

**HAY Job Description****Senior Manager**

	<b>Job Title</b>	Operational Director - Regeneration, Growth and Employment
	<b>Department</b>	Regeneration and Environment
	<b>Section</b>	Regeneration
	<b>Grade</b>	Hay 3A
	<b>Reports to</b>	Strategic Director Regeneration and Environment
	<b>Staffing Responsibility</b>	Direct line management of: <ul style="list-style-type: none"> <li>• Head of Planning, Transport &amp; Licensing</li> <li>• Head of Employment, Skills &amp; Enterprise</li> <li>• Senior Manager Regeneration</li> <li>• Team Leader Planning Enforcement</li> <li>• Team Leader Building Control Major Projects</li> <li>• Team Leader Building Control Area Surveying</li> <li>• 4 x Programme Managers (major physical regeneration programmes)</li> </ul>

**Job Purpose:**

1. Lead a portfolio of services in line with departmental and corporate aims and priorities, building a high performing, innovative, customer focused culture that embraces change.
2. As a member of the Departmental Management Team work collegiately to formulate the strategic direction, policy, planning and delivery of services.
3. Support the Strategic Director in securing the continuous development, improvement, efficiency and success of the department.
4. Contribute to the wider development and delivery of cross-Council strategic initiatives and priorities.
5. Attract public and private investment into Brent to promote inclusive growth of the borough to meet the social and physical infrastructure needs of residents and businesses.

**Dimensions:**

1. Oversight of the budgets for multiple sections and units as detailed in portfolio responsibilities below.
2. Value of departmental revenue expenditure budget in excess of £12.5million and income target £9.6million.
3. Governance and accountability for Major Regeneration Programmes with annual capital budget in excess of £30million.

**Principal Accountabilities:**

1. Lead a portfolio of services in alignment with corporate and departmental aims and priorities, including:
  - the development and delivery of innovative new models for commissioning and service delivery.
  - setting and monitoring clear and ambitious performance requirements.
  - robust financial management to ensure value for money and deliver savings targets.
  - creating an environment which fosters innovation and continuous improvement in service commissioning and delivery.

2. Lead, develop and promote effective partnerships with other statutory organisations, the private sector and the voluntary sector in the commissioning and delivery of services.
3. Work closely with Senior Managers to support effective working relationships with relevant portfolio holders.
4. Formulate and review strategies for delivering regeneration and growth coordinating effort and resources across the council and partners to ensure effective delivery and maximum impact.
5. Translate strategy into ambitious and achievable service plans, within available resources and with clearly defined targets and outcomes.
6. Ensure the Strategic Director, Lead Members and the Corporate Management Team are briefed and kept up to date on those aspects of the portfolio for which the post holder has lead responsibility, including highly sensitive matters likely to have a major impact on the Council.
7. Provide clear, balanced and accurate advice and guidance to the Strategic Director and Lead Members on the strategic service issues and challenges facing the department.
8. Plan, control and deploy financial, staffing and physical resources to best effect to deliver agreed service priorities.
9. Provide leadership to the front line upwards gaining ownership of and commitment to the Council's overall aims and values.
10. Act as an effective ambassador and advocate with external organisations.
11. Deputise for the Strategic Director as required.
12. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults.
13. Carry out duties with due regard to the Council's community care; equal opportunities; information governance, data protection and health and safety policies and procedures.
14. Undertake any other duties commensurate with the general level of responsibility of this post.

#### **PORTFOLIO RESPONSIBILITIES**

1. Lead the long term strategic planning of the Borough, ensuring the Council's growth and investment ambitions are fully met and that there are sufficient land and sites identified for the necessary supporting social infrastructure.
2. Lead the Council's employment, skills, workspace provision and business support initiatives.
3. Maintain top quartile performance against relevant benchmarks for the planning, enforcement and building control services including achieving income targets.
4. Lead the Council's regeneration agenda, including sponsoring relevant major projects/ programmes as appropriate and ensuring good governance and leadership
5. Drive up design quality across the built environment, ensuring the Council establishes a national reputation for the very best design outcomes.
6. Ensure the Council plays a leadership role in relation to partnership work with relevant developers, investors, employers and the voluntary / community sector.
7. Maintain the improvement path for Brent START (Adult Education Service) as the centerpiece for enhancing adult education to secure an Ofsted Outstanding
8. Establish and maintain top quartile performance against relevant benchmarks for Brent's Planning, Employment and Adult education services
9. Responsible for the stewardship of the Council's built heritage, ensuring that new development respects and where possible enhances the Council's buildings and places of historic importance.

10. Ensure the effective operation of the day to day business of the Regeneration, Growth and Employment Directorate.
11. Ensure the effective and customer focused delivery of a range of high profile and frontline services as follows:
  - **Regeneration:** Strategy Formulation, Inward Investment, Housing Zones; Enterprise & workspace provision, Development appraisals, Funding
  - **Planning:** Policy, Development Management; Transport Planning, Infrastructure Funding (S106 & CIL), Enforcement;
  - **Major Regeneration Capital programmes:** South Kilburn, St. Raphaels, Bridge Park
  - **Employment, Skills, High Streets, Enterprise & Business Support**
  - **Building Control:** Area Surveying, Major Projects

### Job Context

1. Wide range of internal and external contacts including directors, senior managers, elected members, professional bodies, partner organisations and government functions involving the use of a wide range of interpersonal skills.
2. Partner other local authorities, public sector organisations and agencies, local businesses, the voluntary sector and other stakeholders.
3. Developing partnership working with key external stakeholders across the public, private and voluntary sectors.
4. High level of work related pressure in terms of meeting Council service priorities and targets.
5. Operates within a framework set by elected members but with considerable freedom to shape services.
6. Strategic lead developing services and ensuring implementation of new legislative requirements.
7. Considerable requirement to represent the council to external organisations and negotiate best outcomes for Brent.
8. Overall responsibility for high performance and professional standards across the organisation.

<b>DBS Status</b>	To be confirmed with Human Resources
<b>Politically Restricted</b>	Yes

## Person Specification

### Knowledge, Experience & Skills

#### Knowledge and Qualifications

1. High standard of academic achievement and relevant professional qualifications.
2. Evidence of significant relevant Continuing Professional Development (CPD).

#### Experience

3. A track record of achievement at a senior leadership level in a large scale, highly diverse customer centric, political organisation including:
  - proven track record of achieving and managing cultural and organisational change and of leading improvement across all regeneration and planning services
  - developing and delivering large scale projects and programmes
  - a record of innovative achievements in joint working with partners and stakeholders
  - Consistently improving and delivering on service, budget and income targets
4. Influencing at departmental and corporate management team level and stakeholders within a complex and politically sensitive environment.
5. Experience of contributing as part of a senior management team through effective business planning, budget management and performance appraisal.
6. Substantial experience of partnership working, commanding confidence and building positive working relationships in support of key objectives.
7. Planning and evaluation including anticipating priorities, changing landscapes and future service needs.

#### Key Skills

8. Exceptional leadership ability to develop and deliver a clear sense of service direction and purpose.
9. Strong management skills including people, performance and budget management
10. Think and act strategically, analyse complex evidence and develop practical, innovative and entrepreneurial solutions to the management of strategic issues and complex problems.
11. Organisational skills to translate strategy into plans and deliver high performing services, managing risks and overcoming barriers to success.
12. Communication and influencing skills to inform, consult and negotiate with a wide range of audiences in a straightforward, articulate and persuasive manner and the Interpersonal ability to engender confidence and respect.
13. Developing and maintaining effective partnership arrangements both internal and external to the organisation
14. Identifying opportunities through multi-agency working that deliver improvements.
15. Excellent judgement and demonstrable track record of senior management decision making.
16. High level planning and management skills ensuring excellent service delivery.
17. Attention to detail as required and pride in professionalism and quality of service.