

Role Profiles

Role information

Job Title	Executive Director - Development	Post Number	HR use only
Position type	Permanent	Hours	37 per week
Grade and Salary Range	Director £115,938 to £119,531		
Location	Oxford		
Responsible To	Chief Executive	No. of employees	
Budget (£)		Assets	
Rehabilitation of Offenders Act 1974	Not Exempt	Additional Screening	N/A
Candidate Screening	Not required		
Political Restriction	This post is politically sensitive		

Role responsibilities and main duties

- To provide leadership, direction and management to the Directorate ensuring the delivery of efficient and effective services to customers aligned to members' priorities and budgets as set out in the Corporate Plan.
- To be the Council's strategic advisor on the City Development, Regeneration & Housing and planning portfolio and to develop and implement strategies and policies for the Directorate which contribute to the Corporate Plan.
- To be responsible for the programme management of the delivery of numerous regeneration/development projects including housing and mixed-use schemes ensuring they are delivered within time and budget.
- To provide expert guidance and take a lead in scoping, designing and implementing new delivery models and resourcing arrangements for new large scale infrastructure and site developments in and around Oxford, working with key stakeholder and across traditional local authority boundaries
- To be the focus for the council's "physical development" and be the lead for work with the local, regional and national partners in developing the City and County Sustainable Community Strategies working through the Oxford Strategic Partnership.
- To provide strategic advice and guidance to the organisation and Members on all development and regeneration matters, having expert knowledge of legislation and government policy
- Ensure all projects for development and regeneration are fully financially assessed in terms of viability, funding requirements, land assembly and acquisitions. To manage and mitigate risk effectively and keep programmes within budget.
- Represent the organisation at high level with company chairs, CEOs and directors, and on external boards

- To oversee the preparation of development briefs and developer/contractor selection criteria, commission marketing, conduct interviewing/selection of developers/partners for delivery purposes.
- Build and manage collaborative partnerships to deliver large scale regeneration, housing and transport projects Eg: with Universities, Network Rail, private sector investors, government departments and agencies such as LEPs, HE.
- To attend and present as required at Board meetings and stakeholder groups and represent the Council at public meetings such as Neighbourhood Forums
- Act as Board Member for the Council's owned companies, as required.

Corporate Responsibilities

- To be a member of the Corporate Management Team, contributing to the development and implementation of policies and strategies that will optimise service delivery to customers.
- To develop and implement performance and service planning frameworks that challenge and seek continuous improvement of services and which are sufficiently flexible to respond to changing needs and priorities.
- To formulate, implement and evaluate innovative areas of partnership working to maximise service delivery for the benefit of the wider community.
- To ensure that services are planned and developed to meet the Council's statutory obligations and required changes are incorporated into council plans and meet the expectations of members, partners and the wider community.
- To act in accordance with all appropriate legislation, council's standing orders and regulations and code of conduct and to advise the Chief Executive and members as necessary.
- To promote positively the achievements of the Council and its partners at every opportunity and in appropriate arenas at national, regional and local levels.
- To demonstrate and model the Council's vision, values, objectives and performance to staff and ensure that they are given an opportunity to contribute to services and customer improvement.
- To be a champion for equalities and diversity principles, ensuring that they are integrated into all aspects of service delivery so that the needs of the whole community are met.
- To ensure effective corporate governance, including the identification, reporting and monitoring corporate and directorate risks and health and safety.
- To work positively with external regulation and inspection agencies to encourage improvement in council services.
- To lead corporate projects in accordance with the Council's agreed methodology.
- To provide strategic support on behalf of the Corporate Management Team, for one of the Council's area committees, ensuring that the area committee decisions are followed through and strategic plans for the quality of life in that area of the City are developed and achieved.
- To contribute to managing and planning for emergencies ensuring that services have a sound approach to business continuity.
- To support and strengthen Corporate Management Team (CMT) members' role in fulfilling the function of an effective client of the companies.
- To support and strengthen the ability of the Managing Directors, Board Members, and company/JV staff (as appropriate), in working with the company and Joint Venture boards to fulfil the aims of the Council.
- To ensure CMT can provide informed and effective advice as advisors on matters going to the Shareholder and that this advice is discussed with the Managing Directors, , Board Members, and company/JV staff (as appropriate), resolve any issues in advance of Shareholder meetings and to ensure there are no surprises.

- To maintain oversight of progress against strategically important projects within the companies' and Joint Ventures' business plans, identifying blockages or issues and actions that the group might take to resolve / mitigate.
- To carry out such duties commensurate with the role as may be required by the Council.

You may be required to act as a Board Member, or client, for one or more of the Council's owned companies and Joint Ventures

Company Directorship Responsibilities

- To comply with the legal responsibilities of a Director for one or more of the Council's companies (as required), recognising and complying with your fiduciary duty and the Articles and Board Terms of Reference.
- Where acting as a Director for Council's companies you will seek to ensure the company's compliance with the provisions set out in any relevant Shareholder's Agreement and recognise the duties and responsibilities owed to shareholders.
- Where in the course of your duties as Director of a Council company there is a material conflict between your role as company Director and the interests of the Council you will refer such conflict to the Chair of the company and play no part in any decision making process of that company in relation to the specific conflict.

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

Our commitment to Safeguarding

Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. Each of the criteria below will be measured through, the application form (A), interview (I), test/exercise (T) or documentation (D).

Essential Criteria	A	I	T	D
Educated to degree level or equivalent	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Significant experience in a senior management position in a regeneration development role in the public sector and /or the private sector	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of developing city/council area wide policies through partnership working which impact on the long term, economic, environmental and social future of the area.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Expert knowledge of the place shaping agenda and of legislation and government policy around regeneration and development matters	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
A clear understanding of community planning policies including local development frameworks, economic and environmental development, community development, housing strategy and community safety – importantly, how to integrate these functions to deliver the place shaping agenda.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Highly developed leadership, stakeholder management and critical thinking skills. Financially and commercially astute	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Exceptional communication and negotiation skills. Able to represent the organisation at high level with company chairs, CEOs and directors, and on external boards	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>

Experience of working in and managing collaborative partnerships to deliver large scale regeneration, housing and transport projects	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work within the governance model of a council and experience of working with elected members on strategic and major service issues.	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of putting together and managing high performing teams to deliver successful outcomes	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Highly developed project and programme management skills, including the ability to write business cases and project briefs	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Strong budget and risk management skills	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of continuing professional development	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Experience of managing and leading cultural change	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

Desirable Criteria	A	I	T	D
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Professional Qualification of Royal Institute of Chartered Surveyors, Royal Institute of British Architects, Chartered Institute of Building or MRTPI.	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Experience of PPPs / public-private joint ventures and collaboration EIS agreements.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Management qualification	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓

Notes to candidates

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview you will be asked questions based on them.