

JOB DESCRIPTION



Post title: Director of Resources
Directorate Resources
Reports to: Chief Executive (National Park Officer)
Grade: Director (DIR01 – DIR04)
Direct Reports: 5 posts

Core Functions

Corporate Services and Digital Transformation

Provide strategic oversight and lead transformation of corporate support services, including ICT, customer services, democratic support and business systems, ensuring they are efficient, secure, innovative and aligned to the Authority's priorities and environmental commitments

Commercial Growth and Asset Management

Shape and deliver a new commercial strategy that increases financial resilience and reduces reliance on public funding. Maximise the value and impact of the Authority's property portfolio and other assets, identifying opportunities for income generation, investment, partnership working and responsible growth.

Communications

To oversee the development, delivery and evaluation of a communications strategy that promotes the work of the Authority, strengthens understanding of the National Park and the Authority's role, and supports delivery of the Dartmoor Vision, Partnership Plan and Local Plan – growing and protecting the Authorities reputation.

People, Culture and Organisational Development

Lead the Authority's approach to workforce planning, organisational development, volunteering, health and safety, learning and wellbeing, creating an inclusive, high-performing culture where employees and volunteers are empowered to contribute their best and develop their potential.

Resources, Finance and Governance

Ensure the effective stewardship of the Authority's financial, governance and assurance frameworks, promoting sound decision-making, financial sustainability, risk management and regulatory compliance. Provide strategic advice to Members, the Chief Executive and Senior Leadership Team, and fulfil statutory responsibilities where designated.

Main Duties and Responsibilities

Provide strategic leadership to the Authority's corporate team including, people management, volunteering, IT, in-house finance delivery, insurance, risk management, delivery of property review outcomes, day to day property management, customer service and management of administrative functions including Member support.

The postholder will be responsible for ensuring these functions operate cohesively, with clear governance, robust assurance, effective risk management and strong alignment to workforce capacity, capability and resource planning.

Contribute collectively as a member of the Senior Leadership Team to corporate strategy, organisational performance and culture. Provide professional advice and guidance to the Chief Executive, Directors and Senior Leadership Team on a range of strategic commercial, staff and financial related issues.

- Provide advice, guidance and support to ensure that the Authority's financial targets for external funding are met with delivery focussed on Business Plan and Management Plan outcomes
- Oversee implementation of the Authority's Organisational Development Plan to facilitate the delivery of the Business Plan targets.
- Oversee the provision of strategic communications advice to the Chief Executive, Leadership Team, Members and colleagues, ensuring communications are clear, timely, accessible, evidence-informed and aligned with organisational priorities.
- Oversee the security, forward development and day to day delivery of the IT systems necessary for the Authority to function effectively.
- Oversee the development of the Authority's HR and Health & Safety related policies to reflect current good practice and the Authority's desire to be a great employer. Ensure the Authority fully complies with all employment law and associated legislation/guidance.
- Manage corporate behaviour in terms of compliance with the separate Staff and Member Codes of Conduct. Ensure that appropriate records of interest are kept and that the Codes are periodically reviewed in accordance with good practice.
- Oversee the provision of secretarial services for the Authority's Committees, Forum and Working Groups, including the timely production of agenda and minutes.
- Ensure appropriate performance, risk and assurance frameworks are in place across services and within the HR portfolio
- Manage the annual Internal Audit programme and ensure compliance with its recommendations.

- Lead the Authority's approach to purchasing and provide advice/guidance in relation to effective procurement and compliance with the Authority's Financial Regulations.
- Develop a strategic plan for the Authority's properties and other assets, ensuring that regular conditions surveys are carried out and major property maintenance costs are in the Authority's budgets.
- Undertake active line management of Directorate staff to ensure that they have clear objectives; are supported to deliver these objectives; have access to appropriate training; are aware of relevant HR policies and adhering to these; and are performing effectively, addressing performance issues appropriately.
- Oversee the compliance, management and reporting of health and safety issues. work safely, ensuring all safety procedures and other controls identified by risk assessment are complied with and incidents reported promptly and appropriately. To be responsible for the day-to-day operational safety management of team members and others working with or for the Authority in accordance with the Health & Safety Policy.
- Undertaking any other duties commensurate with the grade and general duties of the post which the Chief Executive may reasonably request, including acting on delegated authority from the Chief Executive (National Park Officer) and deputising for the CEO(NPO) on occasion, where appropriate.

This job description outlines the current duties required for this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility.

August 2026