



Job Description

JOB TITLE: Head of Service - Sustainable Growth Strategy

REPORTS TO: Director – Growth and Regeneration

Job Purpose

To lead a high quality team delivering housing, planning and environment strategy, built and natural heritage services, through management of council staff and commissioning of services and projects.

To be accountable for the delivery of sustainable growth services, including:

- The Council's statutory role of Local Planning Authority in strategic plan making
- The management of council staff and commissioning of services and projects.

To have overall responsibility for leading the service in developing, negotiating and performance managing internal and external stakeholders, ensuring that services are delivered and procured within budget, local and national policies, and legislation.

To maximise inward investment in Peterborough through the proactive leadership of the service, and through policy formulation and land allocation, to maximise the delivery of new homes and employment opportunities for Peterborough citizens.

To ensure that the growth of Peterborough results in high quality and resilient physical and natural places that improve social, environmental and economic outcomes.

To maximize income to the Council through leading the commercial trading of services to partner organisations, including other local authorities (currently Fenland, Lincoln City, North Kesteven, and West Lindsey councils).

To be a fully participating member of the Directorate Management Team, driving strategy and performance and championing the delivery of the Directorate vision with all stakeholders.

Play a key role in the development of the Directorate business plan, providing expert input, recommending the most effective models of service delivery, including where necessary service re-design.

Organisation

The post reports to the Director of Growth and Regeneration.

Areas of responsibility:

The Head of Service of Sustainable Growth Strategy is responsible for leading and managing teams that deliver the following work streams:

- Planning policy including the Council's Local Plan
- Housing Strategy and the Strategic Tenancy Policy and services

- Delivery of the housing capital programme
- Flood and water management policy
- Climate change and the Council's Environment Capital Action Plan
- Biodiversity Strategy and services
- Trees and Woodland Strategy and services
- Built and natural heritage
- Archaeology
- Delivery and management of commercially traded services to partner organisations including other councils

Financial responsibility

The Head of Service of Sustainable Growth Strategy has lead accountability for developing and delivering the diverse suite of Council policy documents required to deliver the Council's Growth and Environment Capital corporate priorities, as well as delivering the £15m affordable housing capital programme.

The Head of Service of Sustainable Growth Strategy is responsible for a wide range of demand-led budgets that total approximately £6.5m annually.

Staff

Responsible for 3 direct reports with the staffing numbers totalling 24 (this does not include staffing in other Council's through management of Services). These staff are split across five operating sites.

Principal Accountabilities / Responsibilities

- Ensure the services managed have clear strategic direction with coherence between functions and responsibilities, established through service and organisational plans and within the resources allocated with the aim of achieving business objectives, enabling transformation and delivering performance improvements.
- Act as the Council's service lead on all housing, planning and environment strategy functions, including the Council's statutory roles as Local Planning Authority, delivering innovative and high quality services.
- Act as principal policy advisor on planning, housing and environment strategy, providing clear and objective advice to members on matters of policy including the development / implementation of appropriate strategies to meet the Council's statutory obligations.
- Support the Director of Growth and Regeneration to lead Peterborough's growth agenda for the Council by ensuring that policy, operational and commissioned service delivery maximises development and investment opportunities.
- Ensure that all the Council's statutory obligations relating to strategy formulation are met.
- Maximise community benefit through the development of the Community Infrastructure Levy and grant income.
- Maximise income from commercial trading of services.
- Maximise the delivery of affordable housing and deliver the Council's affordable housing capital programme.
- To undertake any other duties and responsibilities (including taking a lead responsibility for particular issues and projects) as may be required by the Director of Growth and Regeneration.
- Deliver high quality services to support growth that achieve national recognition.

Leadership

- Lead the Sustainable Growth Strategy team, supporting it to effectively manage the resources of the team (within budget) and ensure delivery of corporate priorities and client requirements.
- Actively encourage innovation and creativity across the services managed and commissioned, pushing boundaries to improve efficiency, provide value for money and achieve new ways of working.
- To deputise for the Director of Growth and Regeneration as required.
- Responsible for the managerial leadership of those services and functions that are set within the direction of this post as well as for Council services corporately;
- Promote managerial responsibility for cross-organisational team working, and across boundaries with other agencies and partners, to improve services and solve problems in a coherent and integrated manner;
- Ensure that relevant and best professional advice, guidance and information is available in an intelligible and timely fashion to the Cabinet, Planning Committee, Scrutiny, all elected Members, as well as to other stakeholders.
- Sustain and improve the overall reputation of the Council and act in the best interests of Peterborough through effective representation locally, regionally and/or nationally;

Performance and Risk Management

- Develop and implement performance and outcome management of the services managed and commissioned to achieve the Council's strategic priorities in terms of partnership working and collaboration, the quality of engagement with local communities and businesses, significantly increasing the Council's visibility as a strong strategic leader and catalyst for investment.
- Ensure full compliance with the relevant legal, financial and procurement requirements and frameworks across the Council.
- Develop and embed a performance culture that delivers results through rigorous open challenge, personal accountability, disciplined execution and continual improvement;
- Ensure that all services/functions are delivered within and to budget and meet any identified and agreed savings targets;
- Provide managerial leadership to the improvement of corporate and service performance by ensuring that resources are targeted on the Council's priorities and meeting customer needs;
- Improve the overall management of resources [financial, human and other] in serving the public of Peterborough.

Financial Management

- To continually review and reshape service delivery to achieve financial efficiencies and maximize opportunities for income generation, whilst maintaining the highest standards of service delivery
- To commission and performance manage commercial clients, providers and partners to maximise income and minimise service delivery cost to the Council.
- Directly responsible for a budget of £6.5m.

Job Knowledge/ Skills/ Experience

- Qualified to degree level, or equivalent by experience.
- A relevant management or professional qualification and membership of a relevant professional body are desirable. This would include but is not limited to RTPI, CIH or RICS.
- Detailed knowledge and understanding of law, procedures and guidance in relation to the Council's full range of statutory functions as Local Planning Authority.

- Evidence of successfully working in a head of service role across a number of development and construction functions, in a complex stakeholder environment (either in local government or other large and complex organisations).
- Experience of successfully managing complex, political, multi discipline, multi-cultural strategy formulation.
- Evidence of ability to win and retain new clients and a track record in successfully securing consensus through negotiation.
- Practical experience of working in the following areas is essential: -
 - customer-facing service operations
 - service improvement programmes
 - planning and/or housing services
- Proven experience of influencing regional and national policy, including funding allocations, to benefit local priorities.
- Experience of contract specification and supervision and cross functional project working.
- Proven track record of strategic policy formulation, decision making and resource allocation and of problem solving and meeting objectives at a directorate level.
- Evidence of successful partnership development or delivery through partnerships including an ability to work with local partners to develop joint strategies for implementing government requirements and local service.
- Demonstrated evidence of significant service improvement through managing change including staff engagement, capacity building, workforce modernisation and organisational reform.
- Experience of working effectively in a political environment and of winning the confidence of elected members.
- Significant experience of the preparation, management and control of budgets for a complex service area, ensuring prioritising and targeting of resources to achieve maximum value for money and income generation.
- Experience of driving performance management using appropriate quality and management methods and models to deliver efficient and effective services through collaborative working.
- Evidence of personal commitment to diversity in the workplace and in the shaping of service outcomes.
- Extensive knowledge and understanding of law, procedures and guidance in relation to the Council's full range of statutory functions as Local Planning Authority.
- Experience of commercially trading services.
- An ability to relate to and win the confidence, trust and respect of Members, colleagues, partners and the wider community.
- Excellent management and leadership skills, which encourage commitment from others and promote a positive, motivated service culture.
- Excellent communication skills and the ability to communicate complex information both orally and in writing in a clear articulate and balanced way to a variety of audiences.
- Evidence of effective media and presentation skills, including at public inquiry.
- Excellent negotiation skills and an ability to influence outcomes through reasoning, persuasion and tact.
- Strategic and logical thinker and decision-maker able to provide practical and creative solutions to the management of partnership and directorate issues.
- High intellectual and analytical abilities; able to assimilate and analyse information quickly, identifying issues, priorities and solutions and using effective models, techniques and resources

to resolve issues.

- Strong financial and budgetary awareness with the ability to manage finance and wider resources within a strong performance management culture.
- Ability to use information technology to improve service delivery and reduce costs.
- Demonstrable continuous development and improvement of own leadership and professional practice.

Political Restriction

This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside work.

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