

JOB DESCRIPTION

Post Title: EXECUTIVE DIRECTOR OF PLACE AND HOUSING	
Department: Business, Growth & Infrastructure (BGI)	Post No:
Division/Section: Executive	Post Grade: Band H
Location: Town Hall, Bury	Post Hours: 37 hours in accordance with service requirements (*)
<p>Special Conditions of Service:</p> <p>Authorised User Car Allowance. (*) Attendance at evening meetings will be required.</p>	
<p>Purpose and Objectives of Post:</p> <ul style="list-style-type: none"> • As a member of the Executive Team to work with the Chief Executive/Executive Directors and Elected Members and contribute towards the development of corporate strategy, policy, service co-ordination, resource management, partnership arrangements, performance review, communications, budget investment and resource strategies to ensure the overall effectiveness of Council services. • Strategically lead the delivery and transformation of Council Services in a range of critical functions related to place shaping, growth and infrastructure within the borough including: all aspects of housing and residential growth strategy and delivery, transport strategy, strategic planning, economic development, development management, building control and major physical regeneration and investment projects. • To formulate, promote and build strategic relationships with Senior Executives of Greater Manchester Combined Authority and the Greater Manchester Mayor's office, multi-agency external partners, institutional funders, developers, the business community and politicians to build confidence in Bury as a place to invest and develop economic growth. This includes regional authorities and agencies, central government departments, statutory inspectorates and a wide range of other partners to promote the interests of the Borough and to further the Council's strategic aims. • To continually review the existing and future needs of the Borough with regard to the statutory and discretionary functions and responsibilities delegated to the postholder. • Champion Bury as a highly desirable location for national and international investment. This includes the Northern Gateway. The Northern Gateway is a site of national significance being developed with Rochdale Council with the potential for transformational impact on high quality jobs for Bury people. • To be the overall strategic lead office for the borough in relation to place making strategies and their implementation and delivery of the Bury Housing Strategy and provide oversight to the Director of Regeneration and Capital Growth in relation to the wider physical and economic regeneration and growth of the borough. 	

Accountable to: Chief Executive

Immediately Responsible to: Chief Executive

Immediately Responsible for:

Director of Regeneration and Capital Growth, Director of Housing, Growth and Development

Relationships: (Internal and External)

All employees of the department, Six Town Housing, and board members
All Directors and Chief Officers of the Council
All Members of the Council
Cabinet Member(s), Deputies and Opposition Spokespersons
Lead Officers within the Team Bury Partnership, AGMA, regional and national bodies and agencies. Government Ministers, Homes England Regional Directors
Investors, Businesses, Partner Organisations and other stakeholders.

Control of Resources:

- Financial** - Control of Revenue/Capital Budget
- Personnel** - Control, discipline, training and direction of all employees of the Department
- Equipment** - Ultimate responsibility for all equipment used by the Service
- Health/Safety** - Health, Safety and Welfare of all employees of the service

Duties/Responsibilities:

1.0 Corporate Management

- 1.1 As a member of the Executive Team to contribute towards the effective management of the Council and achievement of the Council's vision and stated objectives, goals and targets in business growth and support the development and implementation of corporate projects and initiatives.
- 1.2 To develop, lead and sustain strategic planning arrangements with key partners outside the Council whose services impact directly on communities in Bury.
- 1.3 As directed, to represent the Council at international, national and regional levels, working in partnership with internal and external stakeholders.
- 1.4 To advise and support Elected Members in pursuing the Council's agreed objectives.
- 1.5 To liaise with and develop effective and sustained working relationships with all other Council departments.
- 1.6 As appropriate, to represent the Council on external bodies.
- 1.7 To contribute towards and ensure effective corporate governance and introduce effective commercial governance arrangements between the Council and its subsidiary Six Town Housing.
- 1.8 To contribute towards and participate in the Council's emergency planning arrangements.

2.0 Performance Management

- 2.1 To implement a business like performance management arrangement within the BGI Department and ensure that fit for purpose resource management arrangements are in place to achieve the Council's vision and targets in relation to the Department's work.
- 2.2 To ensure that systems are in place to manage, develop, monitor, evaluate and review performance within the Department which deliver services against agreed targets, service standards, performance indicators and budgets.
- 2.3 To keep under review the existing and future needs of the Borough and Business growth. To assess the strategic resource implications for the Department and Council wide and to initiate programmes which meet the needs of the Borough and its residents.

3.0 Service Delivery

- 3.1 To ensure the effective use of resources within the Department and the provision of timely and appropriate professional advice to Members and between service areas to secure service provision in accordance with the Council's vision and objectives.
- 3.2 Within agreed budgets, to develop policies, plans and priorities for service provision; to monitor progress against these and to institute remedial action as necessary to ensure that they can be achieved.
- 3.3 To report to Cabinet and Scrutiny Committees of the Council on all aspects of the Department's services.
- 3.4 To undertake, on behalf of the Council, all matters delegated to the postholder in accordance with the Officer Delegation Scheme of the Council's constitution.

4.0 Resource Management/Co-ordination

- 4.1 To participate in the appointment, training, development and appraisal of the Department's senior management team, reviewing individual and service objectives.
- 4.2 To put in place a business like culture and ensure that effective mechanisms are in place to provide transformational leadership, build teams, enable empowerment so teams are well motivated and developed to deliver high performance of employees within designated service areas.
- 4.3 To ensure effective engagement with staff across the Department and work to facilitate effective employee relations by regular consultation with the workforce and appropriate trade unions.
- 4.4 To ensure the health, safety and welfare of all employees within the Department.
- 4.5 To proactively respond to media enquiries in liaison with the Authority's press office.
- 4.6 To provide equality of opportunity in the delivery of services and employment practices.
- 4.7 To lead, direct and facilitate organisational and cultural change across the Department and ensure effective service integration and joint working, within and across traditional departmental boundaries.

5.0 Place shaping

- 5.1 To be responsible for place making strategies and their implementation.
- 5.2 To engage the residents, businesses and all other stakeholders in each of the Borough's six townships.
- 5.3 To understand the distinctive identities of each of Bury's six townships and the diversity of their communities.

- 5.4 To create strategies to achieve the ambition for the Bury delivery faster economic growth than the national average with lower than national average levels of deprivation.
- 5.5 To champion Bury as a great place to invest, securing both public and private investment, in a way that helps deliver Let's Do It and be responsible for leading on any appropriate strategic funding bids.

6.0 People and place

- 6.1 To focus on the aim that within 10 years Bury will be a place that stands out not just in Greater Manchester but nationally as an example of what inclusive growth looks like.
- 6.2 Contribute to the people aspects of Let's Do It, especially reducing deprivation through better access to high-quality jobs
- 6.3 To work with and influence key partnership boards focused on the people based strategies e.g. health and social care and educational and skills.
- 6.4 To help shape the outcomes and priorities of council service plans in order to focus and join them into delivery strategies.
- 6.5 To connect economic and physical regeneration programmes to the neighbourhood model of public service integration.

7.0 Strategic Frameworks for Townships

- 7.1 To lead the creation of strategic frameworks for each of the Borough's six townships. Building on the example set by the Radcliffe Strategic Regeneration Framework, the frameworks will celebrate the unique history, culture and opportunities of each township.
- 7.2 To develop the use of strategic frameworks to connect people and place and to connect economic, social and environmental development within each township.
- 7.3 To use township strategic frameworks to link spatial planning and infrastructure to Council and other public services, as tools for the prioritisation of capital revenue budgets and as the foundation of bits of external funding.

8.0 Housing

- 8.1 To be responsible for the delivery of the Bury Housing Strategy.
- 8.2 To provide leadership and coordination of all matters relating to the Council's housing role including collaborative working club partnerships with Registered Housing Providers and other housing bodies including in the public and private sector.
- 8.3 To provide visible leadership as the Council's senior responsible officer on housing and provide a strong voice on housing in sub regional and national arenas.
- 8.4 To provide strategic leadership on all matters relating to housing supply, including new homes and investment in existing housing stock, both public and private.
- 8.5 To raise Bury's profile and reputation in Greater Manchester and with Homes England a place to invest in housing outputs and outcomes.

- 8.6 To be the Council's responsible and accountable officer for its social housing landlord role and for the management agreement with Six Town Housing and the Springs Tenant Management Organisation.
- 8.7 To establish effective assurance systems and processes for the Council's landlord role in relation to Six Town Housing and the Springs Tenant Management Organisation. To monitor performance and determine the best course of action for maintaining and improving services for Council tenants.
- 9.0 Overseeing and supporting the Director of Regeneration and Capital Growth with particular reference to the following priorities contributing to the overall place shaping role of the department:**
- 9.1 Development of a new economic strategy for the Borough and supporting Bury businesses to recover from the huge economic challenges of Covid.
- 9.2 The development of each of the Borough's town centres, each with its own a mix of housing, transport hubs, public service hubs, community space and culture and entertainment offer.
- 9.3 Ensure that town centre masterplans and development programmes are integral to township strategic frameworks.
- 9.4 Securing investment from government, other public bodies and the private sector in town centre developments.
- 9.5 Develop the Councils transport strategy ensuring it integrates with the spatial strategy and townships strategic frameworks.
- 9.6 Delivery of a statutory spatial strategy for the borough and through that the economic, social and environmental infrastructure needed for inclusive growth.

- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

Job Description prepared by:	Sign: Geoff Little	Date: 02/07/21
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

DEPARTMENT FOR BUSINESS GROWTH AND INFRASTRUCTURE

EXECUTIVE DIRECTOR PLACE

CORE BEHAVIOURS FOR THE POST (Please tick those relevant)			
Commercial Thinking & Analysis	✓	Planning	✓
Customer Service	✓	Developing Self & Others	✓
Delivering Results	✓	Teams, Networking & Partnerships	✓
Values, Ethics & Diversity	✓	Adapting to Change	✓
Delivering a Quality Service(Continuous Improvement)	✓		

SHORT LISTING AND INTERVIEW CRITERIA	ESSENTIAL
1. Qualifications	
Relevant degree/masters level qualification in a relevant subject or equivalent experience.	✓
2. Experience	✓
Experience of developing and implementing commercial business strategies for housing and delivering large scale regeneration development and growth.	✓
Evidence of delivering successful outcomes for housing and regeneration functions in a dynamic and complex environment.	✓
A track record of successful delivery of major projects with a complex private/ public sector interface, on time, on budget, and fulfilling scheme objectives in excess of £100m's.	✓

Experience of taking a proactive and innovative approach to working with partners. Lobbying, influencing and securing investment/ funding.	✓
Experience/successful track record of the leadership of highly effective teams and the delivery of transformational change.	✓
Experience of leading on the delivery of strategic place shaping activities.	✓
3. Knowledge	
Detailed knowledge of relevant policy, regulations and legislation and principles of housing, property, strategy and regeneration.	✓
Knowledge and understanding of the importance of place shaping and the role of Local Authorities within this.	✓
Good understanding of ways in which property can be used to support growth, regeneration, and the delivery of new service models.	✓
Clear and demonstrable knowledge and understanding of business/commercial principles and economic drivers.	✓
A demonstrable understanding of financial, legal and procurement issues in the context of public sector commercial agreements.	✓
4. Skills & Abilities	
Excellent communication skills and the ability to build and develop relationships with partners/all stakeholders and the business community to deliver results.	✓
Ability to think and act strategically across and outside of organisational boundaries.	✓
Strong leadership skills including the ability to motivate and inspire others.	✓
Ability to manage conflicting priorities and challenging timescales and be resilient to the uncertainty of change.	✓
Ability to work successfully in a political environment and have a clear understanding of the context in which the job is delivered.	✓