

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

<b>Designation:</b>	Director of Public Realm	Grade:	JNC 2
Reports to (Designation):	Executive Director, Place	Grade:	JNC1
Directorate:	Place	Section:	Public Realm

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#### **Main Purpose of the job:**

As our Director of Public Realm, you will lead and manage a diverse range of services that include: Street Cleansing, Waste Operations and Recycling, Environmental Enforcement, Traffic and Road Safety, Transport Planning, Highways and Engineering, Parking Services, Fleet Management, Markets and Street Trading, Environmental Health and other regulatory services, ensuring the services provided are of consistently high quality and provide great value for money.

You will work with a range of partners, contractors, and our communities to lead our public realm services so that Lewisham remains a dynamic, clean and healthy environment in which our communities and businesses can flourish. Our overriding principle is to proactively tackle climate emergency and ensure we are at the cutting edge of mitigation and resilience in all that we do.

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#### **Summary of Responsibilities and Personal Duties:**

As a Lewisham Director you will:

- Ensure corporate and strategic modelling through demonstrating commitment to Council values and translating the vision into strategic intent.
  - Ensure performance and quality improvement through leading and nurturing others to lead and manage innovative approaches to achieving results.
  - Ensure best use of resources through defining priorities and securing appropriate resources to achieve the Council's objectives.
  - Ensure services contribute to the corporate whole through interpreting external needs and trends and creating synergies to achieve corporate goals.
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## Summary of Responsibilities and Personal Duties:

- To lead and manage a portfolio of services including: street cleansing, recycling and waste management, highways, parking control, regulatory services, and markets and to ensure that they contribute to creating dynamic, vibrant and greener local economies and communities.
- Line management responsibility for up to 5 direct reports and overall leadership and direction for all staff in the Public Realm Division.
- The role will require the effective procurement and management of all Public Realm contracts exploring new models of delivery where appropriate, to create efficiencies and improving outcomes.
- To review and modernise services continuously and to take advantage of new technologies to secure the most environmentally sound ways of delivering services
- To encourage and influence resident and business behaviours to reduce our carbon footprint and our detrimental impact on the climate.
- To develop a strong relationship with Lewisham's businesses, in particular the small and medium enterprises, understanding their needs and how they can contribute to a thriving local economy.
- As a member of the senior leadership team of the Council to work collaboratively with other directors and external stakeholders to achieve the Council's Corporate Strategy and priorities.
- Working within a complex environment, to work collaboratively to deliver services within budgets and prepare services for future challenges. To play a crucial role in achieving the desired step change in both culture and approach when modernising services, responding to savings and targets, as well as working corporately to maximise efficient and effective working across the council.
- Overall responsibility for all services within the division and oversight and management of all aspects of the budget circa £50M to secure strong financial planning, control and value for money.
- To be jointly accountable, with the rest of the senior leadership team, for the delivery of the Council's Equality and Diversity action plan and will personally lead and champion it.
- To personally lead or enable staff in the division to lead cross council projects on issues as defined by the Corporate Strategy. These limited number of reviews per year will tackle complex priority issues and also enable new skills and experiences to be developed by staff to aid their future career development.
- Deputise for the Executive Director as requested. This is a shared deputising role with the rest of the corporate management team.
- To participate in the Council's emergency planning arrangements as an on call member of the strategic or tactical response team at the appropriate level.

- To ensure that Health and Safety legislation and the Council's Health and Safety requirements are all complied with across the division.
- Develop strong working relationships with the Mayor and elected members, providing expert and specialist advice and support on areas within the scope of your responsibilities and help formulate Council objectives and policies in these areas.
- Develop a clear performance management framework that encourages continued performance improvement and manage systems to achieve high performance in all service areas.
- Develop and maintain strong working relationships with other Council directorates, and other external agencies in the public, private and voluntary sectors
- The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and to ensure appropriate representation of the Council with residents, the Mayor and all elected members and external bodies.
- This is a politically restricted post under the Local Government and Housing Act 1989 and the Local Government Officers (political Restrictions) Regulations 1990. The individuals holding this post cannot have any active political role. Politically restricted employees are prohibited from:
  - standing for office as local councilors, MPs, MEPs, Members of the Welsh Assembly or Members of the Scottish Parliament,
  - canvassing on behalf of a political party or a person who is, or seeks to be, a candidate, and
  - speaking to the public at large or publishing any written or artistic work that could give the impression that they are advocating support for a political party.

Internal Contacts: These include the Mayor and Cabinet, the Executive Management Team (EMT), approximately 20 peer Directors and several direct reports.

External Contacts: This will include colleagues across London Councils, direct suppliers of services and goods, local voluntary and community groups, tenants and residents associations, local businesses and a range of other stakeholders with specific service area interests.

You will need to ensure that all Public Realm services, including those provided by external contractors, have robust Business Continuity Plans and contribute to the discharge of the Council's Civil Contingency responsibilities and that the Council is appropriately prepared for business continuity in the event of a major disruption to council services.

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 Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, 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

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

The Division has a workforce of approximately 285 staff.

This number of fully managed staff: Up to 5 including the following posts

- Head of Commercial Operations and Development
- Head of Environmental Health
- Head of Public Realm Improvement and Delivery
- Head of Street Environment Services
- Head of Strategic Transport and Highways

## PERSON SPECIFICATION

**JOB TITLE:** Director of Public Realm

**POST NO:**

**DEPARTMENT:** Executive Director, Place

**GRADE:** JNC2

### 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.

### **Equality & Diversity**

Awareness of and a commitment to Equality of Access and Opportunity in a diverse community  
Understanding of how equality and diversity relates to this post

**S**  
**S**

### **Knowledge, Aptitude, Skills:**

(Skills can only be used as shortlisting criteria if the skill is to be tested)

- Detailed knowledge and appreciation of the services and functions within the portfolio. **S**
- Comprehensive knowledge of the detrimental impact of climate change on our environment, economy and our residents
- Detailed understanding of the measures which might be adopted by a local authority to mitigate and contain the worst drivers of climate change.
- Knowledge of the impact of individual household and business carbon footprint and an understanding of the techniques and interventions which could help reduce it significantly. **S**
- Knowledge of the challenges and opportunities an inner-city urban local authority faces.
- Knowledge of service interventions and processes which enable the delivery of efficiencies and new effective models of operational delivery. **S**
- Well-developed oral and written communication, interpersonal and influencing skills.
- Project planning and process management skills including risk assessment.
- Performance and financial management skills.
- Ability to develop and sustain partnerships.

- Excellent leadership and people management skills at a senior level.
- Understanding of the political interface in a local authority and the role and needs of elected members
- Ability to manage commercial relationships and contracts ensuring high customer satisfaction and value for money services.

### **Experience:**

- Substantial experience of leading strategically across a range of Public Realm operational services including highways maintenance, parking regulation, waste collection, street cleaning, enforcement and other regulatory services. **S**
- Significant practice of implementing strategies and policies which improve local authority carbon footprint and mitigate against detrimental climate change.
- Experience in the design of highways maintenance schemes and the preparation of scheme drawings, bills of quantity and other documentation required for the appropriate maintenance of highways.
- Substantial experience of advising on the strategy and policy across Public Realm services in a large organisation including planning at a corporate level and across agency boundaries. **S**
- Experience of design and implementation of controlled parking zones and other measures in relation to traffic management which a local authority might take to improve air quality and reduce dangerous emissions.
- Substantial experience of providing strategic direction, service/financial planning and leadership with a track record of delivering improved outcomes. **S**
- Substantial experience and knowledge of managing a Councils statutory and regulatory services, including working closely with other agencies and partners such as the police.
- Experience of managing significant budgets, financial information and budget setting process, staying within budget limits and delivering agreed savings. **S**
- Leading, managing and delivering transformational change in a complex organisation. **S**
- Experience of working within the political context and environment. **S**
- Evidenced commercial acumen with strong client management experience

### **General Education:**

- Evidence of continuous professional development.
- Educated to degree level or equivalent level of work experience at a senior level relevant to the field.

## Personal Qualities

- Demonstrates strong commitment to public services.
- Uses political judgement and sensitivity.
- Shows credibility as an influencer and demonstrates determination.
- Challenges the status quo and established wisdom.
- Has a high degree of integrity.
- Shows a resilience and toughness under pressure.
- Demonstrates strong interpersonal and networking styles.
- Shows a high drive for achievement.
- Demonstrates strong commitment to the promotion of equality and diversity.
- Shows a high degree of awareness towards the needs of Lewisham residents.

## Values

- To live our values of being Ambitious, Inclusive, Collaborative, Accountable and Trustworthy everyday as a senior leader.

## Other special requirements

- Willingness and ability to work occasional evenings and weekends to maintain service.

## Political Restricted Posts

The Local Government & Housing Act 1989 imposes restrictions on political activities for certain categories of local government employees. In accordance with this legislation, this post is politically restricted and as such the post holder must refrain from being a candidate for election, an election agent or sub agent, an officer of a political party, or sub committee of such a party or canvass, speak to the public at large, publish written or artistic work or display posters in support of a political party or sub group of such a party.

## Circumstances

**DBS Disclosure Required?**    **No**        **Basic**        **Enhanced**   

(Tick as appropriate – guidance available from your HR Advisor)

## Physical

- Generally candidates must meet the standard Lewisham requirements for the post