



LONDON BOROUGH OF MERTON
ENVIRONMENT AND REGENERATION
DEPARTMENT
JOB DESCRIPTION

POST TITLE: Head of Regeneration and Leisure

Grade: MG4

DIVISION/SECTION: Environment and Regeneration Department

Location: Civic Centre

Responsible to: Director of Environment and Regeneration

Post number:

date: April 2007

JOB PURPOSE

1. To be the Council's lead officer on regeneration partnerships, land use and transport planning, property management, leisure development and leisure greenspaces and develop and deliver strategies for the regeneration of the borough, in line with the Council's vision and strategic objectives.
2. To be accountable to the Director of Environment and Regeneration for managing the performance of the Regeneration and Leisure Division and ensure that all its services are cost effective and delivered to the highest possible standards.
3. To ensure effective financial planning and management across the division and maximise the use of external funding opportunities.
4. To achieve high levels of communication and staff motivation through an open and responsive management style, through the training and development of staff and through the breaking down of barriers between sections and departments.
5. To ensure that all services are developed in a way which is responsive to the needs of clients, service users and the local community and involves close liaison and participation with them.

6. To make a proactive contribution to the overall management, development and image of the Department and the Council, take a lead role on specific cross-service initiatives and deputise for the Director as required.

KEY ACCOUNTABILITIES

1. Develop and deliver service and business strategies in line with Council priorities, working in partnership with the community and ensuring excellent value for money.
2. Ensure the co-ordination of services to develop and deliver holistic approaches to the sustainable regeneration of the borough, effectively harnessing the range of professional skills under his/her remit.
3. Keep abreast of best practice in other organisations and ensure that this is incorporated into service development; develop and deliver innovative approaches where appropriate.
4. Ensure the monitoring and delivery of Council and departmental targets; agree clear targets with managers, carry out regular reviews and tackle under- performance effectively where necessary.
5. Ensure high levels of staff motivation across the Division; supervise, appraise and develop the work of Section Heads and ensure the effective supervision, appraisal and development of all the Division's staff, including the provision of relevant training.
6. Exemplify an open and responsive style of management and ensure excellent means of communication across the Division and with other Divisions and Departments.
7. Ensure that the residential and business community and the voluntary sector have the opportunity to participate in and inform service delivery and scheme development.
8. Monitor, review and develop the Division's performance in relation to all areas of public contact to ensure that services are accessible, responsive and customer friendly.
9. Promote public understanding of the Council's priorities, services and initiatives and ensure the presentation of a positive image in the media and through both formal and informal networks.
10. Develop excellent working relationships with other agencies, including the police, health authority, other local authorities, the Greater London Authority and Government Departments, and ensure that the experience of those bodies is used to the benefit of the Council and in the development of partnerships.
11. Ensure the effective financial management of the Division, including monitoring and control of capital and revenue expenditure; prepare budget proposals and strategies which make full use of potential partnership arrangements, external funding opportunities and income generation.

12. Ensure that Council Members and officers receive regular information and high quality advice on all services under his/her management, including prompt and constructive responses to queries and correspondence.
13. Maintain an awareness of all current legislation and professional issues affecting the Division and ensure the maintenance of high professional standards, including through continuing professional development.
14. Promote and develop the electronic delivery of services to the public and the use of information technology systems where cost effective.
15. Ensure the quality, conciseness and timeliness of all reports prepared within the Division to Cabinet, Cabinet members, Scrutiny Panels and other forums and lead on behalf of the Department at such meetings as required.
16. Take a proactive role on the Departmental Management Team and in assisting the organisational development of the Department; contribute to corporate priorities and initiatives and lead on specific projects as required, including town centre and Local Agenda 21 initiatives.
17. Carry out all duties and responsibilities in accordance with the Council's Equal Opportunities and Customer Care policies and take a lead role in developing, implementing and monitoring proposals to further these policies, both within the organisation and the wider community.
18. Ensure that Corporate and Departmental Health and Safety policies and procedures are understood and implemented within the Division and that staff are trained in implementing the procedures as necessary; ensure that Health and Safety Risk Assessments are carried out for all relevant areas; to monitor the implementation of Health and Safety policies and practices and remedy any shortfalls identified through experience of the operation; ensure that relevant systems are in place for dealing with emergency situations and act as Borough Liaison Officer when required.
19. Ensure adherence to the Council's policies, standing orders, financial regulations, scheme of delegation and other Departmental and Corporate procedures and instructions.
20. Carry out any other duties appropriate to the grading of the post and deputise for the Director as required.