



**LONDON BOROUGH OF MERTON**  
**ENVIRONMENT & REGENERATION DEPARTMENT**  
**JOB DESCRIPTION**

**POST TITLE: DIRECTOR OF ENVIRONMENT & REGENERATION**

**Grade: Director's Grade**

**DIVISION/SECTION: Director's Office**

**Location: Civic Centre**

**Responsible to: Chief Executive**

**Responsible for:** Regeneration; Community Safety; Environmental Health; Street Management; Planning; Trading Standards; Waste Management; Property Services; Leisure and such other matters as may be added or changed from time to time.

**Post number: To be confirmed**

**Date: 01 April 2005**

**1. MAIN PURPOSE**

- To ensure the development, implementation and evaluation of environment and regeneration strategies for the provision of service and support that are responsive to client needs and are sufficiently dynamic to respond to changes in governmental direction and legislative change.
- To manage the provision of quality services that reflect the Authority's core values.
- To participate in the corporate management of the Authority.

## 2. MAIN DUTIES AND RESPONSIBILITIES

### Generic

- To participate in the corporate management of the Authority and to contribute to the preparation of both short and medium term plans for the Authority in close co-operation with others as required.
- To evaluate the performance of the Department against stated objectives, developing performance measures and ensuring feedback to staff on the department's performance in meeting targets and objectives.
- To ensure the development of a departmental organisational structure that meets changing service needs. To promote sound departmental management practices and to be responsible for the effective recruitment and retention, motivation and development of staff within in effective industrial relations climate.
- To ensure the development of effective working relationships between the department and others across the Council. To lead, and participate actively in inter-departmental working groups, as required.

### Specifics

- To provide accurate and timely advice to the Council, its committees, elected members, the Chief Executive and Directors, on developments, trends in the areas of Regeneration; Community Safety; Environmental Health; Street Management; Planning; Trading Standards; Waste Management; Property Services; Leisure and all matters relating to the strategic planning of those services and their resourcing.
- To ensure the effective implementation of all legislative requirements relating to environment and regeneration services.
- To develop, implement and evaluate policies and programmes for the provision of cost-effective, high-quality services which accord with the Council's policy objectives and meet both statutory and local needs.
- To ensure that all contractor functions under his/her direction are customer focussed, efficient and cost effective with a reputation for high quality responsive services.
- To coordinate competitive bids for new work as appropriate and to ensure specified levels of service delivery and profitability from contractor units.
- To ensure the development, monitoring and management of both capital and revenue budgets for environment and regeneration

services, maximising partnership arrangement, external funding opportunities and income generation as appropriate.

- To ensure that services are developed in close consultation with departments, the community, local action groups and external agencies and to promote public understanding of the Council's policies in order to facilitate their effective implementation and wider credibility. To develop effective relationships with the private and voluntary sectors and to encourage joint development initiatives wherever appropriate.
  - To represent the Authority to external agencies such as Government Departments, Local Authority Associations, private developers, etc to develop effective relationships to advance the Council's objectives.
  - To ensure the effective implementation of the Council's Equal Opportunity and Health and Safety policies in all aspects of the Department's work.
  - To act as nominated deputy in the absence of the Chief Executive and to undertake any other duties as directed by the Chief Executive.
3. The duties, roles and responsibilities of the post and the methods of working may be amended from time to time by the Chief Executive.



**LONDON BOROUGH OF MERTON**  
**ENVIRONMENT & REGENERATION DEPARTMENT**  
**PERSON SPECIFICATION**

**POST TITLE: DIRECTOR OF ENVIRONMENT & REGENERATION**

**Grade: Director's Grade**

**Date: 26 March 2009**

**1. Knowledge**

- An understanding of the legislative framework governing the work of the department. Understanding of issues impacting on service delivery within an urban, multi cultural environment.
- A clear understanding of the workings of local government and the wider environment in which it operates.

**2. Skills**

- Ability to demonstrate a clear vision of the future for Local Authority environment and regeneration services and the challenges facing those services in the short and medium term.
- Well developed analytical skills and proven ability of setting/achieving strategic objectives through performance management and of evaluating and achieving service quality.
- Ability to communicate effectively, negotiate and network through highly developed written, oral and presentation skills.
- Ability to develop innovative solutions whilst maintaining continuity of services through setting of clear goals/targets.

- Ability to lead, motivate and enthuse individuals and teams within a rapidly changing environment.
- Ability to work effectively within a political environment and to manage the member/officer interface.
- Commitment and ability to implement the Council's Equal Opportunities policies in employment and services.
- Commitment to working in partnership with a wide range of bodies both internally and externally.

### **3. Experience/Training**

- Significant senior management experience in the provision of public sector environment and regeneration services within a multi-racial urban community. Experience of participation at senior management level in the corporate affairs and decision making of a large complex organisation.
- A successful track record and background of consistent achievement at senior management level (second tier or above) in a local authority or other large complex organisation.
- Experience of managing, motivating and developing a multi-disciplinary workforce and harnessing the talents of employees at all levels.
- Experience of successfully leading management of change within a service setting.
- Experience of working in co-operation and partnership with a wide range of internal and external bodies including statutory agencies/organisations.
- Experience of having successfully managed substantial budgets through rigorous control procedures, as well as delivering budget options within a corporate framework.
- Experience of establishing and implementing business planning processes and performance management systems to ensure appropriate and cost effective service delivery.