

## **LONDON BOROUGH OF LEWISHAM**

### **JOB DESCRIPTION**

**POST TITLE:** Executive Director, Housing, Regeneration and Public Realm

**DIRECTORATE:** Housing, Regeneration and Public Realm

**GRADE:** JNC1

**REPORTS TO:** Chief Executive

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### **MAIN PURPOSE OF THE JOB**

1. As a member of the Executive Management Team (EMT) you will be responsible for the successful delivery of the Mayor's priorities, the Council's corporate objectives, and the business objectives of your designated Directorate.
2. To provide effective inclusive leadership and management that will contribute to the continuous improvement of the Council.
3. To lead and be accountable for specific Corporate Programmes and projects.

### **SERVICE SPECIFIC ACCOUNTABILITIES**

To be the Council's Executive Director, Housing, Regeneration and Public Realm with direct responsibility for the leadership and management of the following functions:

- Public Realm services which comprise waste and recycling, street cleansing, environmental health, air quality, parking, markets, strategic transport and highways.
- Planning services which comprise strategic planning, development management and enforcement.
- Inclusive Regeneration services which comprise strategic development, asset management, capital programme strategy, business and economic support and development, jobs, skills and economic partnerships
- Housing Services which comprise housing needs and homelessness, private sector housing, refugee services and client of the Council's housing ALMO.

Indicative budget: ££22m Net Revenue plus approximately £700m capital over next 4 years.

Indicative staffing: 750- 800 FTE (including agency staff)

## **EXECUTIVE DIRECTOR SPECIFIC RESPONSIBILITIES**

- To deliver an integrated and inclusive approach to services for communities, specifically universal services, which deliver against the Mayoral priorities
- To put in place clear and effective arrangements for the discharge of the Council's statutory responsibilities in relation to meeting the housing needs of Lewisham's residents
- To develop sustainable communities where diverse residents want to live and work by analysing needs at area level and targeting resources at localities of high deprivation.
- To ensure that planning services are delivered efficiently and effectively.

## **CORPORATE ACCOUNTABILITIES**

### **Corporate Responsibilities**

1. Actively contribute to the leadership of the Council in a way that promotes a 'one Council' approach.
2. Develop and maintain positive relationships with diverse elected members to ensure the Council and Directorate strategic priorities are effectively implemented and to support Members to undertake their strategic monitoring role.
3. To promote equality among all staff, and ensure that services are delivered in a way that promotes equality of access, treatment and outcomes, and that recognises systemic discrimination and disadvantage
4. To promote sustainability in the management of the Directorate, including encouraging a culture of innovation and accountability amongst staff towards sustainability, embedding sustainability in strategic policies, the management of physical resources and the delivery of services.
5. Participate in the GOLD rota as directed by the Chief Executive to ensure emergency planning and business contingency arrangements are in place throughout the Council.
6. Deputise on a rota basis for the Chief Executive.

### **Service**

1. Actively consider new, inclusive and innovative ways of delivering services that provide high quality and good value for money. Research and benchmark to establish most effective delivery methods.
2. Drive the implementation of consistently high quality service standards and levels of customer service, establish and monitor performance using Council project management and service review approaches.

3. Ensure there is effective integration of related services within and across the Directorate and the Council,
4. Ensure the contribution of partner and contractor organisations is appropriately harnessed.

### **Performance**

1. Set strategic objectives and lead delivery through robust business and financial planning.
2. Ensure delivery of the Council's strategic objectives, through the achievement of milestones and targets in line with the Corporate Strategy.
3. Hold managers and partners to account for the delivery of positive outcomes including tackling systemic equalities and valuing diversity using appraisal, commissioning, client management and other appropriate techniques.  
Ensure complaints and feedback is acted upon, services re-designed appropriately as a result, and high quality, appropriate responses are provided to diverse customers.

### **People**

1. Work collaboratively with the Council's partners to inform strategic decision making sure that this supports the delivery of specific corporate programmes and the community strategy.
2. Establish clarity around expected outcomes and standards, providing clear lines of accountability and delegated authority.
3. Establish and promote an inclusive culture of learning and workforce planning that enables staff to realise their potential, manage their careers and therefore improve outcomes for Lewisham's residents.

### **Finance**

1. Challenge and sign off financial strategies and plans / budgets that support the effective delivery of strategic priorities.
2. Monitor the Directorate budget and ensure it is effectively controlled within cash limits, driving down spend where appropriate.
3. Hold managers to account to manage their budgets and to provide services that are delivered or procured that represent value for money.

**THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE  
DIRECTORATE TO MEET THE CHANGING NEEDS OF THE  
SERVICE.**

### **Number of fully managed staff:**

Title:

Grade:

No of posts:

## **PERSON SPECIFICATION**

**POST TITLE:** Executive Director, Housing, Regeneration and Public Realm

**DIRECTORATE:** Housing, Regeneration and Public Realm

**GRADE:** JNC1

**REPORTS TO:** Chief Executive

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### Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

### **Technical Experience**

Proven technical knowledge and experience in delivering some or all of the following service areas:

- Public Realm
- Inclusive Regeneration
- Planning
- Housing Services

### **Qualification**

Possess the necessary qualifications and experience to carry out the functions associated with the post.

## **SKILLS AND KNOWLEDGE**

### **Accountability**

- Political awareness with proven experience of building positive relationships with diverse elected members to balance political drivers with strategic priorities.
- Experience of creating a culture of learning, to maintain a capable and high performing workforce that feels respected and engaged
- Experience of providing inclusive leadership within a dynamic and changing environment.

### **Delivery**

- Experience of interpreting vision and strategy to drive delivery through strong and effective inclusive leadership that works across systems and institutional boundaries.
- Experience of setting service standards that will enhance the reputation of the Council and empowers others to deliver.
- Experience of leading and delivering successful and inclusive organisational and cultural change programmes.

### **Decision Making**

- Experience of making difficult decisions through the analysis of relevant information and risk assessment.
- Able to make decisions that demonstrate commitment to the Council's vision for Lewisham.

### **Working Together**

- Experience of establishing and facilitating cross organisational working that shapes and influences the benefits of having a diverse workforce.
- Experience of developing services that takes account of the needs of diverse stakeholder groups.

### **Key Stakeholder Relationships:**

Internal: Councillors, Executive Management Team and Directors, across the Directorate and beyond.

External: Government Departments, National Consultation Groups, London Councils, strategic partners, other Local Authorities, Trade

Unions, MPs, partner organisations and suppliers, Professional Bodies, voluntary sector, national and local press.

**Political Restrictions:**

This post is politically restricted and under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside the work.

**Delegated Authority:**

The post holder is required to be on call as part of a Chief Officer on-call rota as the Council's Gold officer.

To carry out the duties of the post with due regard to the Council's relevant codes and procedures.

All employees are required to participate in the Performance appraisal and objective setting scheme and to undertake appropriate training and development identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder