thinking, with the ability to set an ambitious vision, inspire continuous improvement and drive forward implementation through motivating others towards a common goal.
4. The ability to work collaboratively with senior peers in leading a large organisation, delivering modernisation projects and driving an organisational culture of professional excellence and continuous improvement.
5. A strong track record of leadership, building high performing teams and developing talent; and

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Model Version: v3.0

6. Proven success in leading in an environment of ambiguity, uncertainty and change.

Desirable

1. Experience of working with lawyers in government or other relevant functions.

All applicants are expected to demonstrate leadership ability against the following Success Profile behaviours at SCS2 level:

1. **Seeing the Big picture**
2. **Leadership**
3. **Communicating and Influencing**
4. **Making Effective Decisions**
5. **Managing a Quality Service**

## **PROCESS AND TIMING**

Interested candidates are asked to submit:

- A supporting statement outlining how they meet the essential criteria (of no more than 750 words);
- A CV/career résumé (which should cover no more than two A4 sides).

Selected candidates will be invited for an interview with a panel likely to include the Treasury Solicitor, a member of the Government finance function and GLD's non-executive chair of the Audit, Risk and Assurance Committee (ARAC) together with a Civil Service Commissioner.

## **FLEXIBLE WORKING**

GLD is committed to flexible working and we have introduced a smarter working model where individuals are expected to work at least 40% of their contracted hours from a GLD Office.

## **TERMS OF APPOINTMENT**

This post is offered on a permanent basis.

## **FURTHER INFORMATION**

For further information on this post please contact:

Name: [Insert contact details of chosen recruitment firm]

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