

LONDON BOROUGH OF MERTON
JOB DESCRIPTION

POST TITLE: Interim Head of Recovery

Grade:

Department: Chief Executive's
Location: Civic Centre, Morden.

Responsible to: Chief Executive

Responsible for: No direct staff, but programme management across the organisation

Post number:

Date: April 2020

MAIN PURPOSE

Programme Management of Merton's recovery following the Coronavirus Pandemic, acting as principal adviser on recovery issues to the Chief Executive, the Corporate Management Team and members on recovery issues. The role covers the recovery of the Council itself and also the recovery of the borough as a whole.

MAIN DUTIES AND RESPONSIBILITIES

1. To act as the principal adviser on recovery issues informing CMT and members.
2. To support directorates in preparing for and lifting lockdown. Review and apply lessons learnt from the lockdown period to the recovery programme, including new operating and working models.
3. To establish a programme and project management system for recovery. Support and oversee a range of projects which make up this programme. To ensure that the programme is evidence based and follows best practice. Coordinate and present highlight reports and analysis of the programme.
4. To facilitate coordination of and collaboration between departments, working with Directors and Departmental Management Teams. Coordinate closely with the Public Health and Emergency Planning teams to ensure an orderly recovery process whilst minimising organisational and individual health risks.
5. To maintain organisational focus and pace in delivering recovery.



6. To link Merton to sub-regional, regional and national recovery fora, adopting and communicating best practice and learning points from other organisations.
7. To integrate the work programme from the Modernising Merton project into the recovery work stream.
8. To support recovery in Merton, the place as well as Merton the institution.

**LONDON BOROUGH OF MERTON
Chief Executives
PERSON SPECIFICATION**

POST TITLE: Interim Head of Recovery

Grade:

Date: April 2020

Qualifications and Education

1. Educated to a higher level (degree level qualification or equivalent) or relevant experience
2. Relevant professional qualifications and training specific to transformational change and programme management
3. Demonstrable experience of managing disaster recovery and/or improvement and transformation programme management in a large complex organisation

Skills

1. Outcomes focused and solution-oriented
2. Excellence programme management skills
3. Exhibits confidence and leadership, engages emotionally and can show evidence of influencing key stakeholders externally and internally
4. Is an authentic and inspiring leader, able to build and engage with inclusive and high-performing teams
5. Excellent planning and organisational skills with the ability to set and monitor priorities for oneself and the service
6. Resilience and ability to cope within a challenging environment
7. Can lead in ambiguous situations, demonstrates resilience, readily adapts to change and exhibits personal growth

Knowledge and Experience

1. Substantial senior management experience within a complex, multi-agency service system, including experience of extensive service change
2. Sound knowledge of effective programme management methodologies and change implementation
3. Proven stakeholder management and engagement skills, combined with evidence of political awareness and sensitivity to stakeholder needs and priorities
4. Excellent interpersonal skills with the ability to establish positive working relationships with staff at all levels, corporate colleagues, external organisations etc. to generate confidence, trust and respect
5. Experience of interpreting vision and strategy to drive change through strong and effective leadership.