

Job Family:	Partnership & Commissioning - Front Line–Professional knowledge	Grade: 10
Job Title:	Housing Regeneration Manager	Directorate: Environment, Housing and Regeneration
Date:	3rd May 2019	Version:

Brief Description of job role and department

The postholder will work as part of the Housing, Planning and Regeneration Division in the Environment, Housing and Regeneration Directorate and lead on all aspects of estate regeneration. You will play a key role in the development and delivery of the Sutton Town Centre Masterplan, in particular the potential regeneration of town centre housing estates to improve neighbourhoods and deliver additional affordable housing, reflecting the Council's ambitions for growth, an attractive and vibrant locality with high quality public realm and significant improvements in transport infrastructure. You will also lead on and manage the delivery of the final phases of the Lavender Housing Partnership regeneration programme as the Council's lead officer for all aspects of it.

Key accountabilities:

1. Lead on all aspects of housing estate regeneration.
2. Lead on resident engagement and communication, options appraisal and feasibility studies.
3. Work collaboratively with residents and communities, elected members, senior colleagues and relevant partners to understand their requirements and expectations and to develop and deliver a programme which supports the Council's goals and statutory responsibilities.
4. Collaborate with senior colleagues and external advisers in order to establish the preferred delivery vehicle for estate regeneration. Procure delivery partners and contractors who provide value for money and maximise investment in the borough, and to lead on putting in place the required legal agreements to underpin delivery.
5. Build and sustain high-level strategic partnerships with governmental or regional agencies such as the Ministry for Housing, Communities and Local Government (MHCLG), Greater London Authority (GLA) and Transport for London.
6. Lead on all aspects of the preparation and planning stages of the programme, including commissioning appropriate technical and specialist resources to enable delivery. Lead on work to enable achievement of Compulsory Purchase Orders.
7. Ensure effective delivery and organisational management including financial management and planning, performance management arrangements, customer feedback and quality assurance processes, etc., working with other council functions and service delivery partners as appropriate.

8. Develop local plans, policies and procedures which reflect Government, GLA and Council policy and stakeholder requirements, including Residents' Charters and offers to residents.
9. Ensure a continuing commitment to equality and diversity and to community cohesion, identifying the diverse needs of borough residents and delivering the programme in a way that offers flexibility and choice
10. Ensure that all sources of funding are explored both by the Council and its partners to help achieve the aims of the programme and future potential regeneration projects.

Budgetary accountabilities

1. Establish a financial model reflecting the agreed delivery vehicle and ensure that relevant income and expenditure is maintained accurately.
2. Ensure that budgets are effectively planned, controlled and monitored. Advise Assistant Director of any significant potential variances.

Specific accountabilities

A: The Lavender Housing Partnership Programme [*points 2 to 4 are also relevant to the emerging estate regeneration programme*]

1. Lead the Lavender Housing Partnership regeneration programme on behalf of the Council, involving the final phases of implementation of redevelopment and new management of the former Durand Close and related sites.
2. Develop and maintain the project plan and timetable. Regularly monitor and review the Business Plan and Financial Model for the programme during its final phases, making changes as necessary to ensure that its aims are achieved.
3. Ensure that the necessary transfer and other legal arrangements are approved in accordance with the project timetable. Ensure compliance with the agreements once in place.
4. Ensure effective risk management arrangements are in place. Maintain a Risk Register for the programme, setting out the assessed risks to the Council and identifying and, where appropriate implementing, the necessary controls and responsibilities.

B: General

5. Contribute to the development and implementation of Sutton's Local Plan and in particular the Sutton Town Centre masterplan, specifically via further dialogue with site owners about redevelopment opportunities.
6. Lead on production of Committee reports and briefings for Councillors and senior managers on all matters relevant to estate regeneration activity.

7. Ensure that complaints and Members' Enquiries are responded to promptly and effectively. Where a shortfall in service delivery is identified, ensure corrective action is taken to maintain and improve service delivery in the future.
8. Manage staff by recruiting, setting standards, supervising, motivating and developing staff according to the Council's personnel policies and procedures so they can carry out their duties and provide optimum service. Take appropriate action within borough procedures and practice where performance falls below acceptable standards.
11. Provide clear and dynamic leadership to staff which results in their having:
 - a clear sense of purpose and direction to their work;
 - clarity about what is expected of them in terms of performance;
 - positive morale, enthusiasm and motivation about their work.
12. Manage and direct staff across the Housing Strategy, Enabling and Regeneration Service as required.
13. Prepare and issue drafts for press releases and responses to press enquiries. Brief the Executive Head of Service on all matters which are likely to be subject to publicity, whether positive or negative, or controversial or contentious.
14. Deputise for the Assistant Director when appropriate.
15. Carry out the duties and responsibilities in accordance with the Council's Core Values, Equality and Diversity Policy, Health and Safety policy and all other Council policies and procedures.
16. Undertake any other relevant and appropriate duties that may be required, consistent with the responsibilities of the post.

Person specification (knowledge, skills, experience and behaviours required in the role)

Experience

- Substantial and successful experience in a programme management post within the area of housing and regeneration or related professional fields
- A successful track record of collaborative working with residents and communities businesses, members and partners to ensure the objectives of regeneration are met
- Management of projects and contracts with consultants or suppliers.

Knowledge and Skills

- Expert working knowledge of emerging policy, good practice guidelines and models of funding and investment applicable to housing regeneration and related activities
- Knowledge of the financial, legal and social environments, in which a London local authority operates
- Demonstrable understanding of the needs and challenges presented by the communities of a London borough
- Able to manage budgets effectively, and to ensure project budgets remain on track
- Be politically and tactically astute with an understanding of how to influence key stakeholders
- Able to adapt and respond positively to a variety of situations and people in order to meet changing priorities in the role, the Council and the community as a whole.
- Able to identify what needs to be done and to develop an appropriate plan of action in order to accomplish an objective and to monitor progress against it
- Be highly organised, excellent at time management, able to delegate, and have sharp commercial and strategic acumen
- Able to communicate effectively with a wide range of people using a variety of different methods and styles
- Able to manage and motivate staff effectively
- Being open to challenge and committed to continuous learning and development for self and others.
- Take responsibility for your own and your team's resilience.

Mandatory accountabilities/requirements for all LBS staff

- Willingness to undertake relevant training and development programmes to enhance future development
- Work within and promote the Council's' Core Values, Equalities and Diversity, Health and Safety and Environmental policies and any other relevant Council policies and procedures