



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