**Generic Role Profile: Strategic Leadership Level B - Assistant Director**

**Role Purpose, Context and Scope:**
- Accountable for developing and directing the corporate activities of the Council at a strategic delivery level.
- Horizon scanning 1-3 years; emerging practices and seek out the latest thinking and innovation across their service areas.
- Work with Councillors in setting and delivering the strategic aims and objectives of the Services they lead.
- Provide strong leadership, direction and guidance to senior managers regarding the allocation of resources, risk management, change management and management behaviours within the services they lead.
- To role model the values and behaviours of the organisation so others can see and hear, and learn from you.
- Lead on developing the capability of the workforce so the organisation has the right skills at the right time in the right place.

**Indicative Accountabilities:**
- To influence and contribute to delivering objectives set out in the Corporate Plan considering the impact of internal and external factors.
- Create and build effective relationships internally and externally with key stakeholders and instil in direct reports the imperative for accountability, responsibility and collaboration with others, for example: Councillors, other Boroughs, the communities we serve and partners.
- Lead and work collaboratively across all service areas with other senior managers (including those from partner organisations and agencies) in order to generate efficiencies.
- Effectively lead and manage staff (set, monitor and evaluate objectives on an annual basis).
- Drive significant cultural change through the corporate infrastructure.
- Be accountable for associated budget and have affordable plans in place to deliver the Medium Term Financial Plan.
- Provide assurance that the services are compliant and performance monitoring is part of the corporate rhythm, and exceptions have robust action plans.
- Lead and work collaboratively across programmes and services areas to ensure effective risk management and organisational resilience, including developing effective procedures to implement the Council’s policy and strategy.
- Be an ambassador for Haringey.

**Example Job Titles at Level B:**
- Assistant Director
- Director of Adult Social Services
- Programme Director Tottenham

**Indicative Performance Measures:**
- Specific measures from the Medium Term Financial Plan.
- Achievement of Council’s Corporate Priorities.
- Achievement of the outcomes within the Council’s Corporate Priorities and Workforce Plan within their service.
- Participate in external assessments e.g. Ofsted, Peer Review.

**Indicative Dimensions:**
- Work involves development of specific service areas and integration of internal services with some integration with external partners.
- Has a prime responsibility for the financial management of specific service area.
- Jobs at this level operate with a wide level of discretion over staffing, resources and decisions provided that actions are consistent with Council policies.
- Can lead and deliver in a political environment.

**Haringey Values:**
- Lives, and can articulate for others, our values: Human • Ambitious • Accountable • Professional

**Indicative Knowledge, Qualifications, Skills and Experience:**
- Deep knowledge of concepts, principles and practices gained through extensive experience and development in a specific field.
- Degree level or equivalent qualification plus substantial post qualifying in specialised field.
- Membership of appropriate professional body by examination e.g. CIPFA, RICS or evidence of continuing professional development (CPD).
- Excellent communication skills.
- Ability to work with high level internal and external stakeholders.

**Leadership Qualities:**
- **Achieving Ambitious Outcomes** – Makes sure that all activities contribute towards the organisation’s vision and goals. Typically looks two to three years ahead.
- **Service Excellence** – Continually strives for a better future. Measures success and takes action to achieve and maintain excellence.
- **Thinks Differently** – Has sharp thinking to look at information in a new way. Comes up with many ideas and advocates change/new approaches. Is comfortable being uncomfortable.
- **Visible Leadership** – Is a corporate leader, showing teams the strategic direction. Understands individuals, what motivates them and how to get the best from people.
- **Work in Partnership; One Council** – Uses initiative to build networks and relationships internally and externally, consulting widely, particularly with residents. Understands the nature of conflict and finds ways to deal with this.
- **Open Communication** - Assertive and influential. Maintains a calm and optimistic tone, and has the confidence to challenge and persevere, even in the face of strong opposition. Listens to and shows empathy for different perspectives.
# Job Specific Profile

**Job Title and Service Area:**

Assistant Director for Planning  
Regeneration, Planning and Development Service

**Role Purpose:**

To provide strategic and professional leadership to ensure the commissioning and delivery of high quality, efficient and customer focused development management, planning policy, planning enforcement and building control services.

**Main Responsibilities (in addition to indicative accountabilities on generic profile):**

1. Create a clearly articulated planning strategy for the Council.
2. To be responsible for the management and delivery of all town planning, building control and enforcement services and to provide leadership in the implementation of development management policies for the borough.
3. Work closely with the Programme Director for Tottenham to ensure all planning requirements for the development schemes for the regeneration of Tottenham program are delivered on time.
4. Lead on the future development of the services of the department, including idea generation, benchmarking and gathering of learning from elsewhere.
5. To act as the Council’s Chief Planning Officer.

**Knowledge, Qualifications, Skills and Experience (in addition to those on generic profile):**

- Educated to degree level or relevant working experience.
- Experience of working in high profile partnership arrangements, working across services and with partners and stakeholders to deliver outcomes.

**Dimensions:**

**Functional Areas**

- Development Management
- Planning Policy and Transport Planning
- Building Control
- Technical Support

**Organisational Structure (attach as an appendix)**