

## AGENDA FOR EMPLOYMENT PANEL



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**To: All Members of Employment Panel**

**Councillors** : T Rafiq (Chair), R Bernstein, R Brown,  
S Butler, R Gold, J Grimshaw, T Holt, J Mason and  
T Pickstone

Dear Member/Colleague

You are invited to attend a meeting of the Employment Panel which will be held as follows:-

|                             |   |
|-----------------------------|---|
| <b>Date:</b>                | Tuesday, 2 November 2021  |
| <b>Place:</b>               | Microsoft Teams   |
| <b>Time:</b>                | 7.00 pm   |
| <b>Briefing Facilities:</b> | If Opposition Members and Co-opted Members require briefing on any particular item on the Agenda, the appropriate Director/Senior Officer originating the related report should be contacted. |
| <b>Notes:</b>               |   |

## **AGENDA**

### **1 APOLOGIES FOR ABSENCE**

### **2 DECLARATIONS OF INTEREST**

Members of the Employment Panel are asked to consider whether they have any interests in any of the items on the agenda and if so, to formally declare that interest.

### **3 BUSINESS GROWTH AND INFRASTRUCTURE DEPARTMENT SENIOR STRUCTURE** *(Pages 3 - 24)*

Report attached.

### **4 URGENT BUSINESS**



|                       |                 |
|-----------------------|-----------------|
| <b>Classification</b> | <b>Item No.</b> |
| <b>Open</b>           |                 |

|  |  |
|--|--|
| <b>Body:</b>                           | Employment Panel   |
| <b>Date:</b>                           | 4 <sup>th</sup> November 2021  |
| <b>Title of report:</b>                | Business Growth & Infrastructure Department Leadership Structure   |
| <b>Report by:</b>                      | Councillor O'Brien, Leader of the Council and<br>Councillor Cummins, Cabinet Member for Housing Services |
| <b>Decision Type:</b>                  | Non Key Decision   |
| <b>Ward(s) to which report relates</b> | All  |

### Executive Summary:

In July Cabinet agreed a range of changes within the Business Growth & Infrastructure (BGI) Department. This included: revised priorities for a refocused Executive Director (Place & Housing), a new strategic approach to the Council's management and structural arrangements for housing (including the establishment of an Assistant Director of Housing), and strengthened capacity within the Regeneration and Capital Development division of the Department.

Following consultation, work is now underway to implement the proposed structural changes as set out. A comprehensive search and recruitment process has also taken place for the Executive Director (Place & Housing) role which has provided the opportunity to thoroughly test the market and the suitability of this role as designed. The broader housing context has also continued to progress, and the importance of strong and credible leadership in this field has been further emphasised.

In the light of developments since July the proposal is to amend the senior structure of the Department. These revisions will ensure the Council has an Executive Director able to provide sufficient strategic focus and capacity on the Council's ambitious physical regeneration and place shaping priorities and a separate Director of Housing role with the capacity and credibility to take forward the Housing Strategy.

### Recommendation(s)

Employment Panel is asked to:

1. Recommend to Council that the Executive Director (Place and Housing) role (Band H) is redesignated as Executive Director (Place) which has been evaluated at Band G of the Council's Chief Officer structure.

2. Agree that, on the basis of the thorough search and recruitment process for the Executive Director (Place and Housing), the current Director of Regeneration and Capital Development is appointed to the Executive Director (Place) role.
3. Recommend to Council that the Assistant Director of Housing role (Band C) is deleted and a Director of Housing role established. This role has been evaluated at Band F of the Council's Chief Officer structure. The proposed role will report directly to the Chief Executive.

### **Key considerations**

#### **1. Background**

- 1.1 In July Cabinet agreed a range of changes within the Business Growth & Infrastructure (BGI) Department. These changes focused on four key areas:
  1. The key priorities for a redesignated and refocused Executive Director (Place and Housing).
  2. The future of housing services. This included agreement that the Council should retain a strategic housing and housing client function within a single department and support for a joint approach to residential development on Council owned land.
  3. Structural changes within Housing to align capacity under a new Assistant Director for Housing, established at a more junior level than the previous Director of Housing and Development given the strengthened focus in this area anticipated to be provided by the Executive Director.
  4. Strengthened capacity within the Residential and Capital Growth division of the Department to reflect the Council's significant physical regeneration plans.
- 1.2 Since this report, the proposed changes have been subject to a process of formal consultation with staff. This process resulted in a number of questions and points of clarification. However, no required revisions to the structural changes proposed were identified and the changes below Chief Officer level are now in the process of being implemented. One key theme emerging from the consultation was the scale of ambition and demand placed upon the Department.

#### **2. Revised Senior Structure Proposals**

- 2.1 Since July, a comprehensive search and recruitment process has been undertaken for the Executive Director (Place and Housing) role. Interviews by a sub-group of this Panel identified a preferred candidate. However, this has not resulted in a successful appointment to the role as currently designed. This process did, however provide a thorough opportunity to test the market and consider both internal and external candidates.
- 2.2 During this period, the scale and scope of the physical regeneration and place shaping work of the Department has also been further emphasised, as has the

crucial need for significant leadership focus in this area. As well as leadership of the place elements of the Let's Do It strategy and delivery of the Council's physical regeneration ambitions, this also includes leadership of the 'Let's Do It Flexibly' transformation programme and delivery of the associated capital and revenue savings from a complex programme of estates rationalisation and transformation.

- 2.3 If the Council is to deliver on its ambitions in this area and to progress the creation and delivery of masterplans and delivery strategies for each of the six towns across the borough, then it is essential that sufficient leadership focus and expertise is in place.
- 2.4 Alongside the above, the critical importance of securing high calibre and credible leadership for the Council's housing functions and re-integrating housing functions under a single leader and away from current interim dispersed arrangements remains critical. In the context of the Housing White paper and imminent requirement that the Council must identify an accountable officer for its Landlord function and comply with a new range of consumer regulation, it is essential that this leadership gap is filled with a candidate of sufficient credibility, capability and capacity to drive forward the Housing Strategy. The Council's housing priorities must also be seen in the context of the significant and growing financial challenges faced by the Council, as reported in the Medium-Term Financial Strategy agreed by Cabinet in October.
- 2.5 In light of the above, the proposal is to revise the Department's senior structural arrangements from those reported to Cabined in July.

## 2.6 ***Executive Director (Place)***

- 2.6.1 The Executive Director (Place and Housing) will be redesignated Executive Director (Place) to provide focused leadership to the significant place shaping, physical regeneration and estates transformation priorities of the Council. A revised job description for this role is appended and has been evaluated at Band G £107K - £116K (a reduction from the Band H, £119K - £130K).
- 2.6.2 Based on the comprehensive selection process for the Executive Director (Place and Housing) the proposal is to appoint the current Director of Regeneration and Capital Development to this role. The subsequent vacancy will then be filled.

## 2.7 ***Director of Housing***

- 2.7.1 The Assistant Director Housing (Band C, £71K - £76K) role will be deleted and a more senior role of Director of Housing (Band F, £97K - £105K) established to provide strategic leadership across all Council housing functions. A revised job description for this role is appended. To ensure sufficient focus to both the Place and Housing agendas, this role will report directly to the Chief Executive.
- 2.7.2 Following approval by Council, the intention is to progress a comprehensive external search and recruitment process for this role, alongside the Director of

Regeneration and Capital Development position. This process will be progressed at pace given the importance of recruiting to these key roles to ensure the continued delivery of the Council's housing and regeneration priorities.

- 2.8 As the proposals above related to posts with salary ranges above £100K, these changes will be subject to ultimate approval by Council at its meeting on 24<sup>th</sup> November in line with the Constitution and Pay Policy Statement requirements.

### **3. Conclusion**

- 3.1 The report to Cabinet in July set out the scale and scope of work required by the Business Growth and Infrastructure Department if the Council is to deliver on its ambitions for both Place and Housing. In the light of both market testing and the growing importance and emphasis in these areas, the revised arrangements set out above aim to ensure sufficient leadership capacity is placed across the Department's portfolio.

- 3.2 Members are asked to:

1. Recommend to Council that the Executive Director (Place and Housing) role (Band H) is redesignated as Executive Director (Place) which has been evaluated at Band H of the Council's Chief Officer structure.
2. Agree that, on the basis of the thorough search and recruitment process for the Executive Director (Place and Housing), the current Director of Regeneration and Capital Development is appointed to the Executive Director (Place) role.
3. Recommend to Council that the Assistant Director of Housing role (Band C) is redesignated as Director of Housing, which has been evaluated at Band F of the Council's Chief Officer structure, and that this role will report directly to the Chief Executive.

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### **Community impact/links with Community Strategy**

The proposals in this report are directly aligned with the Lets do it! Strategy, in particular the delivery of the housing strategy and the place shaping ambitions of Let's Do It.

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### **Equality Impact and considerations:**

*Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:*

*A public authority must, in the exercise of its functions, have due regard to the need to -*

- (a) *eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;*
- (b) *advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;*
- (c) *foster good relations between persons who share a relevant protected characteristic and persons who do not share it.*

*The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services.*

### **Equality Analysis**

The proposals in this report strengthen the Council's leadership of inclusion within the borough, in particular support to the socio-economically deprived people who are defined within our local Inclusion Strategy as a protected characteristic.

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### **Assessment of Risk:**

The following risks apply to the decision:

| <b>Risk / opportunity</b>  | <b>Mitigation</b>  |
|--|--|
| Lack of ability to fill the Director of Housing or Director of Regeneration and Capital Development roles impacts on delivery. | Recruitment supported by an expert external partner and market testing already undertaken. |

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### **Consultation:**

The initial proposals agreed by Cabinet in July were subject to a 30 day consultation process and the recommendations above have been informed by this process.

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### **Legal Implications:**

S 112 of the Local Government Act 1972 states that Councils have the power to appoint officers on such reasonable terms as they think fit.

Section 38 of the Localism Act 2011 requires all Councils to have a pay policy statement the statement must for reasons of openness and transparency ensure when a salary package is proposed which is in excess of 100k this must be voted on by Council before the appointment is confirmed. This requirement applies to all new positions. Employment panel are asked to consider whether they recommend this proposal for determination by Council.

Employment arrangements for Chief Officers are linked to the relevant national arrangements and the Joint national Council for Chief Officers.

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**Financial Implications:**

The proposed revised senior structural arrangements above will increase costs by £19K.

As a consequence of the work that will be undertaken by the BGI Department the funding of different posts will be from a number of recurrent and medium term funding streams, both revenue and capital as appropriate including transformation and capital receipts. Inclusive of the proposals set out in this report, there is currently a £219k increase in costs over and above identified funding which the department should be able to generate through transformation and delivery of economic growth and income after a period of approximately two years. In the interim the shortfall will be funded from a combination of slippage in recruitment to new posts and support from the transformation reserve

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**Report Author and Contact Details:**

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Chief Executive and Accountable Officer  
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**Background papers:**

Business Growth and Infrastructure Department – Report to Cabinet, 21 July 2021

**Please include a glossary of terms, abbreviations and acronyms used in this report.**

| Term | Meaning                                     |
|------|---|
| BGI  | Business Growth & Infrastructure Department |



**APPENDIX 1: EXECUTIVE DIRECTOR (PLACE) JOB DESCRIPTION****JOB DESCRIPTION**

|   |   |
|---|---|
| <b>Post Title: EXECUTIVE DIRECTOR OF PLACE</b>  |   |
| <b>Department:</b> Business, Growth & Infrastructure (BGI)  | <b>Post No:</b>   |
| <b>Division/Section:</b> Executive  | <b>Post Grade:</b> Band G   |
| <b>Location:</b> Town Hall, Bury  | <b>Post Hours:</b> 37 hours in accordance with service requirements (*) |
| <b>Special Conditions of Service:</b><br>Authorised User Car Allowance.<br>(*) Attendance at evening meetings will be required.   |   |
| <b>Purpose and Objectives of Post:</b> <ul style="list-style-type: none"> <li>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.</li> <li>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 transport strategy, strategic planning, economic development, development management, building control and major physical regeneration and investment projects.</li> <li>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</li> </ul> |   |

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 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

**Relationships: (Internal and External)**

All employees of the department,  
 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:**

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

**Duties/Responsibilities:**

**1.0 Corporate Management**

- 1.1 To develop, lead and sustain strategic planning arrangements with key partners outside the Council whose services impact directly on communities in Bury.

- 1.2 As directed, to represent the Council at international, national and regional levels, working in partnership with internal and external stakeholders.
- 1.3 To advise and support Elected Members in pursuing the Council's agreed objectives.
- 1.4 To liaise with and develop effective and sustained working relationships with all other Council departments.
- 1.5 As appropriate, to represent the Council on external bodies.
- 1.6 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.

## **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 Shipping**

- 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 bids of external funding.
- 8.0 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:**
- 8.1 Development of a new economic strategy for the Borough and supporting Bury businesses to recover from the huge economic challenges of Covid.
- 8.2 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.
- 8.3 Ensure that town centre masterplans and development programmes are integral to township strategic frameworks.
- 8.4 Securing investment from government, other public bodies and the private sector in town centre developments
- 8.5 Develop the Councils transport strategy ensuring it integrates with the spatial strategy and townships strategic frameworks.
- 8.6 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)

|  |                           |                          |
|--|---------------------------|--------------------------|
| <b>Job Description prepared by:</b>          | <b>Sign:</b> Geoff Little | <b>Date:</b><br>17/10/21 |
| <b>Agreed correct by Postholder:</b>         | <b>Sign:</b>              | <b>Date:</b>             |
| <b>Agreed correct by Supervisor/Manager:</b> | <b>Sign:</b>              | <b>Date:</b>             |

**DEPARTMENT FOR BUSINESS GROWTH AND INFRASTRUCTURE**
**EXECUTIVE DIRECTOR PLACE**

| <b>CORE BEHAVIOURS FOR THE POST (Please tick those relevant)</b> |   |                                  |   |
|--|---|----------------------------------|---|
| 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)             | ✓ |                                  |   |

| <b>SHORT LISTING AND INTERVIEW CRITERIA</b>   | <b>ESSENTIAL</b> |
|---|------------------|
| <b>1. Qualifications</b>  |                  |
| Relevant degree/masters level qualification in a relevant subject or equivalent experience.   | ✓                |
| <b>2. Experience</b>  | ✓                |
| Experience of developing and implementing commercial business strategies for large scale regeneration development and growth.   | ✓                |
| Evidence of delivering successful outcomes for 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.  | ✓                |

|   |   |
|---|---|
| <b>3. Knowledge</b>   |   |
| Detailed knowledge of relevant policy, regulations and legislation and principles of, 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.                                  | ✓ |
| <b>4. Skills &amp; Abilities</b>  |   |
| 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.                            | ✓ |



**APPENDIX 2: DIRECTOR OF HOUSING JOB DESCRIPTION****JOB DESCRIPTION**

|   |                           |
|---|---------------------------|
| <b>Post Title:</b> Director of Housing  |                           |
| <b>Department:</b> Business, Growth and Infrastructure  | <b>Post No:</b>           |
| <b>Division/Section:</b>  | <b>Post Grade:</b> Band F |
| <b>Location:</b> Town Hall, Bury  | <b>Post Hours:</b> 37     |
| <b>Special Conditions of Service:</b> None  |                           |
| <p><b>Purpose and Objectives of Post:</b></p> <p>To be the overall strategic lead officer for the borough in all matters relating to the Council's Strategic Housing role including policy and strategy; homelessness and housing options; private sector housing; disabled adaptations; client for the Council's ALMO and Disabled Adaptations.</p> <p>Take ownership for the Council's Housing and ensuring priorities are delivered, identifying resources and gaps to enable those priorities to be delivered or re-prioritised as necessary.</p> <p>To create a collaborative environment both within the Council and its public sector partners and in the wider housing related field in order to deliver the housing strategy objectives.</p> <p>To build a delivery culture amongst housing teams and partners which get things done and presents an outward facing reputation for Bury as a place that makes things happen.</p> <p>To assist and support the Chief Executive to discharge their responsibilities and accountabilities for housing</p> |                           |
| <b>Council Accountable to:</b> Chief Executive  |                           |
| <b>Immediately Responsible to:</b> Chief Executive  |                           |
| <b>Immediately Responsible for:</b> Head of Homelessness and Housing Option; Head of Housing Strategy, Policy and Performance; Head of Private Sector Housing.  |                           |

**Relationships: (Internal and External)**

**Internal** – Elected Members, Chief Executive, SLT, Senior Managers, Trade Unions.

**External** – Potential residential investors, Housing Partner Organisations including Six Town Housing - Arms Length Management Organisation (ALMO), Greater Manchester Combined Authority, Funding Agencies such as Homes England and Government Departments.

**Control of Resources:**

Managers and staff within the Directorate under your control.

Budgets under your control.

Health, Safety and Welfare of staff under your control.

Equipment.

**Duties/Responsibilities:**

**Strategic Leadership of the Housing Agenda**

1. To be responsible for the delivery of the Bury Housing Strategy.
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.
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.
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.
5. To raise Bury's profile and reputation in Greater Manchester and with Homes England a place to invest in housing outputs and outcomes.
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.
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.

8. To contribute towards and ensure effective corporate governance and introduce effective commercial governance arrangements between the Council and its subsidiary Six Town Housing.

### **Housing Delivery:**

The housing teams support the development and implementation of the housing strategy across the Borough, in particular the overall supply including numbers, tenures, affordable housing and supported housing.

This includes the lead responsibility for the following tasks:

1. Understand and contribute to planning frameworks to guide and co-ordinate residential development activity;
2. Analysing information on housing market intelligence and housing needs in relation to the Boroughs housing supply and formulating plans and strategies to help deliver good quality housing to meet demand and need, including assessment of the current stock and its suitability in meeting demand and needs;
3. Creating collaborative working partnerships with the local Registered Housing providers and other appropriate delivery organisations to enable them to deliver the Borough's housing and neighbourhood priorities;
4. Management of the statutory housing register and oversee the allocations process and to lead on any periodic reviews of the effectiveness of the Council's policy and processes in meeting need and balancing communities.
5. Management of the Councils Homelessness service including prevention of homelessness, rough sleeping and temporary accommodation.
6. Management of a range of housing related services through contract management, in particular the ALMO management agreement and any TMO agreements;
7. Management of the HRA and the housing capital programme, including funding for disabled adaptations across the Borough;
8. Ensuring the Council is able to make the best use of its existing housing stock and in particular managing the reduction of long term empty homes in all sectors.
9. Management and delivery of the Boroughs residential carbon reduction implementation plans including enforcement of Government standards and any locally agreed standards.

10. Influencing and supporting the delivery of the Boroughs Private Rented Sector enforcement team to ensure that the Council meets its statutory duties and is enabled to be more pro-active in the sector.

**Residential Growth:**

The Housing service will work closely with Land and Property teams in the BGI Department to enable Residential development to be brought forward.

This includes the lead responsibility for the following tasks:

1. Maintaining an up to date knowledge of the Housing Market in Bury and maintaining a good knowledge of the Housing Needs across all tenures.
2. Applying the knowledge to develop residential accommodation strategies to enable clear development plans to be brought forward on both sites owned by the public sector and private land
3. Identifying public and private sector partners to help deliver residential schemes putting in place enabling processes and supporting funding bids where appropriate;
4. Identifying and targeting government and GMCA funding programmes and loan facilities on priority schemes.

**Securing External Funding:**

1. Understand and interpret existing and future legislation and funding frameworks and, in conjunction with finance colleagues, develop appropriate strategies to maximise residential funding opportunities for Bury.
2. Maintain and develop good working arrangements with key external funding agencies such as GMCA and Homes England and lead on funding bid preparations for appropriate residential funding.
3. Project lead, identify and source relevant alternative funding opportunities including Institutional funding, including identification of potential investors.

**Leadership**

1. Work closely with the Executive Director of Place and Director of Economic Regeneration and Capital Growth ensuring a joined up approach.

2. Contribute and, where appropriate, lead the development and implementation of Bury strategy and policy, liaising with internal colleagues and Elected Members as appropriate.
3. Promote effective working relationships across Bury and ensure the growth strategy is communicated across Bury and is consistent with the growth objectives and priorities.

### **Management**

1. Lead, motivate and develop teams carrying out regular 1-1's with direct reports and employee reviews and allocating workloads according to ability, developmental needs and capacity.
  2. Ensure all corporate policies and process are effectively implemented and adhered to including legal, procurement and financial controls.
  3. Ensure all staff within the team are being developed, both professionally and personally.
- 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:**      **Date:**

**Agreed correct by Postholder:**      **Sign:**      **Date:**

**Agreed correct by Supervisor/Manager:**      **Sign:**      **Date:**

**DEPARTMENT FOR BUSINESS, GROWTH AND INFRASTRUCTURE****Assistant Director of Housing**

| <b>CORE BEHAVIOURS FOR THE POST (Please tick those relevant)</b> |   |                                  |   |
|--|---|----------------------------------|---|
| 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)             | ✓ |                                  |   |

| <b>SHORT LISTING CRITERIA</b>  | <b>ESSENTIAL</b> | <b>DESIRABLE</b> |
|--|------------------|------------------|
| <b>Qualifications</b>  |                  |                  |
| Relevant degree or professional qualification  | ✓                |                  |
| Management Qualification   |                  | ✓                |
| Project management qualification at practitioner level and equivalent experience (e.g., MSP Practitioner or Prince2)       |                  | ✓                |
| <b>Experience</b>  |                  |                  |
| Experience of developing and implementing commercial business strategies for housing                                       | ✓                |                  |
| Relevant experience or good knowledge of Social Housing management practice  | ✓                |                  |
| Relevant experience or good knowledge of all aspects of housing strategy and policy development                            | ✓                |                  |
| Experience of identifying funding opportunities and successful bidding for funding to external agencies                    | ✓                |                  |
| Experience of creating and sustaining good collaborative working arrangements with relevant partners which deliver results | ✓                |                  |
| Experience of providing strategic direction and strong leadership to senior managers. Line management or                   | ✓                |                  |

|  |   |  |
|--|---|--|
| successful matrix management experience in a similar sized, large or complex organisation  |   |  |
| Experience of effectively managing key performance indicators and identification of key strategic and operational risks  | ✓ |  |
| Effectively managing revenue budgets in a constantly changing environment  | ✓ |  |
| Experience of developing and managing capital investment programmes especially in relation to housing investment and adaptations   | ✓ |  |
| Experience of managing team and staff workloads through prioritisation and bidding for additional resources to support desired outcomes  | ✓ |  |
| <b>Knowledge and Skills</b>  |   |  |
| Detailed and broad knowledge and understanding of Housing, both public and private.  | ✓ |  |
| Ability to lead by example, coach, mentor, inspire and motivate people to provide excellent, professional, value for money services  | ✓ |  |
| Ability to proactively develop relationships and build effective partnerships delivering excellent services.   | ✓ |  |
| Knowledge of appropriate legislation and funding frameworks  | ✓ |  |
| A good knowledge and understanding of the workings of local government, including its legal, financial, social and political pressures and processes.  | ✓ |  |
| Initiative to work independently, working imaginatively and creatively to solve a range of problems to work through risks and make decisions and/or recommendations as appropriate where a solution may not be immediately obvious | ✓ |  |
| Strong interpersonal skills to initiate and develop positive and effective working relationships, both internal and external, influencing and negotiating with others  | ✓ |  |

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