

## **JOB DESCRIPTION / ROLE PROFILE**

<b>Job Title:</b>	<b>Corporate Director, Place Shaping</b>
<b>Grade:</b>	<b>Corporate Director</b>
<b>Reports to:</b>	<b>Chief Executive</b>
<b>Date:</b>	<b>March 2008</b>

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### **1 ROLE PURPOSE**

Responsible with the Chief Executive for the strategic and general management of the Council and specifically for leading the development of the “place shaping agenda” and strategic planning for the future social, environmental and economic development of Harrow.

The post holder is also responsible for the “Major Projects Programme” including the development of central Harrow, a number of district shopping centres and relocation of the Civic Centre facility and for maximising the value of corporate property assets.

Work collaboratively as a member of the Corporate Strategic Board, to enable and ensure the realisation of the Council’s ambitious corporate vision and priorities: the successful completion of the Major Projects Programme: and the achievement of challenging financial and performance objectives and targets.

Lead the development of key elements of the Council’s business, to imbed the concept of a single, cohesive business entity; and to ensure continuous improvements in efficiency, capability, capacity, coordination, value for money, performance and quality of service and business processes.

### **2 DIMENSIONS**

**Budget** - Responsible for the effective management of:

- A revenue budget in the order of £1m, in 2008/09
- A capital budget in the order of £10m in 2008/09 - with the value of developments over 5 years measured in hundreds of millions of pounds
- Property disposals programme valued at £100m over 5 years

**Staff** - Responsible for:

- Direct Reports - 3
- Overall Staff Numbers – will be comprised largely of specialist consultants and other members of project teams

## Other relevant dimensions

The postholder is responsible for leading on translating the Council's vision and strategy into action and negotiating with a range of public, private and third sector stakeholders delivery of the 'Place Shaping Agenda'

### 3 CONTEXT

1. Lead and direct the effective development and implementation of the following key programmes and strategies:
  - "Major Projects Programme", including the development of central Harrow and a number of district shopping centres
  - Re-location of the Civic Centre and associated work e.g. Green Travel Plan
  - Strategy to develop co-location of services with partners e.g. PCT, MPS etc
  - Review of the Council's asset disposal programme to maximise value for money
2. Provide well-evidenced and sound advice directly to the Chief Executive, cabinet, portfolio holders and other members of council and attend council, cabinet and other committees and events as required
3. Promote a positive image of Harrow externally and represent the council at local and national level attending and presenting at such conferences, seminars, meetings and working parties as may be required.
4. Represent the council and/or the Chief Executive in discussions with partner organisations and other stakeholders and deputise for the Chief Executive as required.

### 4 ACCOUNTABILITIES

	<b>Generic Duties/Accountabilities</b>
1	Provide leadership, communication and action, which exemplifies the Council's values, sense of purpose and commitment to ensure equality of opportunity and strengthen cohesion in the local community
2	Ensure compliance with your responsibilities as laid out in the council's health and safety policy and take a lead role in promoting a positive health and safety culture.
3	Sustain a culture to encourage positive contributions from staff, as individuals and teams, through effective engagement and their continuing development and commitment.
4	Ensure compliance with the council's information security policies and maintain confidentiality.
5	Provide effective management arrangements to ensure the Council's resources are used to best effect and will meet the Council's priorities and objectives.

6	Develop and maintain effective governance and performance frameworks to clarify accountabilities and expectations, and to ensure that effective monitoring, reporting and challenge mechanisms are in place.
7	Develop services to ensure quality service delivery through empowerment, effective communication and performance management, with a clear focus on customer service and financial performance.
8	Maintain and develop an effective framework for consultation with service users, staff, trade unions, voluntary and community organisations, partners and other stakeholders
9	Maintain and develop effective relationships with key partners, service providers and stakeholders and the wider community to facilitate the development of high quality services and inward investment across the Borough.
10	Oversee and ensure implementation of effective joint working between strategic partners, including where appropriate health, police, education, property developers, the voluntary sector and other services, ensuring that this is done in accordance with best practice models.
11	Ensure in conjunction with strategic partners, government and other agencies, the achievement of Council objectives and the fulfilment of the statutory obligations and national requirements applicable to the relevant services.
12	Maintain and develop effective relationships with relevant government departments, statutory agencies and other national or regional bodies, in particular to facilitate the achievement of project objectives.

<b>Service Specific Duties/Accountabilities</b>	
1	Lead and direct strategic development programmes to enable the social, environmental and economic development of Harrow, ensuring achievement of agreed objectives within time and finance targets, through the effective coordination of partners and the efficient deployment of resources.
2	Develop and implement protocols, which enable effective partnership arrangements with the public, private and voluntary sector organisations to deliver the Council's corporate priorities and strategic development initiatives.
3	Facilitate and enable service planning and business development processes, providing leadership and coordination for all major developmental projects and effective co-ordination of cross Council and inter agency strategic developmental initiatives.
4	Lead the development of cross cutting programmes to optimise utilisation of the Council's resources of people, finance, ICT and assets and those of our Strategic Partners
5	Lead innovation in the development of new approaches to service delivery to ensure continuous improvement in efficiency, capacity, capability, value for money, performance and quality of service for our customers.

6	Develop a clear strategy for the efficient management and use of the Council's asset base
7	Provide direction, guidance and coordination in relation to the development and delivery of the capital investment programme, to ensure that all available resources are used to best effect