

LONDON BOROUGH OF MERTON

HOUSING AND SUSTAINABLE DEVELOPMENT

JOB DESCRIPTION

POST TITLE: Executive Director of Housing & Sustainable Development

Grade: Executive Director

DIVISION/SECTION: Executive Directors Office

Location: Civic Centre, Morden

Responsible to: Chief Executive

Responsible for: The development of new council homes, regeneration and growth, Planning (including Transport), Building Control, Housing Needs and Homelessness.

Post number: M3038432

Date: June 2024

1. MAIN PURPOSE

- To be professionally responsible and accountable for the strategic direction and effective delivery of the Council services and functions listed above.
- To ensure these services are high quality, responsive to organisational, political and residents' needs and reflect corporate priorities, governmental direction and legislative change.
- To jointly lead in the corporate management of the authority as a member of the corporate leadership team.
- To provide outstanding leadership to the workforce of the Housing and Sustainable Development Directorate.
- Ensure strong financial management of the directorate and corporate budget.

- When required, to act as 'Gold' in order to lead and support the Council's response to maintain critical services.
- To carry out such other duties and responsibilities as required by the Chief Executive.

2. MAIN DUTIES AND RESPONSIBILITIES

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

- 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
- 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.
- 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.
- Improve the use of the Council's strategic and land assets and ensure they make the maximum contribution to regeneration activities and income.
- Identify opportunities for projects, programmes and activities that improve the social, economic and environmental wellbeing of Merton,
- Lead the modernisation and cultural change required to deliver on a new, ambitious regeneration and growth agenda.
- To develop effective relationships with the private and community and voluntary sectors.
- 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

3. EXECUTIVE DIRECTOR – KEY ACCOUNTABILITIES

- 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](#)
- Lead on strategic plans to ensure that services have operational plans in place to deliver the Council Plan on time and to budget.
- As a member of the Senior Leadership team lead the Council ensuring that all service areas work collaboratively across (including partner organisations) to deliver services and generate efficiencies.
- Lead on your service area to ensure that all your services are fully compliant with all existing or new legislation and other statutory requirements.
- Lead on effective performance management arrangements and ensure that is in that any remedial action is taken promptly.
- Lead of people management, ensuring that teams and individuals are well-supported, diversity is encouraged, and performance is monitored.
- Take a strategic and corporate view of complaints (both internal and external) and ensure arrangements are in place to deal with them promptly and effectively.
- Lead on equality, diversity and inclusion in service delivery and employment, and work within relevant legislation to ensure arrangements are in place to carry 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 Chief Executive and represent the Council as required on corporate and external activities and groups.

4. PERSON SPECIFICATION

Knowledge

- Educated to degree level and/or full relevant professional qualification, with evidence of continuous professional development.
- An understanding of the legislative framework governing the work of the department. Understanding of issues impacting on service delivery within an urban, multi-cultural environment.
- A clear understanding of the workings of local government and the wider environment in which it operates.

Skills

- Well-developed analytical skills and proven ability of setting/achieving strategic objectives through performance management and of evaluating and achieving service quality.
- Ability to communicate effectively, negotiate and network through highly developed written, oral and presentation skills.
- Ability to develop innovative solutions whilst maintaining continuity of services through setting of clear goals/targets.
- Ability to lead, motivate and enthuse individuals and teams within a rapidly changing environment.
- Ability to work effectively within a political environment and to manage the member/officer interface.
- Commitment and ability to implement the Council's Equal Opportunities policies in employment and services.
- Commitment to working in partnership with a wide range of bodies both internally and externally.

Experience/Training

- Significant senior management experience of participation at senior management level and decision making of a large complex organisation.
- A successful track record and background of consistent achievement at senior management level (second tier or above) in a local authority or other large complex organisation.

- Experience of managing, motivating and developing a multi-disciplinary workforce and harnessing the talents of employees at all levels.
- Experience of successfully leading management of change within a service setting.
- Experience of working in co-operation and partnership with a wide range of internal and external bodies including statutory agencies/organisations.
- Experience of having successfully managed substantial budgets through rigorous control procedures, as well as delivering budget options within a corporate framework.
- Experience of establishing and implementing business planning processes and performance management systems to ensure appropriate and cost-effective service delivery.