

LONDON BOROUGH OF MERTON
EXECUTIVE DIRECTOR - HOUSING AND SUSTAINABLE DEVELOPMENT
JOB DESCRIPTION

POST TITLE: EXECUTIVE DIRECTOR OF HOUSING AND SUSTAINABLE DEVELOPMENT

Grade: Executive Director

Department: Housing and Sustainable Development

Location: Merton Civic Centre

Responsible to: Chief Executive

Responsible for: The development of new council homes, regeneration and growth, Planning (including Transport), Building Control, Property and Asset Management, Housing Needs and Homelessness.

Date: 21 August 2022

MAIN PURPOSE

1. To be professionally responsible and accountable for the strategic direction and effective delivery of the Council services and functions listed above.
2. To ensure these services are high quality, responsive to organisational, political and residents' needs and reflect corporate priorities, governmental direction and legislative change.
3. To jointly lead in the corporate management of the authority as a member of the corporate leadership team.
4. To provide outstanding leadership to the workforce of the Housing and Sustainable Development Directorate.
5. Ensure strong financial management of the directorate and corporate budget.
6. When required, to act as 'Gold' in order to lead and support the Council's response to maintain critical services.
7. To carry out such other duties and responsibilities as required by the Chief Executive.

MAIN DUTIES AND RESPONSIBILITIES

Generic

1. To jointly lead in the corporate management of the Authority and to contribute to the preparation of both short, medium and long-term plans for the Authority.
2. To evaluate the performance of the Department against stated objectives, developing performance measures and ensuring feedback to staff on the department's performance in meeting targets and objectives.
3. Ensure the organisational structure of the directorate meets changing service needs. To promote sound departmental management practices and to be responsible for the effective recruitment and retention, motivation and development of staff within an effective industrial relations climate.
4. To promote and ensure collaborative working relationships between the department and others across the Council. To lead, and participate actively in inter-departmental working groups, as required.
5. To act and operate to the highest standards in accordance with the council's plans, financial regulations and Standing Orders, ensuring the provision of an exemplary service to the council and its customers.

Specific

6. To be accountable for the Council's regeneration and growth plans. To encourage sustainable investment in the borough by working in partnership with developers/investors and existing businesses to grow the borough's economy.
7. To ensure that the Council's approach to homelessness and homelessness reduction is compassionate and robust, and that strong collaborative partnerships are maintained to address social and housing needs.
8. To ensure that the Council's development management, Town Planning and Building Control Regulatory responsibilities and duties are discharged with the utmost probity and transparency, in line with the Council's constitution and statutory requirements
9. Lead the delivery of feasibility studies and project oversight of major schemes. Identify potential benefits from each scheme - including jobs, housing, employment opportunities and revenues.
10. Lead the development of delivery timescales, schedules and resources required for taking each scheme forward and provide the necessary leadership required to deliver schemes in accordance with the agreed timescales.
11. Improve the use of the Council's strategic and land assets and ensure they make the maximum contribution to regeneration activities and income.

12. Identify opportunities for projects, programmes and activities that improve the social, economic and environmental wellbeing of Merton,
13. Lead the modernisation and cultural change required to deliver on a new, ambitious regeneration and growth agenda.
14. To develop effective relationships with the private and community and voluntary sectors.
15. As an inclusive leader, demonstrate a relentless focus on equality and diversity, both in terms of achieving outstanding outcomes for Merton's communities, and in the context of your role as an executive director of a major employer

LONDON BOROUGH OF MERTON**ENVIRONMENT, CIVIC PRIDE AND CLIMATE DIRECTORATE****JOB DESCRIPTION****POST TITLE: Director of Culture, Sport and Libraries****Grade: MG4****DIVISION/SECTION: Environment, Civic Pride and Climate Department / Culture, Sport and Libraries****Location:** Merton Civic Centre plus hybrid working arrangements**Responsible to:** Executive Director of Environment, Civic Pride and Climate**Responsible for:** Teams covering Culture, Sport, Leisure, Libraries, Heritage and Events**Post number:****Date: April 2024****1. MAIN PURPOSE**

- To provide strategic leadership for the council for all culture, heritage, sport, leisure, events and library services and to ensure that services are delivered to a high quality to all residents.
- To ensure that the Council's statutory duties with respect to these services are satisfactorily discharged.
- Overall accountability for all budgets (circa annual spend of £6 million per annum) pertaining to these services and ensuring that services are managed effectively and achieve best value.
- Manage and develop strategy to ensure effective library, sport, leisure, events, culture and heritage provision for the London Borough of Merton, taking account of all relevant political, social and resourcing factors. Advise lead officers and members on national frameworks and policy.
- To deputise for the Executive Director for Environment, Civic Pride and Climate at Council and senior leadership meetings where required.

2. Core Accountabilities

- To act as a role model within the Council and lead by demonstrating the organisational values in all that you do,
- To lead on ensuring your services have operation plans in place to deliver the Corporate Plan on time and to budget.
- To create and build effective relationships internally and externally with key stakeholders and instil in direct reports the imperative for accountability, responsibility and collaboration with others, for example: Councillors, other Boroughs, the communities we serve and partners.
- To work collaboratively across all service areas with other senior managers (including those from partner organisations and agencies) in order to deliver services, generate efficiencies and create synergies wherever possible.
- To lead, manage and develop staff so that they are capable of and motivated to achieve the corporate and service aims and objectives and support the organisational values
- To drive significant cultural change in order to deliver service excellence.
- To be accountable for service budgets to ensure they are well managed and kept within budget, and to have affordable plans in place to deliver the Medium-Term Financial Plan.
- Ensure that performance management is monitored and your service is fully compliant, and any remedial action is taken promptly and at pace.
- To manage your teams effectively, ensuring individuals are well-supported, diversity and inclusion is encouraged and performance is monitored.
- To ensure at all times that a corporate view is adopted and that complaints (both internal and external) are dealt with promptly and effectively.
- To undertake and be accountable for budgetary management within the controlled activities and balance budgets in accordance with Financial Regulations.
- To be responsible for equality, diversity and inclusion in service delivery and employment within the service and to work within relevant legislation carrying out Equality Impact Assessments where necessary.
- To ensure that strategic and operational risks are considered and that appropriate actions and/or reporting are put into place to manage these.
- To attend emergency planning training, be familiar with the London Borough of Merton Emergency Plan and your role during an emergency incident. This may involve receiving notification of emergency situations out of hours and to respond positively to these calls.
- All directors will be required to take part in the emergency rota as required.

- All directors are required to participate in elections.

3. DUTIES AND RESPONSIBILITIES

- To have lead responsibility for all sport, culture, leisure, heritage and library services and to ensure that these services are delivered to a high standard.
- Responsible for developing strategy and policy in all aspects of service provision, advising and making recommendations to elected Members, the Executive Director, and other senior colleagues.
- Manage the operational delivery of these services ensuring a high standard of customer focus and taking account of the diverse nature of residents. Deliver inclusive programmes that increase participation and engagement to improve residents social, economic and health outcomes.
- To implement policies agreed by appropriate committees and to undertake business, performance and development planning processes and ensure regular monitoring and review.
- Be responsible for the selection, recruitment and deployment of staff within the Directorate, ensuring the implementation of Council policy. Ensure an appropriate management structure for the services and take steps to ensure that staff are well motivated, effectively trained and supervised.
- Develop and facilitate and new and innovative partnership arrangements to further enhance service delivery. Develop and maintain productive relationships with any external providers in order to ensure that good value and quality can be obtained for Merton residents.
- Ensure effective communication and consultation with all stakeholders including ensuring that services are well publicised and used.
- Formulate annual strategic plans and ensure that relevant performance objectives are set.
- Ensure that resources are effectively used and take overall accountability and responsibility for managing all budgets pertaining to this Directorate. Manage capital projects in accordance with the Council's capital programme; monitor the

procurement and delivery of construction and management contracts as the client officer.

- Undertake commissioning of services, where required, and ensure that all contracts are effectively managed.
- Be the Council's lead officer in dealings with external agencies such as Arts Council England, the Department for Culture, Media and Sport and Sport England.
- Attend and represent the Council at committee meetings, public forums and liaison meetings with external bodies.
- Participation in/contribution to Senior Leadership and Departmental Management Team meetings regarding the management, development and promotion of all aspects of the Directorate.
- To perform other duties as may be required from time to time by the Executive Director of Environment, Civic Pride and Climate, commensurate with the general duties and grading of the post.

4. Responsible for:

Services - Culture, Sport, Leisure, Libraries, Heritage and Events

Budget: - Circa £6 million per annum

LONDON BOROUGH OF MERTON

ENVIRONMENT, CIVIC PRIDE AND CLIMATE DIRECTORATE

PERSON SPECIFICATION

POST TITLE: Director of Culture, Sport and Libraries

Grade: MG4

DIVISION/SECTION: Environment, Civic Pride and Climate Department / Culture, Sport and Libraries

Location: Merton Civic Centre plus hybrid working arrangements

Responsible to: Executive Director of Environment, Civic Pride and Climate

Responsible for: Teams covering Culture, Sport, Leisure, Libraries, Heritage and Events

Post number:

Date: April 2024

Experience, Skills and Technical Requirements

- Experience of delivering high quality services, which meet the needs of the community/organisation and have worked at a senior level or above
- Experience in developing a variety of strategies and evidence of successful implementations relating to service areas covered in this role.
- Experience of leading and managing culture change programmes with evidence of success.
- Demonstrable ability to lead services, which provide role models for managers and gives practical solutions to day-to-day issues
- Ability to engage and influence all stakeholders, including Community groups, clients/customers, Members, Senior leaders, managers, employees and staff groups.
- Ability to work at both strategic and operational levels, switching according to the needs of the community/organisation.
- Demonstrable experience of strategic and innovative thinking with a proven track record of delivering results against tight deadlines and stretching targets.
- Experience of leading a mixed team of both internal staff and technical, expert consultants and building an inclusive culture and team.