

# Job Description



City of  
**Stoke-on-Trent**

**Job Title:** Assistant Director, Investment, Delivery & Growth  
**Directorate:** Housing, Development & Growth  
**Responsible To:** Director of Housing, Development & Growth  
**Grade:** Divisional Head 4 - £105,063 - £110,154

## Job Purpose

The core purpose of this post is to support the delivery of the vision and strategy of the Council by securing opportunities for housing and commercial development, promoting regeneration and overseeing an effective land use planning and building control system.

This post leads the following activities:

- Planning Services
- Building Control
- Transportation planning
- Sustainability & Green Infrastructure
- Housing Development
- Property
- Regeneration & Capital Delivery

## Key Accountabilities

### Role Specific

- Lead the City Council's input into major physical regeneration and place making programmes, including the Levelling Up programme.
- Leading key developments and investments to deliver a financial and social return on investment for the Council
- Leading the design and delivery of housing development plans to facilitate a balanced housing stock that provides choice, quality and affordability.
- Supporting the development of Fortior, our housing investment vehicle for market housing
- Development of key strategic sites and locations including master planning and securing investment and funding
- Coordinating the physical regeneration and investment in our towns and city centre
- Delivery of Planning Services, both Development Management and Planning Policy, including production of the Local Plan
- Delivery of waste recycling and disposal infrastructure.
- Promoting quality urban design and facilitation protection and renewal of our heritage assets.
- Delivery of Sustainable and Green Infrastructure.
- Delivery of the relevant parts of the approved Capital Programme
- Management and further investment in the City Council's Corporate and Commercial Estate
- Maximising the use of our assets through a full asset rationalisation programme driven by service needs and through new ways of working and leading the Asset Maximisation Programme

### Corporate

- To determine the best models of service delivery, across the division which delivers a high-quality customer experience, achieves high performance and contributes to the council's ambitions to be a commercial council.

- To develop/negotiate joint approaches to local service planning and delivery in partnership with all the relevant internal and external services providers and regional and national bodies.
- To support and implement the Council's budget strategy within Government controls, including delivering on the requirements set by the section 151 officer on senior budget holders.
- To develop and maintain appropriate relationships with diverse stakeholders including; elected members, council officers, local communities, businesses, Government departments, and other external agencies in order to maximise capacity and pool resources wherever possible, including undertaking work with and for other LAs.
- To ensure the Council is equipped and supported to address all Government inspection and other external scrutiny in order to secure positive outcomes and high levels of achievement.
- To ensure that the right systems, policies and procedures are in place which secure a high standard of probity, regularity and control at all times, including with respect to information governance.
- Actively contribute to the role of the local authority as a corporate parent, in supporting our looked after children and care leavers to thrive
- To embrace and role model the council's commitment to develop a culture of continuous improvement and restorative practice.
- To ensure all employees within the portfolio have clear delivery plans, both in terms of their team as well as individually so that responsibility for achieving outcomes is shared and accountability is clear.
- To act as an ambassador for the Council, promoting and enhancing the authority's image as a Member-led authority ambitious for the city, supporting the formation of strategic alliances and developing effective working relationships on a local, regional and national basis.
- To lead on excellent employee relations through staff consultation and regular contact with Trade Union representatives at all levels.
- To promote equal opportunities with our communities and staff through personal example, open commitment and clear action.
- To develop a positive working environment encouraging active involvement of employees in shaping the co-production and delivery of services.

## **Key Results Areas**

- To secure investment and development to deliver growth and prosperity across our city centre, towns and communities
- To secure a return on our investment in physical projects.
- To deliver a robust Local Plan
- To secure robust programme management processes aligned to Corporate Objectives.
- To comply with funding and growth requirements including appraisals as required.
- To deliver the built environment element of the Council's Capital Programme
- To contribute to development of a balanced housing offer.
- To secure growth in the number of houses and commercial floor space

## **Finance and Staffing Dimensions**

Gross Expenditure: £54,069,000

Gross income: £50,600,000

Net Budget

Capital Budget: £414,266,000

Staff: 257.96

**These duties are neither exclusive nor exhaustive and you will be expected to undertake duties and responsibilities, as directed by the Director – Housing, Development & Growth or the City Director.**

# Person Specification

**Job Title:** Assistant Director – Investment, Delivery & Growth

**Requirements:** Evidenced by: **a:** application form **b:** test **c:** interview

## Knowledge and Experience

	a	b	c
<b>Technical</b>			
A property/regeneration/development related professional qualification (MRICS, CIOB or similar) with evidence of continuous professional development.	✓		
Extensive experience of property development and investment gained across the private and public sector	✓		✓
A thorough understanding of the statutory and regulatory framework within the service area in particular in relation to Property, Planning, Energy and Conservation.	✓		✓
Experience of consistent achievement as a senior manager across areas of the service.	✓		✓
Experience of working and developing effective working relationships with diverse stakeholders and negotiating with government and external agencies to secure growth	✓		✓
Experience of securing external funding to deliver strategic programmes to secure growth	✓		✓
Experience of strategic management and achieving sustainable improvements, with the ability to translate strategic objectives into operational plans.	✓		✓
Experience of effective budget management and accountability for monitoring resources.	✓		✓

## Competency Framework

Should you be shortlisted for an interview, you will also be assessed on the following competencies, where you will need to demonstrate/evidence how you meet the criteria.

<b>Leading and Deciding</b>			
<b>Deciding and Initiating Action;</b> Has strength in judgement and personal responsibility; Takes responsibility for actions, projects and people; works under own initiative; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks. Sees ideas through to delivery.		✓	✓
<b>Leading and Supervising;</b> Has strength in acting as a catalyst; A strong leader with energy, flair, resilience and credibility, Provides others with a clear direction; inspires, leads, motivates and empowers others; recruits staff of a high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour and tackles underperformance sensitively and effectively.		✓	✓

<b>Supporting and Co-operating</b>			
<b>Adhering to Principles and values;</b> Demonstrates integrity; promotes and defends equal opportunities, has a personal and professional commitment to trust, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment.		✓	✓
<b>Interacting and Presenting</b>			
<b>Relating and Networking;</b> Communicates well with people at all levels, including members, partners and trade union representatives; builds wide and effective networks of contacts.		✓	✓
<b>Persuading and Influencing;</b> Gains clear agreement and commitment from others by persuading, convincing and negotiating; makes effective use of political processes to influence and persuade others; promotes ideas on behalf of oneself or others; makes a strong personal impact on others; takes care to manage one's impression on others to maximise opportunities.		✓	✓
<b>Creating and Conceptualising</b>			
Works strategically to realise organisational goals; demonstrates creativity, initiative, resourcefulness and resilience, sets and develops strategies; identifies, develops positive and compelling visions of the organisations future potential; takes account of a wide range of issues across, and related to, the organisation.		✓	✓
<b>Adapting and Coping</b>			
Resilient and adapts to changing circumstances; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; remains calm and focussed; shows an interest in new experiences and challenges. Handles criticism well and responds appropriately.		✓	✓
<b>Enterprising and Performing</b>			
Accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks progression to roles of increased responsibility and influence; identifies own development needs and makes use of developmental or training opportunities.		✓	✓
Demonstrates commercial and business acumen; keeps up to date with competitor information and market trends, maintains awareness of developments in the organisational structure and politics; tenacious drive for continuous improvement, demonstrates financial awareness; controls costs and thinks in terms of profit, loss and added value.	✓	✓	✓