

**LONDON BOROUGH OF MERTON****HOUSING AND SUSTAINABLE DEVELOPMENT DIRECTORATE****JOB DESCRIPTION**

**Post title:** Head of Housing Development

**Grade:** MG3

**Division/section:** Housing and Sustainable Development

**Location:** Civic Centre

**Responsible to:** Executive Director of Housing and Sustainable Development/ Housing Delivery and Projects Director

**Responsible for:** building a team of permanent, temporary and consultancy staff, revenue and capital budgets of over £20m annually (TBC)

**Post number:**

**Date:** January 2024

**1. MAIN PURPOSE**

- To be responsible to the Executive Director for the overall management and delivery of the Council's ambitious Housing Delivery programme, both on stand-alone sites, and through its Morden town centre regeneration programme. To take responsibility for overall programme definition and planning, including maximising grant funding and capital receipts to minimise the need for Council cross subsidy. To ensure the homes delivered are exemplar in terms of sustainability, design and quality.

**2. MAIN DUTIES AND RESPONSIBILITIES**

- To have overall responsibility for the housing delivery programme, budgets and staff

- To create, maintain and lead a high functioning team of development managers able to deliver to time, quality and budget, and with a strong grip on contract and project management.
- Create and deliver the housing delivery pipeline and programme, including budget, timelines and delivery strategy (i.e. partnerships, council build, disposal).
- Monitor and report on progress against the housing delivery programme, particularly ensuring strong budgetary control over the programme as a whole and individual projects
- To lead the day to day relationship management with investment partners – especially the GLA, and maximise all forms of public funding available.
- Create and oversee contracts with delivery partners, consultants and contractors, ensuring tight contract management, quality and budgetary control
- Lead viability testing of business plans and commissions at a programme and project level.
- Scope, commission and project manage the delivery of projects
- Contribute to the overall corporate leadership of the Council, delivering an innovative approach to delivery and improving performance of service areas.
- Provide strong and motivational leadership and direction to staff in the division, including guidance on the allocation of resources, risk management, change management and team development.
- Develop strong working relationships with elected members, providing expert and professional advice and support.
- Effectively brief elected members on key issues, supporting the Executive Director or other members of CMT as required.
- Develop and maintain strong working relationships with other Council directorates, other external agencies in the public, private and voluntary sectors including TfL, GLA, registered providers and private sector developers.

- Lead on issues of equality and diversity ensuring service areas meet the Council's EDI strategy and action plans.
- Responsible for accurate monthly and quarterly reporting on progress against budgets, service delivery objectives and key performance indicators, including delivering the medium term financial plan.

### 3. HEAD OF SERVICE – KEY ACCOUNTABILITES

- Role model the values and behaviours of the organisation and be an ambassador for and represent the Council at all times: [Work for Merton \[DRAFT\] : Values | Merton Council](#)
- Ensure services have operational plans in place to deliver the Council Plan on time and to budget.
- Work collaboratively across all service areas with other senior managers (including partner organisations) to deliver services and generate efficiencies.
- Ensure the service areas you manage are fully compliant with all existing or new legislation and other statutory requirements.
- Ensure effective performance management is in place, and that any remedial action is taken promptly.
- Manage your teams effectively, ensuring individuals are well-supported, diversity is encouraged and performance is monitored.
- Ensure at all times that a corporate view is adopted and that complaints (both internal and external) are dealt with promptly and effectively.
- Be responsible for equality in service delivery and employment, and work within relevant legislation carrying out Equality Impact Assessments where necessary.
- Ensure that strategic and operational risks are considered and that appropriate actions and reporting are put into place to manage these.
- Attend emergency planning training, be familiar with the London Borough of Merton Emergency Plan and your role during an incident. This may involve receiving notification out of hours and to respond positively to these calls.
- Required to take part in the emergency rota and participate in elections.

- Deputise for the Director and represent the Directorate as required on corporate and external activities and groups.

#### **4. PERSON SPECIFICATION**

##### **Experience, skills and technical requirements**

- Experience of successfully delivering high quality, sustainable affordable housing projects, particularly on smaller and more challenging sites
- Experience on a variety of delivery strategies – from development agreements, other forms of partnership, council direct build and disposal.
- Technical understanding and experience of the development process from start to finish (planning and design, procurement and through to delivery), with a track record of delivering built environment projects to time and budget. A professional qualification, through RIBA or RICS or RTPI would be a benefit.
- Experience in land assembly, valuation, appraisals and negotiation.
- Experience working with and influencing senior stakeholders in both the public and private sector, particularly building relationships with elected members.
- 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.