

Chief Officers' Employment Panel

SUPPLEMENTAL AGENDA

DATE: Tuesday 26 February 2019

AGENDA - PART I

4. RECRUITMENT TO SENIOR MANAGEMENT ROLES (Pages 3 - 8)

Appendix 4 to the report of the Chief Executive is attached.

AGENDA - PART II

NIL

Note: In accordance with the Local Government (Access to Information) Act 1985, the following agenda item has been admitted late to the agenda by virtue of the special circumstances and urgency detailed below:-

Agenda item

Special Circumstances/Grounds for Urgency

4. Recruitment to Senior Management Roles

Members are requested to consider the appendix, as a matter of urgency, so that progress can be made on the recruitment to the role of Commercial Development Director. This role profile was still being drafted and evaluated at the time the agenda was printed and published.

Appendix 4

ROLE PROFILE

Job Title:	Commercial Development Director
Grade:	D2 (indicative)
Directorate:	Community
Division / Section:	Regeneration
Reports to:	Corporate Director Community

ROLE PURPOSE

To lead and develop the Council's £1.75m regeneration programme.

Role specific responsibilities:

ROLE SPECIFIC ACCOUNTABILITIES

1. Deliver the Councils key objectives for the Joint Venture partnership
 - a) To deliver wider regeneration across the Borough via new and improved mixed tenure housing, civic and community facilities, new employment space and the enhanced use of property assets within the Borough.
 - b) To accelerate the pace of housing delivery across a portfolio of sites.
 - c) To secure wider economic and social benefits for local residents, including skills and training, health improvement and new employment opportunities.
 - d) Use existing and new property assets to optimise value for the Council.
 - e) To contribute to the delivery of well designed, high quality places that makes a difference for communities, businesses, residents and families both now and in the long term.
2. Lead and secure the development and delivery of a Joint Venture partnership/s and or Development Agreement/s for the Council's key regeneration sites across the borough – Poets Corner, Harrow Civic Centre, Byron Quarter and Greenhill Way
3. Build effective, successful and sustainable commercial relationships with developers and investors partners.

4. Bring a commercial rigour at each and every stage of development to secure maximum financial value for the Council.
5. Provide focussed leadership experienced in the successful delivery of complex commercial developments.
6. Lead and develop an integrated approach to commercial development, procurement, design, construction and operational delivery across all the Councils regeneration sites.
7. Develop the reputation of the Council as high performing and highly responsive to developers and development opportunities that deliver the Harrow Regeneration Strategy 2014 to 2026
8. Effective leadership and management of the Harrow Regeneration team.
9. Work collaboratively with the Council's Housing Services, House Building Programme, Commercial Services Asset Management programme and Planning Service, School Expansion Programme and Economic Development to deliver the Harrow Ambition Plan objectives and Regeneration Strategy priorities.
10. To support the Council's Commercialisation strategy and bring new ideas and opportunities across the wider Harrow Council sphere of services.

MAIN ACCOUNTABILITIES

Leadership

11. Work proactively and positively with the Corporate Director, the Corporate Management Team, the Leader and Deputy Leader and relevant Cabinet Members to shape, lead and deliver a bold and transformational spatial, cultural and economic regeneration programme for Harrow.
12. Promote a positive and dynamic image of Harrow externally to potential investors, the development industry and potential regeneration partners.
13. Provide clear and innovative managerial leadership to the Regeneration team.
14. Ensure the achievement of high levels of efficiency and value for money, together with effective and financial management.
15. Develop and maintain a learning culture, designed to encourage an effective contribution by all staff.
16. Ensure that policy, structures and processes drive and influence effective decision-making, service delivery and improvement.
17. Develop and maintain a positive and effective interface between Council Members and the Regeneration team.
18. Provide well-evidenced and sound advice directly to the Corporate Director, Cabinet, relevant Portfolio Holders, and attend relevant Panels, Cabinet and other Committees and events, as required.
19. Represent the Council at local and national levels, attending and presenting at such conferences, seminars, meetings and working parties, as may be required.

20. Represent the Council and/or the Corporate Director in discussions with partner organisations and other stakeholders and deputise for the Corporate Director on regeneration, development, as required.

Partnership

21. Maintain and develop effective relationships with key partners, service providers and stakeholders and the wider community to facilitate the development of consistently high quality services and inward investment across the borough.
22. Maintain and develop effective relationships with relevant Government departments and other national, or regional, authorities/regulators/agencies.
23. Ensure the Council is equipped to meet Government and inspection requirements.
24. Maintain and develop an effective framework for consultation with service-users, staff, trade unions, voluntary and community organisations, partners and other stakeholders.

Performance and Resource Management

25. Provide effective management arrangements to ensure the Regeneration resources are used to best effect and will meet the Harrow Ambition Plan and Regeneration Programme objectives.
26. Sustain a culture to encourage meaningful contributions by employees through their continuing development and commitment.
27. Develop and maintain effective governance and performance frameworks to clarify accountabilities, expectations and ensure that effective monitoring, reporting and challenge mechanisms are in place.

Equality and Diversity

28. Provide leadership, community and action, which will exemplify the Council's values, sense of purpose and commitment to ensure equality of opportunity and strengthen cohesion in the local community.

DIMENSIONS

Budget - Responsible for the effective management of:

- Revenue budget turnover in the order of £8-10m
- Facilitating inward investment of £1.75bn over the next 10 years
- Capital, revenue and grant budgets of up to £500m
- Capital and grant budgets of up to £40m
- Annual Revenue budget of 500k

Staff - Responsible for: Regeneration team (direct employees and commissioned services)

SELECTION CRITERIA

Knowledge

- Knowledge and comprehensive understanding of the service delivery, service development, Government policy, legislative frameworks and key issues, including equalities issues, relevant to services provided by the Division.
- Detailed understanding of development markets and successful regeneration strategies in London
- Knowledge of the modernisation and development agenda for Local Government.
- Understanding of change management processes and the ways that staff need to be supported.
- Working knowledge of relevant health, safety & welfare legislation and approved Codes of Practice.
- Working knowledge of performance and quality management processes.
- Working knowledge of relevant employment legislation and approved Codes of Practice, and best practice in staff management.
- A good knowledge of the potential of ICT relevant to the work of the group.
- Knowledge of successful techniques for problem solving and resolving conflicts between competing priorities.

Experience

- Substantial senior level experience, including successful management of large regeneration programmes, economic development and planning services.
- Demonstrable experience of establishing effective performance measures and a performance culture that has achieved corporate development and service objectives in a comparable organisation.
- Must be able to demonstrate a proven track record of success within an organisation of comparable scope and complexity.
- Demonstrable experience of providing and developing services in partnership with other organisations.

Education, Qualifications and Training

- Degree and relevant professional qualification in Planning or related subject.
- Full corporate membership of the Royal Town Planning Institute (RTPI).

Skills and Abilities

- Intermediate level user of standard office pc applications.
- Demonstrable evidence of effective communication and consultation skills.
- Must hold driving licence valid for use in the UK.

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