

Job Specification



Job title: Assistant Director – Growth & Housing
Service: Economy & Skills
Grade: Assistant Director
Reporting to: Director – Economy & Skills

Strategic vision

- To provide professional leadership to the Council's strategic approach to growth and development, establishing the conditions that will support the delivery of good quality jobs and homes to meet the needs of residents and businesses.
- To ensure that the Council's strategic approach to sustainable growth and regeneration builds on the assets, environmental quality, culture and heritage of the borough.
- To work with internal and external partners to ensure that borough residents are able to access the opportunities that growth brings, supporting the Council's Community Wealth Building strategy.

Specific accountabilities

- Lead on the Borough's Planning function. This will include responsibility for the continuous improvement and continued modernisation of the statutory planning functions of Development Plans and Development Management and Building Control. Proven experience in this regard is essential to this role.
- Responsibility for the Council's strategic planning service, including key strategic plans such as the Greater Manchester Spatial Framework, the Local Plan, Supplementary Planning Documents and strategic transport policy.
- Facilitate the delivery of new housing across the borough, working with the private sector and Registered Providers to bring forward market and affordable housing, as well as leading the Council's Direct Delivery Programme and managing planned repairs of Council homes.
- Plan future infrastructure investments and balance the needs for quality new housing and commercial land with a desire to maintain high quality green spaces.
- Support the growth and repositioning of our town centres, working with public and private stakeholders to economically restructure and physically reconfigure parts of the town centres, repurposing surplus retail space to bring forward a range of alternative town centre uses and deliver the vision set out in our strategic regeneration frameworks.
- Play a corporate role and ensure that services contribute to the wider council objectives.
- Be part of the civil contingencies rota.

Planning, performance and project management

- Ensure that systems are in place for the effective management and monitoring of performance.
- Ensure contractual compliance is monitored and managed effectively.
- Ensure all relevant projects and programmes have clear and assigned accountabilities and achieve their objectives.
- Ensure the key objectives of the Councils Transformation Programme are fully achieved.

People and resource management

- Manage the service areas budget in an efficient way, complying with the Councils standing orders and guidance.
- Have direct management responsibility for a number of Service Managers and indirect management responsibility for all their reports.
- Set the culture within the services, and ensure that the Be Wigan behaviours are embedded.

Partnership working

- Take an active role in developing and encouraging partnership working across a range of organisations to develop and empower the community. In particular, working with the private sector, Greater Manchester partners, Government departments and agencies and with Police, Fire and Rescue, Health, Probation Service, third sector and voluntary organisations as appropriate.
- Operate within a framework of partnerships at a national, regional sub-regional and local community level.
- Work closely with members of the Senior Leadership Team, Elected Members, Trade Unions and others professionals across the organisation.

Managing and responding to change

- Ensure that the capacity to respond positively to change is enhanced, 'traditional thinking' is challenged and innovative solutions are pursued throughout the area.
- Continue to modernise the planning service.
- Respond to regulatory demand.

In this job you will need

- An appropriate RTPI-accredited degree level planning qualification and proven experience relevant to the role.
- Evidence of continuing professional development, which demonstrates the theory and practice to operate at a senior level.
- Evidence of successful budget setting and management and of being responsible for large budgets
- Experience of successfully managing change in a complex environment.
- Experience of policy development, interpretation and implementation in major areas of activity.
- Experience of managing complex situations and information requiring analysis and interpretation and the comparison of a range of options.
- Experience of managing, negotiating and influencing to achieve best possible outcome.
- Experience of communicating at all levels and presenting complex, sensitive and contentious information to a range of audiences including strong external communication skills in a politically sensitive environment.
- Resilient nature with the capacity to recover quickly from difficult situations.
- Ability to influence and establish credibility with a range of stakeholders both within the organisation and externally.
- Ability to develop the trust, respect and co-operation with a broad spectrum of partners including senior managers, members, the private sector, AGMA partners, Police, Fire and Rescue, Health, Probation Service, third sector and voluntary organisations, colleagues and staff.
- Ability to travel across borough and GM area.

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Be Kind... be helpful, generous and thoughtful towards yourself and others

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough