

Generic Role Profile: Strategic Leadership Level B - Assistant Director

Role Purpose, Context and Scope:

- Accountable for developing and directing the corporate activities of the Council at a strategic delivery level.
- Horizon scanning 1-3 years; emerging practices and seek out the latest thinking and innovation across their service areas.
- Work with Councillors in setting and delivering the strategic aims and objectives of the Services they lead.
- Provide strong leadership, direction and guidance to senior managers regarding the allocation of resources, risk management, change management and management behaviours within the services they lead.
- To role model the values and behaviours of the organisation so others can see and hear and learn from you.
- Lead on developing the capability of the workforce so the organisation has the right skills at the right time in the right place.

Indicative Accountabilities:

- To influence and contribute to delivering objectives set out in the Corporate Plan considering the impact of internal and external factors.
- Create and build effective relationships internally and externally with key stakeholders and instil in direct reports the imperative for accountability, responsibility and collaboration with others, for example: Councillors, other Boroughs, the communities we serve and partners.
- Lead and work collaboratively across all service areas with other senior managers (including those from partner organisations and agencies) in order to generate efficiencies.
- Effectively lead and manage staff (set, monitor and evaluate objectives on an annual basis).
- Drive significant cultural change through the corporate infrastructure.
- Be accountable for associated budget and have affordable plans in place to deliver the Medium Term Financial Plan.
- Provide assurance that the services are compliant and performance monitoring is part of the corporate rhythm, and exceptions have robust action plans.
- Lead and work collaboratively across programmes and services areas to ensure effective risk management and organisational resilience, including developing effective procedures to implement the Council's policy and strategy.
- Be an ambassador for Haringey.

- Assistant Director
- Director of Adult Social Services
- Programme Director

Indicative Performance Measures:

- Specific measures from the Medium Term Financial Plan.
- Achievement of Council's Corporate Priorities.
- Achievement of the outcomes within the Council's Corporate Priorities and Workforce Plan within their service.
- Participate in external assessments e.g. Ofsted, Peer Review. Housing inspection.

Indicative Dimensions:

- Work involves development of specific service areas and integration of internal services with some integration with external partners.
- Has a prime responsibility for the financial management of specific service area.
- Jobs at this level operate with a wide level of discretion over staffing, resources and decisions provided that actions are consistent with Council policies.
- Can lead and deliver in a political environment.

Leadership Qualities:

- Achieving Ambitious Outcomes** – Makes sure that all activities contribute towards the organisation's vision and goals. Typically looks two to three years ahead.
- Service Excellence** – Continually strives for a better future. Measures success and takes action to achieve and maintain excellence.
- Thinks Differently** – Has sharp thinking to look at information in a new way. Comes up with many ideas and advocates change/new approaches. Is comfortable being uncomfortable.
- Visible Leadership** – Is a corporate leader, showing teams the strategic direction. Understands individuals, what motivates them and how to get the best from people.
- Work in Partnership; One Council** – Uses initiative to build networks and relationships internally and externally, consulting widely, particularly with residents. Understands the nature of conflict and finds ways to deal with this.
- Open Communication** - Assertive and influential. Maintains a calm and optimistic tone, and has the confidence to challenge and persevere, even in the face of strong opposition. Listens to and shows empathy for different perspectives.

Haringey Values:

- Lives, and can articulate for others, our values: Caring Collaborative Community-focused Courageous Creative

Indicative Knowledge, Qualifications, Skills and Experience:

- Deep knowledge of concepts, principles and practices gained through extensive experience and development in a specific field.
- Degree level or equivalent qualification plus substantial post qualifying in specialised field.
- Membership of appropriate professional body by examination e.g. CIPFA, RICS or evidence of continuing professional development (CPD).
- Excellent communication skills.
- Ability to work with high level internal and external stakeholders.

Job Specific Profile

Job Title and Service Area:
<p>Job title: Assistant Director for Asset Management</p> <p>Directorate & Service Area: Placemaking & Housing - Housing Services and Building Safety</p> <p>Grade: HB1</p> <p>Job evaluation ref: SM121</p> <p>Date JD Written: March 2024</p>
Role Purpose:
<ul style="list-style-type: none"> • To provide an excellent asset management and housing investment service to residents living in Haringey's council properties • To be responsible for developing and implementing Haringey's housing asset management and investment strategy • To provide effective strategic leadership across the whole service, incorporating technical teams and contractors • To actively consider new and innovative ways of delivering services that deliver value for money and continuous improvement
Main Responsibilities (in addition to indicative accountabilities on generic profile):
<ol style="list-style-type: none"> 1. To deliver an excellent asset management service, continuously improving and developing the service. 2. Responsible for all aspects of the control and day to day management of the Service and its annual budget; responsible for meeting the service's performance and financial targets. 3. To always ensure relevant regulatory compliance for the Council's homes. 4. To lead on the development and delivery of the Council's housing asset management and investment strategy. 5. To ensure that the Council has robust data and reporting arrangements on stock condition, decency, property and investment requirements. 6. To be responsible for the strategic identification, monitoring and effective delivery of investment projects and programmes, including major works, and energy efficiency. 7. To oversee effective partnering arrangements with the Council's key delivery partners and contractors, ensuring delivery of major works contracts to time and budget. 8. To ensure effective working arrangements with the Home Ownership team around major works programmes and the preparation of Section 20 Notices for leaseholders, ensuring an excellent service to council leaseholders. 9. To ensure an effective customer service approach through working closely with residents' groups and the Council's Customer Services team, regularly seeking and acting on resident feedback, achieving customer services standards, dealing with customer complaints effectively and raising customer satisfaction levels with investment programmes. 10. Ensuring the safety of residents and of the community as a whole by committed delivery of the

Job Specific Profile

Council's health, Safety and Wellbeing policies and by ensuring observance of its safeguarding policies in respect of vulnerable customers.

11. To ensure that the details of the Council's housing stock condition and its attributes are accurate and up to date and ensure provision of timely and accurate reports to Government and other stakeholders as required.
12. To provide active management of the supply chain of external contractors and suppliers to develop greater responsiveness to the Council's requirements and maximum value for money.
13. Ensuring that procurement is compliant with the Council's procurement procedures. Ensuring contractors and sub-contractors are employed only where they can add value and ensuring that, when they are employed, they are effectively managed.
14. To seek out investment opportunities and oversee bids for grants and other additional resources to invest in the housing stock.
15. To ensure effective skills and competency analysis are in place across the service and supported by the provision of high -quality training, apprenticeship programmes, and effective monitoring systems.
16. To ensure a performance culture and commitment to service excellence is in place throughout the service.

Knowledge, Qualifications, Skills and Experience (in addition to those on generic profile):

- Degree level or equivalent qualification plus substantial post qualifying in relevant field.
- Membership of appropriate professional body by examination e.g. CIPFA, RICS or evidence of continuing professional development (CPD).
- Experience of leading and motivating teams and programmes of people in an organisation of similar size and complexity, and managing a major property function in a commercial or related environment
- Comprehensive knowledge of, and appreciation of property management and building and construction
- Significant understanding of the issues in the delivery of an asset management service

Dimensions:

Role reports to: Operational Director – Housing Services and Building Safety

No. Direct reports: 2

No. Indirect reports:

Total staff headcount: Approximately 65

Staff budget: £7.65m

Other budget: Responsible for housing investment programmes with an annual budget in excess of £80m.

Organisational Structure - below

Job Specific Profile

Asset Management Organisational Structure

