

JOB DESCRIPTION

POST TITLE:	Head of Housing Delivery
DIRECTORATE:	Housing, Climate and Economy (HCE)
DIVISION:	Regeneration, Economy and Housing Development (REHD)
GRADE:	PO15
LOCATION:	Within the London Borough of Hackney
RESPONSIBLE TO:	Assistant Director of Housing Regeneration and Delivery (and Director of Regeneration, Economy and Housing Development)
RESPONSIBLE FOR:	10-15 staff and external consultants as required Direct reports: Senior Development Managers Development Managers

PURPOSE OF JOB:

- As a member of the REHD leadership team you will be responsible for the successful delivery of the Mayor's priorities, Council's corporate objectives, and the business objectives of your designated services.
- To develop and successfully deliver the Council's housing regeneration and new homes strategy (current and future programmes), with a focus on the supply pipeline and estate based renewal.
- To successfully deliver the Council's ambitious Housing Regeneration & Delivery programmes, delivering new homes together with commercial and community facilities, and significant public realm.
- Responsible for the leadership and management of staff within your service. To ensure performance management arrangements are in place to translate strategic aims into operational practice that will achieve 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.
- To deputise for the Assistant Director of Housing Regeneration & Delivery and the Director of Regeneration, Economy and Housing Development.

SERVICE SPECIFIC ACCOUNTABILITIES:

- Promote, develop and manage the strategic delivery of the Council's Housing Regeneration & Delivery programmes, co-ordinating and synthesising the skills within the team with professional input from across the Council (notably procurement, finance, legal and property), from professional advisors, and with partner organisations.
- Ensure effective and innovative development interventions, which are delivered in partnership with a range of private and public partner organisations to achieve physical regeneration of the Borough.
- Produce high quality business cases for approval by decision makers to initiate housing regeneration projects.
- To co-ordinate design-led capacity studies to support site appraisal and to inform the development process.
- Actively contributing to the physical, economic and social regeneration of the Borough, ensuring development is high quality, responds to climate change and delivers policy objectives as set out in Government, regional and local planning policy frameworks and related strategies.
- Maximise inward investment to deliver new affordable housing provision and create high quality sustainable neighbourhoods in the Borough.
- Be responsible for and ensure the effective spend of a circa £200m capital budget.
- Manage the effective rehousing of residents on regeneration estates.
- Ensure a collective knowledge, expertise of legislation and best practice in relation to regeneration and housing delivery. Impart knowledge, skills and training to staff, other officers, Members and partners as appropriate.
- Work constructively with housing providers and RPs to deliver high quality housing solutions and work in partnership with Housing Services to ensure the delivery of Asset Management requirements within the wider neighbourhood renewal context.

- Ensure a high standard of consultation and engagement on regeneration estates which are in accordance with the Council's policies and procedures and legislative requirements, and ensure that the principles of equality are incorporated into the process.
- Ensure the service facilitates development opportunities which address the issues of sustainable communities and deliver regeneration outcomes which give the best possible opportunities for existing and future generations in Hackney.
- To lead the design and review of relevant policies and service practice, ensuring that any recommendations are implemented accordingly.
- Lead and manage an internal team of Senior Development Managers, Development Managers and Development Officers.
- Ensure leadership, development and operation of the service area through effective cross-divisional and corporate working and contribute to the strategic delivery of the division, the directorate, and the corporate activities of the Council.
- Ensure that statutory and non-statutory requirements are met and that accelerated and sustained improvements in performance against Government and local targets are achieved.
- Ensure performance management arrangements are in place to translate strategic aims into operational practice that will achieve continuous improvement of the Council.
- Undertake effective risk management actively seeking to mitigate risks and implement contingencies promptly once risks are realised.
- Provide credible, accurate and timely reports to the agreed frequency, and to report ad hoc and promptly on any issue that could adversely affect the programme or the Council in a wider context.
- Actively contribute to Council-wide and directorate initiatives that will achieve and implement the Mayor's priorities and corporate objectives.
- It is expected that the postholder will provide briefings and presentations to Members, including Lead Cabinet Members, and Directors and Group Directors, as appropriate.

To meet these requirements, the postholder must have the following specific professional and technical skills:

- A proven track record of success in leading a large housing regeneration programme or similar.

- Significant programme and project management experience, demonstrably able to deliver complex capital projects to time, budget and specification.
- Significant experience of partnership working, particularly working with private sector providers.
- Highly developed negotiation skills.
- Highly developed consultation skills, particularly in working with residents on estates.

CORPORATE ACCOUNTABILITIES

- Actively contribute to the leadership of the Council in a way that promotes a 'one organisation' approach.
- Develop and maintain positive relationships with elected members to ensure the Council and directorate strategic priorities are effectively implemented and to support Members to undertake their strategic monitoring role.
- To promote sustainability, encouraging accountability amongst staff towards sustainability and embedding it both in the management of physical resources and the delivery of services.
- To promote equality among all staff, and ensure that services are delivered in a non-discriminatory way, that is inclusive of disadvantaged groups

SERVICE:

- Actively consider new and innovative ways of delivering services that provide high quality and good value for money. Carry out research and benchmarking to establish the most effective delivery methods.
- 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.
- Facilitate effective integration of related services within and across the Directorate and the Council, ensuring that the contribution of partner and contractor organisations is appropriately harnessed.
- The postholder is expected to work outside of normal office hours, including attendance at evening meetings or committees.
- The postholder will be expected to undertake additional duties or responsibilities consistent with the role as directed by the Assistant Director, Director and Group Director.

PERSON SPECIFICATION

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TECHNICAL EXPERIENCE:

- Extensive experience of a senior leadership role within housing, property, development or urban regeneration either within a local authority or in the private sector.
- Track record of achieving demonstrable results from developing and delivering significant and complex urban regeneration projects.
- Experience of working in partnership with a wide range of partners and stakeholders to facilitate the delivery of complex redevelopment and regeneration schemes.
- Substantial experience of project management and use of financial appraisal tools and project management software for capital programmes.

- 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.
- Experience of working successfully at a senior level in a complex multi-disciplinary organisation demonstrating an ability to contribute to corporate, directorate and divisional goals.
- Thorough understanding and excellent knowledge of current legislation, issues, policies and developments at local and national level in relation to housing and regeneration development functions.
- Track record of successfully engaging with residents and others in a diverse community, building positive and productive working relationships.
- A proven ability to manage large scale multidisciplinary projects. Experience of anticipating problems and providing effective solutions and options to achieve successful outcomes in line with specific aims and objectives.
- Ability to provide exemplary leadership skills and contribute to programme delivery as part of a wider management structure. Ability 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.
- Able to demonstrate an ability to apply performance management techniques, take responsibility for all tasks of those supervised, and to develop, negotiate and extend challenging outcomes and goals.
- Ability to manage substantial capital and revenue budgets to the required standard demanded by the Council whilst delivering high quality value for money services.
- Ability to work closely with and establish positive relationships to generate confidence and respect with elected members, Chief Officers, other senior 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.
- Experience of public sector procurement processes and methodologies to deliver high quality value for money services.
- Able to demonstrate highly developed oral, written and presentational skills.
- A sound knowledge of IT packages including Google Docs/Microsoft Office and industry standard financial models used by Registered Providers and private developers.

- Ability and diligence to keep abreast of new developments in the construction industry and the housing market, identify, monitor and evaluate potential funding opportunities, and to stay up to date with the regulatory framework and implement any necessary policies or changes to processes or service delivery functions as a result.
- Ability to continuously think innovatively and to review current and best practice and where appropriate recommend changes to operational practice within the service and across the Directorate.
- Willingness to work outside normal working hours and to attend public and Council meetings held in the evenings as and when required.
- The post holder will be required to undertake work outside of the office environment inclusive of regular attendance/visits to construction sites.
- The post holder will be required to undertake such other additional duties as may be required from time to time by the Assistant Director, Director or Group Director.

SKILLS AND KNOWLEDGE:

Accountability

- Experience of building positive relationships with a range of both internal and external stakeholders, understanding political drivers and the role of members.
- Experience of creating a culture of learning, to maintain a capable and high performing workforce.

Delivery

- Work collaboratively with the Council's partners to inform strategic decisions, making sure that this supports the delivery of specific corporate programmes and the sustainable community strategy.
- Establish clarity around expected outcomes and standards, providing clear lines of accountability and delegated authority.
- 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.
- Manage staff performance appropriately by providing constructive feedback and taking action where performance falls below the expected standard.
- In depth knowledge of the London housing and construction markets.

Decision Making

- Experience of making decisions through the analysis of relevant information and risk assessments.
- Able to make decisions that demonstrate a commitment to the Council's vision for a better Hackney.

Working Together

- Experience of cross organisational working, taking into account the views of others, and which harnesses the benefits of having a diverse workforce.
- Experience of managing and developing teams that takes account of the needs of diverse stakeholder groups.

QUALIFICATIONS:

- The post holder will have a relevant degree and/or post graduate qualification, although consideration will be given to those applicants who are not qualified but who can demonstrate they have worked at a senior level in Development and/or Regeneration for a significant length of time.
- A Project Management qualification is desirable.
- Membership of the Chartered Institute of Housing or Royal Institute of Chartered Surveyors is desirable.

NB: All employees are expected to adhere to the Council's Diversity & Equality and Health and Safety Policies.