

LONDON BOROUGH OF HACKNEY

Job Description

POST TITLE: Assistant Director of Regeneration and Economic Development

DIRECTORATE: Climate, Homes and Economy

DIVISION: Regeneration, Economy and Housing Development

GRADE: SM2

LOCATION: London Borough of Hackney

RESPONSIBLE TO: Director of Regeneration, Economy and Housing Development

RESPONSIBLE FOR:

Direct reports: 1 x Head of Regeneration - Woodberry Down, 1 x Head of Regeneration, 1 x Regeneration Programme Manager, 1 x Economic Development Manager.

Indirect reports: 20+ FTE

BUDGETARY RESPONSIBILITY: Circa £150m

POSITION STATUS: Full Time, Permanent

PURPOSE OF THE JOB:

- As a member of the Regeneration, Economy and Housing Development leadership team you will be responsible for the successful delivery of the Mayor's priorities, the Council's corporate objectives, and the business objectives of your designated services.
- To provide effective leadership and management that will contribute to the continuous improvement of the Council.
- To actively contribute to Council-wide and Directorate initiatives that will achieve and implement the Mayor's priorities and corporate objectives.
- The Assistant Director of Regeneration and Economic Development is responsible for the leadership, coordination, development and delivery of the Council's strategic regeneration, place making, and economic development objectives and functions. The Assistant Director of Regeneration and Economic Development is responsible for shaping regeneration and growth in the borough by developing and leading strategic regeneration plans, projects and programmes, ensuring that regeneration areas, high streets, and town centres thrive and grow; that growth and investment in the borough is inclusive, and that business of all sizes are supported and encouraged to start up, grow, develop, and contribute to Hackney.

SERVICE SPECIFIC ACCOUNTABILITIES:

1. As the senior manager responsible for this area, you will have direct responsibility for the leadership, management and strategic direction of the following services and functions:

- Regeneration
- Woodberry Down Regeneration Programme
- Economic Development
- Regeneration Programme Management.

2. To provide a high level of effective, influencing, negotiating and presentation skills with the ability to influence decisions at the highest level that are often controversial and high risk.

3. To work collaboratively with the Mayor and member portfolio holders to plan and agree the strategy and approach to the delivery of services, including reporting on service performance.

4. To lead and drive forward a range of initiatives, projects and programmes that deliver inclusive regeneration and economic growth and support local businesses, working at a senior level with a range of local, regional, national and international organisations, partners and stakeholders.

5. To have responsibility for the delivery of the Council's area based regeneration programme, and the Woodberry Down regeneration programme, and provide senior oversight to ensure:

- The programmes are delivered on time, to budget and are high quality, including robust and effective monitoring of performance and successes.
- Robust relationships are built and maintained between the Council and residents, businesses and partner organisations involved in the delivery of the regeneration programmes.
- Risks associated with the programmes are promptly identified, managed and mitigated.

6. To have responsibility for the Council's approach to town centre and business support and the Economic Development function. This will include the delivery of the Council's priorities relating to town centres, inclusive growth and economic development including; data collection and the evidence base, policy and strategy, and the delivery of capital and revenue funded projects and programmes.

7. To act as an advocate and ambassador for Hackney's economy and regeneration priorities at a national, regional, sub-regional and local level, working beyond borough boundaries to develop successful networks. To represent the Council on national, regional and local partnerships and boards where economic growth and regeneration are the focus.

8. To lead, guide and shape regeneration and development in the borough, via re-purposing Council land and assets and working with partners and landowners to shape development and regeneration schemes in line with the Council's priorities.

9. To lead and participate in cross-Council emergency response, change, and transformation programmes relating to regeneration and economic development

CORPORATE ACCOUNTABILITIES

Corporate Responsibilities

1. Actively contribute to the leadership of the Council in a way that promotes a 'one organisation' approach.
2. Develop and maintain positive relationships with elected members to ensure the Directorate and divisional strategic priorities are effectively implemented and to support Members to undertake their strategic monitoring role.
3. To promote equality among all staff, and ensure that services are delivered in a non discriminatory way, that is inclusive of disadvantaged groups.
4. Ensure emergency planning and business contingency arrangements are in place for the Assistant Director's designated functions.
5. Deputise for the Director as required.

Service

1. Actively consider new and innovative ways of delivering services that provide high quality and good value for money. Research and benchmark to establish most effective delivery methods.
2. Drive the implementation of consistently high quality service standards and levels of customer service, establish and monitor performance using Council project management and service review approaches.
3. Ensure there is effective integration of related services within and across Directorate and the Council, ensure the contribution of partner and contractor organisations is appropriately harnessed.
4. The postholder is expected to work outside of normal office hours, including attendance at evening meetings or committees, for which no additional payment will be given.
5. The postholder will be expected to undertake additional duties or responsibilities consistent with the role as allocated by the Director.

People

1. Work collaboratively with the Council's partners to inform strategic decision making sure that this supports the delivery of specific corporate programmes and the community strategy.
2. Establish clarity around expected outcomes and standards, providing clear lines of accountability and delegated authority.
3. Establish and promote a culture of learning and workforce planning that enables staff to realise their potential, manage their careers and therefore improve outcomes for Hackney residents.

Finance

1. Sign off and contribute to the financial strategies and plans / budgets that support the effective delivery of strategic priorities.
2. Monitor the divisional budget and ensure it is effectively controlled within cash limits, driving down spend where appropriate.
3. Hold managers to account to provide services that are delivered or procured that represent value for money.

PERSON SPECIFICATION

POST TITLE: Assistant Director of Regeneration and Economic Development

GRADE: SM2

QUALIFICATIONS:

1. The post holder will have a degree and/or post graduate qualification in a relevant subject area (e.g. planning, regeneration, development, property, economic development, architecture) although consideration will be given to those applicants who are not qualified but who can demonstrate they have worked at a senior/leadership level in development or regeneration for a significant length of time.
2. Membership of a relevant professional organisation is desirable (e.g. MRTPI, MRICS).
3. A project management qualification is desirable.

TECHNICAL EXPERIENCE/ SKILLS/ KNOWLEDGE:

You must have demonstrable experience of the following:

1. Wide experience of leadership in regeneration and development in the public or private sector.
2. Track record of achieving demonstrable results from developing and delivering major regeneration programmes including:
 - The preparation of spatial regeneration strategies, frameworks and plans;
 - Delivering large scale development and regeneration schemes throughout all stages including planning, delivery and monitoring;
 - Procurement of developers and the management of complex commercial and legal agreements relating to development and regeneration; and
 - Delivering complex regeneration, infrastructure, construction, and property based projects.
3. Experience of working in partnership at a senior level with partners and stakeholders to facilitate the delivery of complex redevelopment and regeneration schemes.
4. Demonstrable negotiation skills and substantial experience of negotiating and influencing at a senior level, and excellent political awareness including the ability to advise elected members.
5. A proven ability to manage large scale multidisciplinary projects anticipating problems, providing effective solutions and options to achieve successful outcomes in line with specific aims and objectives.
6. Experience of working successfully at a senior level in a complex multidisciplinary organisation demonstrating an ability to contribute to corporate, directorate and divisional

goals.

7. Track record of leadership with proven ability to empower and motivate staff and to build and contribute to effective teams and relationships particularly with partners. Ability to lead by example.

8. Able to demonstrate highly developed verbal and written presentation skills and communication skills.

9. Financial management, including budget preparation, resource planning, and monitoring of income and the ability to manage both capital and revenue budgets to the required standard demanded by the Council whilst delivering high quality value for money services.

10. The ability to work closely with and establish positive relationships to generate confidence and respect with elected members, Chief Officers, other Council officers, external agencies, community and voluntary groups, development professionals and members of the public as necessary to successfully discharge the functions of this role.

11. Thorough understanding and excellent knowledge of current legislation, issues, policies and developments at local and national level in relation to regeneration, planning and development functions.

12. The ability to operate effectively as part of a wider management structure and to manage conflicting priorities in a pressurised and fast moving/changing environment, demonstrating a desire to acquire new skills and knowledge with a commitment to learning.

13. Able to demonstrate an ability to apply performance management techniques and to develop, negotiate and extend challenging outcomes and goals.

14. A sound knowledge of IT packages including Word, Excel, PowerPoint and industry standard financial models used by the development industry..

15. Ability to continuously think innovatively and to review current and best practice and where appropriate recommend changes to operational practice within the service and cross Directorate.

SKILLS AND KNOWLEDGE

Accountability

1. Political awareness with proven experience of building positive relationships with elected members to balance political drivers with strategic priorities.
2. Experience of creating a culture of learning, to maintain a capable and high performing workforce.
3. Experience of providing leadership within a dynamic and changing environment.

Delivery

1. Experience of interpreting vision and strategy to drive delivery through strong and effective leadership.

2. Experience of setting service standards that will enhance the reputation of the Council and empowers others to deliver.
3. Experience of leading and delivering successful organisational and cultural change programmes.

Decision Making

1. Experience of making difficult decisions through the analysis of relevant information and risk assessment.
2. Able to make decisions that demonstrate commitment to the Council's vision for a better Hackney.

Working Together

1. Experience of establishing and facilitating cross organisational working that shapes and influences the benefits of having a diverse workforce.
2. Experience of developing services that take account of the needs of diverse stakeholder groups.