

## JOB DESCRIPTION

<b>POST TITLE:</b>	Assistant Director- Housing Regeneration and Delivery
<b>DIRECTORATE:</b>	Climate, Homes and Economy
<b>DIVISION:</b>	Regeneration, Economy and Housing Development
<b>GRADE:</b>	SM2
<b>LOCATION:</b>	Within the London Borough of Hackney
<b>RESPONSIBLE TO:</b>	Director of Regeneration, Economy and Housing Development

**RESPONSIBLE FOR:**

Direct reports: Head of Housing Delivery x 2 (North & South), Head of Construction and Commercial x 1, Head of Regeneration Strategic Design x 1, Senior Finance Manager x 1.

Indirect reports: 35+ FTE

**BUDGETARY RESPONSIBILITY:** Circa £2 billion capital spend

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**PURPOSE OF 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 Housing Regeneration and Delivery is responsible for the leadership, coordination, development and delivery of the Council's direct delivery housing regeneration programme and its associated objectives and functions. The Assistant Director of Housing Regeneration and Delivery is responsible for developing and delivering a strategic plan for the delivery of thousands of new high quality affordable homes in the borough and is required to integrate and align that plan with the Council's corporate objectives and priorities.

## **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:

- Housing Delivery
- Regeneration Strategic Design
- Construction and Commercial.

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 highly 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 high quality new homes and affordable homes in Hackney, working at a senior level with a range of local, regional, and national organisations, partners and stakeholders. In addition to the delivery of high quality new homes and affordable homes, the postholder must ensure that the housing regeneration programmes deliver wider benefits for Hackney residents, businesses and places via exemplary placemaking and design, commercial and financial benefits, and economic and social value outputs such as jobs, training and apprenticeships.

5. To have responsibility for the delivery of the Council's in-house housing regeneration programmes and provide senior oversight and leadership 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 housing regeneration programmes.
- Risks associated with the programmes are promptly identified, managed and mitigated.

6. Have responsibility for complex and high value housing regeneration and development projects and programmes with extensive risk profiles. Lead, manage and deliver high quality projects and programmes on time and to budget.

7. Be a primary point of contact for negotiating, liaising, and coordinating with a range of partners to maximise the delivery of new homes in Hackney including MHCLG, Treasury, GLA, Housing Associations, and private developers. Ensure that the Council adopts a joined up and integrated approach to housing regeneration and delivery by working across directorates and service areas.

8. Develop, update, and communicate a suite of policies and strategies that enable the successful delivery of the housing regeneration programmes.

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

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## 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, surveying, 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. RIBA, 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 housing regeneration programmes including:

- Delivering large scale housing 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 housing 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 capital 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 housing 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.