

Role Title	Assistant Director of London Secure Children's Home (12 month secondment opportunity)
Directorate	Place – Capital Strategy, Delivery & Estates
Competency Level	Chief Officer
Pay Scale	Assistant Director
Purpose	
To act as lead officer providing strategic direction and leadership, and financial control in a multi-layered stakeholder environment for the delivery of the London Secure Children's Home (LSCH). This is a c.£100m capital scheme funded by the Department for Education (DfE) with the London Borough of Waltham Forest taking on the development manager role. This role will oversee the design and build of the facility working closely with the DfE as funder and in partnership with London Councils who work on behalf of London Local Authorities (LAS) to manage, oversee and coordinate the project to ensure it delivers the intended outcomes and benefits for London. The post holder will need to lead the design development, be responsible for submitting the planning application, procuring a main contractor and to get to a successful start on site in line with requirements. In addition, the postholder will work closely with the DfE and London Councils to ensure wider project deliverables are met and the scheme progresses through the DfE gateway process. A key responsibility will be supporting London Councils in securing the minimum viable number of London Local Authorities required to approve the full business case. This will enable submission of the planning application and ensure compliance with the relevant DfE gateway requirements. The postholder will be responsible for providing clear and robust assurance to both the Department for Education and London Councils on all aspects of delivery, risk management, and financial oversight, ensuring the scheme progresses through key gateways and delivers its intended outcomes Working with the Corporate Director of Capital Strategy, Delivery & Estate, the postholder will ensure there is optimal governance, stakeholder engagement and client-side project management in place to lead on the design and delivery of this pan London scheme. The postholder will work cross-organisationally and with all the relevant stakeholders to define requirements and outline delivery priorities to ensure the scheme delivers a new high-quality facility for some of London's most vulnerable children. The post holder will support the Cabinet, Corporate Director, Strategic Director of Place, Strategic Director of Children's Services, Chief Executive and Senior Leadership Team, to	

achieve the aims and desired outcomes of the Council providing strategic advice and recommendations where necessary.	
Generic Accountabilities	End Results/ Outcomes
Direct, develop and control the service. Responsible for all operational decision making and management of the service.	Activities within the service are directed and controlled to ensure the required outcomes and standards are delivered either directly; through commissioned or funded services; or via community empowerment. Member input, community consultation and stakeholder feedback inform the design, development, delivery and performance management of the service. Service quality, stakeholder satisfaction, efficiency and continuity are maximised.
Ensure the development and implementation of policy, systems, processes, performance criteria governance frameworks, and procedures within area of responsibility meet strategic / operational requirements, internal and external reporting requirements and ensure compliance with external legislation and regulations.	Policies and controls ensure that the area of responsibility is compliant with all relevant legislation, codes, regulations, guidelines, standards and best practice. Governance frameworks have clear accountabilities and effectiveness is measurable. Compliance is monitored and ensured. Action is taken to resolve any issues identified.
Accountable for the strategic and operational planning and delivery of the service targets and objectives. Ensure the service's plan and performance (either directly or through commissioned / managed services) result in the implementation of agreed Council strategies, policies and outcomes. Input to the strategic planning of the wider organisation.	Policies and controls ensure that the area of responsibility is compliant with all relevant legislation, codes, regulations, guidelines, standards and best practice. Governance frameworks have clear accountabilities and effectiveness is measurable. Compliance is monitored and ensured. Action is taken to resolve any issues identified.

Advise SLT and Members on issues relevant to the service. Provide challenge and advice to colleagues, managers and partner organisations.	Act as lead professional adviser in area of responsibility. Strategic advice, critical challenge and moderation are provided in relation to all aspects of the service and wider council / partner activities as appropriate.
Develop and manage stakeholder relationships. Ensure the service has good relationships with Council Members, other service areas, DfE, London Councils, the public and the media.	Good working relationships with associated and affected interest groups / key stakeholders are established, promoted, fostered and sustained.
Provide leadership and direction for the service.	The service is led by a professional, motivated and effective management team. Recruitment, induction development, performance review, employee relations and all HR processes and planning are completed to the required standards and timescales. Deficiencies and underperformance are actively resolved. Effective team meetings take place.
Identify, secure, deploy and manage the resources necessary for the service to meet/ exceed its objectives.	Appropriate organisation structures and processes are developed and implemented to meet changing organisational requirements. Resources are effectively and efficiently deployed to achieve service objectives.
Direct and control the financial expenditure and integrity of the service.	Budgets and financial risk are monitored and managed in compliance with organisational requirements. Capital cost risk share between the minimum viable number of London LAs is progressed in line with the programme and in place before the signing of the construction contract. The service is delivered within agreed budget minimising any financial risk to the council. Value for money is maximised.

Direct and implement a comprehensive risk management programme for the service.	Operational, financial, regulatory and political risk are identified and managed in accordance with Local Government and national working practices.
Ensure that the capacity to respond positively to change is enhanced, “traditional thinking” is challenged and innovative solutions are pursued throughout the area of responsibility.	Necessary changes to culture and practice are implemented and sustained. Conditions for others to perform and to innovate are created. Improvement of the service is focussed and driven to meet strategic objectives and improve service user outcomes.
Plan and direct a major capital project	Major change /complex multi-disciplinary project is monitored and directional control provided. Resources required to deliver the project / programme are secured. Projects / programmes have clear and assigned accountabilities and achieve their objectives.
Role Specific Accountabilities	
Direct and lead the delivery of the LSCH through the RIBA Stages and DfE Gateways	Set strategy and lead the delivery of this Major Capital project in a way that delivers the Council’s objectives seamlessly and with no surprises. Manage and provide strategic advice to internal and external senior stakeholders to achieve desired or reset outcomes. Resolve complex issues and report up to senior/board level.
Lead a team of development professionals, multi-disciplinary design team and main contractor	Build strong professional relationships with clients and partners to deliver project outcomes. Deliver the project and strategic business case that meet Client’s agreed time, cost and quality requirements. Project, programme and portfolio level risks and issues are proactively identified, mitigated and escalated. Stakeholder engagement and communications are

	effectively planned and executed at project, programme and portfolio level(s) and in partnership with external delivery partners External partner and LBWF reporting standards are complied with across the property and capital funded infrastructure portfolio
Promote service innovation that supports the delivery of Council outcomes within the resources available	Promote best practice, bench-marking. Seek new ideas to create innovation within service delivery.
Manage key projects according to sound portfolio management principles	Deliver excellence in project and programme management in accordance with national and partner agency standards and Council standing orders and financial regulations Ensure good programme and project management protocols are developed and adhered to across differing service areas, programmes and projects. Capital spend and appropriate project and financial planning and reporting are undertaken in line with funder and internal requirements.
Manage complex risks of multiple client stakeholders and ensure robust financial monitoring.	The council, partners and other public sector organisations are informed and engaged in mitigating, avoiding or eliminating the key risks. Set, manage and control budgets whilst also considering wider development/delivery risk across the wider capital delivery portfolio. Scheme is delivered within budget and grant funding available. Value For Money is achieved.
Nature of Contacts Department for Education, London Councils, Members, the Chief Executive, Strategic Directors, Heads of Service and equivalent levels in external bodies, private sector and partner organisations to advise, discuss, challenge and influence. Establish and lead partnership working with internal / external services / organisations and liaise with national bodies. Manage complex political relationships. Manage relationships with key stakeholders and delivery partners including negotiation of complex political / strategic / commercial issues.	

Manage confidential, challenging and highly sensitive issues / situations, which involve significant negotiation, persuasion and influencing skills. Interaction with others and the ability to successfully influence and motivate are fundamental to the role.

Procedural Context

Reports to Corporate Director of Capital Strategy, Delivery & Estate.

Accountable for operational and strategic implementation of decisions and direction for the service and for project / programme management for cross cutting corporate and partnership initiatives. Accountable for the integration of a range of professional /operational areas which are critical to the success of the organisation and for performance and service delivery across the service. Breadth of vision and strategic and innovative problem solving involves thinking within a general framework of strategic direction in situations where there are often aspects which are ambiguous, intangible or unstructured. A significant degree of evaluative judgement is required in relation to risks and issues, with the ability to identify the potential impact of a wide range of changing and potentially conflicting internal and external factors. Conclusions and decisions seize opportunities and mitigate risks. Direction setting, planning and prioritisation is over a number of years to ensure the service achieves its strategic goals, reviewing and adjusting to take account of the risks and opportunities presented by a changing political and regulatory environment.

Key Facts and Figures

Monitor and control the budget of a council service Decisions will impact across own service, the wider Council and its partnerships. Employees directly managed will be heads of service each responsible for substantial resources and operational service delivery.

Resourcing

Budget Responsibilities: capital project c. £150m (construction value)

Supervisory Responsibilities: Directly – Project Director and Senior Project Manager.

Client management of design team and external technical advisers

Knowledge, Skills and Experience

- Significant senior strategic management experience, including translating organisational drivers into strategic objectives, longer term plans, new ways of working and specific outcomes, for a portfolio of services in a large public sector organisation (preferably local government).
- Proven ability to manage a wide variety of activities across a range of professional areas of expertise and oversee their achievement of the organisations strategic goals.

- Extensive knowledge of the major issues facing local government.
- Extensive and comprehensive knowledge and understanding of the national policy context, requirements and future direction for relevant service areas.
- Proven track record of accountability for significant budgets and ensuring the delivery of services within agreed resources.
- Proven ability to drive through and deliver effective performance management within own organisation and understanding of the performance management process in partnership arrangements.
- Significant experience of creating, leading and sustaining partnerships both internally and externally to achieve shared objectives and synergies.
- Experience in persuading a wide range of stakeholders to work together, encouraging an organisational focus on the needs of the community.
- Authority and credibility to work effectively in a political environment and establish positive relationships with Members.
- Excellent interpersonal and communication and presentation skills, with proven ability to communicate effectively to a wide range of audiences both horizontally and vertically throughout the organisation.
- Proven track record of operating strategically to identify, initiate and oversee corporate projects and policy development.

Indicative Qualifications

Educated to degree level or equivalent standard or industry experience

Post graduate qualification /Relevant professional qualification

Relevant professional qualification / Membership of a relevant Chartered Institute e.g. RICs

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.