Responsibilities of Senior Managers

For Tier 1-3 Managers please see individual job descriptions published along side this.

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### Head of Asset Management

**Services and functions for which you are responsible**

- Asset Management of Operational and Education Settings
- Hard and Soft Facilities Management

**Key responsibilities of the post**

- To lead the Council’s Asset, Estates and Facilities Management functions.
- To contribute to the Council’s medium term Corporate Asset Management Plan.
- To review the performance of assets in supporting, Council priorities,
- Capital maintenance and investment for the estate to ensure legal compliance and fitness
  for purpose.
- Co-ordinate emergency and recovery procedures with the Council’s emergency planning
  teams and maintain business continuity.
- To lead the delivery of Total Facilities Management through a contracted out service

### Head of Community Safety & Regulatory Services - awaited

### Head of Direct Services

**Services and functions for which you are responsible**

Responsible for the direct and in-direct delivery of:

- Parks & Open Spaces
- Leisure, Sport & Physical Activity
- Passenger Transport Services
- Catering Services to Schools
- Transport/Fleet Management

**Key responsibilities of the post**

- To provide Value for Money services; to ensure the Council is active in capturing all
  opportunities to develop the customer base and to optimise income and use through the
  development of programmes and initiatives which meet the needs of local communities; and
  to access external funding and resources where available to deliver service objectives.
- To deliver all aspects of the service in accordance with corporate, business unit plans and
  priorities.
- To develop and maintain effective partnerships, proactively identifying opportunities to
  improve outcomes for the community through joint and shared working.
- To ensure delivery of required outcomes and value for money through contractual
  arrangements, ensuring effective contract management and monitoring is in place and
  addressing performance issues with the contractor
- To capture and make use of relevant data, feedback and customer insight information in
  relation to Direct Services, and to plan services responsively and according to need to
  provide joined-up and customer focused services.
- Development of commissioning strategies identifying and evaluating options for the future
  delivery of Direct Services
- To ensure that the public spaces and buildings that are under the responsibility of Direct
  Services are maintained and promoted for the benefit for the community
- To lead and mange all Direct Services to ensure they operate within current and relevant
  Health & Safety legislation and Guidance.
Head of Traffic Management

**Services and functions for which you are responsible**

- Highways
- Traffic schemes
- Street lighting
- Smarter Travel
- Network management (NRSWA)
- Parking schemes
- Parking Notice Processing
- Parking enforcement (on-street and CCTV)
- Public Safety CCTV Surveillance
- Concessionary travel
- Abandoned vehicles inspection and removal
- Car parks
- School crossing patrol service

**Key responsibilities of the post**

- To ensure the Council meets its statutory obligations under the Traffic Management Act 2004, tackling congestion and disruption on the road network through the successful management and enforcement of schemes.
- To deliver the Council’s transport and highways investment programme to achieve Local Implementation Plan performance targets and objectives, with an emphasis on modal shift, casualty reduction, reducing health inequalities and carbon emission reduction.
- To ensure a suitable highway infrastructure through the design, implementation and maintenance of highways engineering schemes on the public highway and the management and maintenance of street lighting, flood prevention and drainage.

Head of Supplier Manager

**Services and functions for which you are responsible**

Management of the Council’s ICT contracts and supplier relationships.

IT and Telecoms Category Management.

**Key responsibilities of the post**

- The negotiation of new supplier contracts including the definition of requirements and evaluation of tenders.
- To own relationship with the portfolio of suppliers and be the single point of contact within IT Services for any issues relating to these companies and the service that they provide.
- To continuously seek ways to reduce Supplier costs to the Council.
- To conduct regular reviews with suppliers and, in order to address any performance issues, understand future risks, promote continuous improvement and ensure that the agreement is providing value to the end customer.
- To ensure that all Haringey’s contractual responsibilities are effectively discharged and are fully understood by IT Services and the business.
- To be responsible for managing exit agreements as appropriate with suppliers.
- To define and agree the IT and Telecoms Category Management plan and Strategic Sourcing plan to deliver the IT Strategic Sourcing plan to ensure maximum value for money for the Council and to reduce the overall cost to the Council.
### Corporate Applications Programme Manager

**Services and functions for which you are responsible**
Customer Services Transformation Programme

**Key responsibilities of the post**
- Overall Programme Management and delivery of the Council’s Customer Services Transformation (excluding CSC’s and libraries).

### Head of Finance - Accounting

**Services and functions for which you are responsible**
Corporate and Financial Accounting.
Budgets and Accounting Team.

**Key responsibilities of the post**
- Deputy Section 151 (Chief Finance) Officer.
- Medium Term Financial Planning.
- Production of Statutory Statement of Accounts.
- Production of Annual Budget and Capital Strategy.
- Budget Monitoring Processes.

### Head of Improvement and Efficiency

**Services and functions for which you are responsible**
High value commercial, procurement and category management shared service.

**Key responsibilities of the post**
- To develop and maintain collaborative pan-London expenditure, procurement and category management to deliver innovation, value for money and the best possible commercial outcomes for public sector authorities.
- To lead collaborative commercial procurement exercises and supply chain management programme on behalf of authorities within the arrangement.
- To develop and implement innovative cost mitigation measures, setting appropriate standards for risk management, governance and audit and set best practice contract terms and conditions, benchmarking suppliers to ensure optimal value for money is achieved.

### Head of Finance - CCAPS

**Services and functions for which you are responsible**
Financial Advice and Support to Priority 1 (Best Start in Life) and Priority 2 (Healthy, fulfilling lives).

**Key responsibilities of the post**
- To ensure that high quality financial advice is provided to Directors, Assistant Directors and Elected Members.
- To ensure that the financial impact of legislative change is understood by the Council.
- To act as financial lead on large scale, high risk projects and initiatives, that will determine the Future Shape of the organisation.
- To work with services to identify savings and ensure the Medium Term Financial Strategy is
delivered.
• To work with external partners to understand costs and promote efficient service delivery.

Head of Finance – Place & Sustainability

Services and functions for which you are responsible
Financial Advice and Support to Council Priority Areas Three, Four and Five.

Key responsibilities of the post
• To ensure that high quality financial advice is provided to Directors, Assistant Directors and Elected Members.
• To ensure that the financial impact of legislative change is understood by the Council.
• To act as financial lead on large scale, high risk projects and initiatives, that will determine the Future Shape of the organisation.
• To work with services to identify savings and ensure the Medium Term Financial Strategy is delivered.
• To work with external partners to understand costs and promote efficient service delivery.

Head of Finance – Pension – didn’t reply before leaving.

Head of Private Sector Housing

Services and functions for which you are responsible
• Private Sector Housing and Environmental Nuisance Enforcement.
• Temporary Accommodation Procurement/TA voids/TA Dilapidations
• Service Budgets for both roles

Key responsibilities of the post
• HMO Licensing and Private Rented Sector Enforcement
• Public Health Nuisance Complaints
• Private Sector Empty Property Enforcement
• Procurement and Repair of Private Sector Accommodation for TA use

Head of Workforce Programme

Services and functions for which you are responsible
Workforce Programme

Key responsibilities of the post
• The provision of strategic and operational delivery of all organisation development and enabling activities, maximising staff engagement whilst ensuring organisational effectiveness through a period of significant change.
• Lead workforce development projects from outcomes identification, specification and design to delivery and evaluation.
**Reward Strategy Manager**

**Services and functions for which you are responsible**

To lead on the design, development and implementation of new pay and grading arrangements that is sustainable, fair, transparent and consistent for all Local Government Services, Chief Officer and Senior Manager employees to service standards and within agreed budget.

**Key responsibilities of the post**

- Lead on the research, development and recommendation of proposals to the Council for a revised set of terms and conditions of employment and a new pay structure based on robust job evaluation principles and that meet current equality standards.
- In conjunction with the Project Sponsor and Workforce Board gain acceptance for the proposals through the Council’s management and committee structures and trade union collective bargaining processes.
- Ensure there is a robust, legal and credible plan for the implementation of changes to employee terms and conditions of employment.

**Head of Shared Business Support**

**Services and functions for which you are responsible**

Shared Business Support Programme

**Key responsibilities of the post**

- Overall management of the business support service
- Defining the detailed operating model and service offer for business support services with Assistant Directors and Heads of Service
- Delivery of the implementation plan designed to put in place the new operating model
- Development of the service; guiding and leading staff teams to help achieve the vision for the service
- Ensuring delivery of the ICT component of the programme in order to enable effective self-serve and reduced reliance on administrative support

**Head of Shared Service Centre**

**Services and functions for which you are responsible**

Shared Service Centre consisting of a Central Support Team and the operational, transactional and advisory elements of Finance, Accounts Payable, Human Resources, ICT and Revenues & Benefits services.

**Key responsibilities of the post**

- To lead and direct the delivery of a customer-focused multi-functional shared support service delivering operational, transactional and advisory services; circa 350 staff, providing Central Support, Finance, Accounts Payable, Human Resource, ICT and Revenues & Benefits services to both internal and external customers, enabling the Council to meet its strategic goals and outcomes
- Responsible for the transition and transformation of all non-strategic service delivery into the shared service centre; creation of the customer-focused, performance driven culture that seeks continuous improvement and high performance; building organisational capability and adding value to the Council by supporting front line services more efficiently and at a reduced cost
To manage the shared service centre relationship with Council senior management, partners, suppliers and other key stakeholders. Seek opportunities and/or partnerships to optimise and expand service delivery and seek new commercial opportunities to increase external income and/or reduce costs.

Responsible for all aspects of governance of the Shared Service Centre including development and delivery of business plans, budgets, manage commercial relationships, data integrity, delivery of statutory duties, risk management, assurance, health & safety, and compliance with all relevant legislation and Council Policies.

Head of Finance, Shared Service Centre

**Services and functions for which you are responsible**


**Key responsibilities of the post**

- To lead and manage the finance function of the Shared Service Centre & be responsible for monitoring the work of the finance function in the Shared Service Centre ensuring a customer-focused, efficient and effective delivery of all aspects of the finance service within the Shared Service Centre supporting the Council’s Corporate Plan and Medium Term Financial Strategy.
- Be the lead finance officer in the Shared Service Centre, overseeing all aspects of financial systems, financial governance and controls, liaison with internal and external auditors and compliance with all financial and statutory legislation and Council Policies.
- Be the senior finance lead in the Shared Service Centre supporting Council Programmes, Projects and Working Groups, providing expert financial guidance and planning, and agreeing finance resources to support other work programmes and minimise risk to the Council.
- Prepare Committee reports, provide expert financial commentary and sign off financial aspects of other Committee Reports. Attend meetings with Members as required.

Head of Revenues

**Services and functions for which you are responsible**

Council Tax
NNDR
Enforcement

**Key responsibilities of the post**

- Responsible for the delivery and management of all functions within Revenues including council tax, business rate and overpayments.
- Financial responsibility for collecting income of £200 million.
- Leadership of revenues service.
- Accountable for all the specific and generic functions within the service. Responsible for service compliance with statute, legislation, discretionary powers, Council standing orders, Council policies and codes/standards of conduct.
- Responsible for the preparation and completion of Government returns and ensure there is minimal financial loss to the Council.
### Head of Benefits

**Services and functions for which you are responsible**
The delivery of the Benefits Service

**Key responsibilities of the post**
- Delivery and management of all functions within benefits including welfare reform.
- Responsible for ensuring the efficient operation and control of the Service.
- Financial responsibility making payments out to customers totalling £276m for Housing Benefit/council tax reduction, and £1.5m for Discretionary Housing payments.

### Project Delivery Manager

**Services and functions for which you are responsible**
The delivery and implementation of IT based projects for the council.

**Key responsibilities of the post**
- Management of the Project Delivery team and IT projects.
- Manage the Project management office
- Manage Mosaic Support team and associated projects

### Operations Manager – Awaited

### Head of Service Delivery

**Services and functions for which you are responsible**
The lead for external and internal customer contact and operational service delivery across all SSC functions to agreed SLAs.

**Key responsibilities of the post**
- Continuous Improvement across the SSC
- Management of partnerships external to the SSC
- Line management of Central Team including Business Analysts, Performance Monitoring Officer and Administrative Support

### Head of Operations

**Services and functions for which you are responsible**
Line management of operational services adults
- Haringey Learning Disability Partnership and Learning Disability Day Opportunities
- Adult Mental Health Services
- Adults Assessment and Personalisation (older peoples and physical disabilities)
- Older Peoples Provider Services including Osborne Grove Nursing Home
- Adults Safeguarding Team
- Adaptations Service
- Community Alarm Service
**Key responsibilities of the post**

- Budget /financial management of specific service areas.
- Accountable for leading and managing specific Council services at a tactical delivery level, providing professional expertise, leading on complex programmes or commissioning of services for the Council.
- Provide strong leadership management and guidance regarding the allocation of resources, risk management, change management and behaviours within a specific service area.
- Achievement of councils corporate priorities and workforce plan targets.
- Management of specific service areas or specific programmes.
- Provide professional expertise or commissioning of services with integration and external partners.
- Decisions around resource allocation in line with councils policies and procedures.
- Supervision and line management of heads of service areas.
- Work with high level internal and external stakeholders.

**Strategic Lead - Joint Governance and Improvement Service**

**Services and functions for which you are responsible**

Governance and Strategic Lead across Adult’s, Children’s, Schools & Learning, Commissioning and Haringey’s Safeguarding Adults Board

**Key responsibilities of the post**

- As Head of Joint Governance and Business Improvement, act on behalf of the Director of Adult Services, Director of Children’s Service, Assistant Director of Schools & Learning and Assistant Director of Commissioning, particularly in relation to programmes and projects in which the Directors and Assistant Directors are personally involved (e.g. Care Act, Transformation).
- To play a leading role in ensuring that the Services’ relationship with Ofsted/HMI/CQC/Regulators is positive and effective, ensuring that Regulators’ requirements are met and that the Adult Service, Children’s Service, Schools & Learning and Commissioning image and standing is promoted.
- To co-ordinate the emergency planning, business continuity, risk management and health and safety functions on behalf of Adult Service, Children’s Service, Schools & Learning and Commissioning.
- Setting the strategic direction of adult safeguarding on behalf of the Safeguarding Adults Board (and subgroups).
- Lead interface for risk based inspections and service & peer reviews.
- Compliance monitoring and evaluation against essential/fundamental standards and Regulator’s frameworks – putting in place improvement action plans following compliance monitoring inspections.
- Monitoring outcomes framework for adult social care.
- Development, implementation and delivery of policy changes.
- Oversight of Directors and ADs’ schemes of delegation in line with Constitution and reporting to Committee Services.
- Oversight of internal and external audits, risk management, emergency planning (Humanitarian Assistance), business continuity.
- Business Planning on behalf of the Adult Service, Children’s Service, Schools & Learning and Commissioning.
- Adult Service, Children’s Service and Schools & Learning Health, Safety & Wellbeing.
Champion

- Programme management on behalf of the Adult Service, Children’s Service, Schools & Learning and Commissioning
- Governance assurance to the Adult Service, Children’s Service, Schools & Learning and Commissioning
- Business and service improvement
- Financial Management
- Quality and Performance Assurance

Head of Integrated Service SEN and Disabilities

**Services and functions for which you are responsible**

Special Educational Needs and Disabilities

**Key responsibilities of the post**

- Strategic Development of SEND service delivery in partnership with relevant services e.g. Early Help, Early Years and Adult Services and Health Services – both operation and with the CCG
- Co-production and development of high quality services alongside children and families
- Management of a range of professional groups and services who work with children and young people who have SEND

Strategic Lead for Post 16

**Services and functions for which you are responsible**

To secure delivery of sufficient and high quality education and training for all young people ages 16-19 and up to 25 for SEND, meet statutory requirements, raise participation and engagement in education, employment or training and improve outcomes.

**Key responsibilities of the post**

- To lead on the implementation and evaluation of the Young People’s Strategy
- Improving outcomes and participation of young people in line with Haringey vision
- Maintain a strategic overview of provision; identifying and resolving gaps

Head of School Performance, Standards and Provision

**Services and functions for which you are responsible**

The purpose of this role is to ensure the education provision in Haringey is high quality by providing detailed operational data to the Assistant Director Schools and Learning, as required, to highlight the performance of specific services/divisions against agreed performance standards. This post is responsible for ensuring that the Ofsted framework for schools is well met and the local strategy for school improvement is successful.

**Key responsibilities of the post**

- To manage the School Improvement Service/schools and learning team ensuring statutory responsibilities are carried out to a high standard and that this service and others work together effectively to maximise outcomes for children and young people, with particular oversight of the school improvement strategy, quality assurance procedures and systems
around teaching school alliances and associated documentation.

- To monitor and analyse standards in schools and across the borough, provide challenge and support to facilitate school improvement and intervene where necessary, which includes support for school managers and governors; progress towards targets and evaluate the work of schools.
- To identify and determine levels of support for each school in line with the LA’s policy for challenge, support and intervention in schools, which includes oversight of curriculum and assessment, target setting/ getting and the allocation of SIAs to schools.
- To provide support for head teacher recruitment and annual performance management
- Support the ADSL in devising Education Strategy including Tottenham and translating this into plans for school improvement
- To ensure that the advice, guidance and challenge provided to all schools and settings is of a consistently high quality and improves outcomes for children and young people including fostering teamwork with staff to increase performance.
- To lead and manage team meetings, influence school improvement provision and resources
- Actively support and develop partnerships with and across the local family of schools (including Lead teachers, NLEs and Federations), including sector led improvement, S2SS support, working with external partners/ commissioning. Encourage, develop and broker school to school support both within and beyond borough boundaries so that sustained capacity for improvement is developed.
- To provide service excellence through the agreed performance indicators, strategic delivery pertaining to assessment and provision.
- To line manage and set management objectives ensuring that Service Plan priorities are met on time and within budget.
- To contribute to forging effective working relationships with Head Teachers, governors, other council senior managers, health agencies, community services and the voluntary sector in order to achieve positive outcomes for education.
- Contribute to the process where school governors are recruited, developed and supported in their roles as school leads and in their responsibilities to effect school improvement.
- Ensure that the achievements of Haringey’s schools and the children within are recognised and celebrated
- Analyse and use school performance data to assess and address underperformance.
- Collaborate and negotiate with education partnerships to bring capacity to delivery statutory responsibilities linked to schools and for quality learning and to develop further new models for service delivery.
- To influence and work with contracted education services to achieve quality outcomes that meets the needs of citizens within a fixed level of resources.
- To provide professional and technical advice to schools on all aspects of the Ofsted Framework for Inspection including leadership and management and curriculum provision.
- To contribute to an area specific service plan that will underpin, and that is in support of, the achievement of the corporate plan.
- To work with different partners to ensure outcomes for children and young people continue to improve.
- To contribute to an innovative and entrepreneurial, solution focused school improvement service through the development of the teaching school alliance, teaching schools and links to agencies such as Teach First.
- To deputise for the ADSL as and when required, in carrying out responsibilities to ensure service quality and high outcomes for young people in Haringey.
**Head of Haringey Tuition Service**

**Services and functions for which you are responsible**

Haringey Tuition Service

**Key responsibilities of the post**

- Ensuring that Haringey Tuition Service is able to offer appropriate provision for children who are missing schooling for medical reasons
- Offering interim provision for young people who are missing education as a result of their Special Educational Needs
- Management of the Classroom provision at Simmons House

**Head of Music & Performing Arts – Awaited**

**Head of Transformation and Strategy**

**Services and functions for which you are responsible**

Transformation of services in Priority 1 (Best Start in Life) and Priority 2 (Healthy, fulfilling lives) to deliver outcomes in the Corporate Plan and savings in the Medium Term Financial Strategy.

Responsible for programme and project management, business analysts and programme and project support.

**Key responsibilities of the post**

1. Drive the strategic focus in the CYPS and ASC leadership teams and ensure major change is implemented to meet the Council’s vision for children and young people and adults.
2. Accountable for the successful delivery of the Priority 1 and Priority 2 transformation programmes, including:
3. Deliver high-level and practical Executive support and advice in the delivery of the MTFS and Priority 1 and Priority 2 objectives/KPIs against the Council’s Corporate Plan; identify and track benefits realisation, associated savings and recovery plans;
4. Assure the delivery of the full suite of Priority 1 and Priority 2 change programmes within specified time, quality and budget parameters. Ensure appropriate arrangements are in place to realise the explicit and implicit programme benefits;
5. Ensure effective management of the dependencies and interfaces between projects within the programme and more widely across the Council in association with relevant corporate programmes and initiatives;
6. Manage Programme budgets for Priority 1 and Priority 2 transformation, monitoring expenditure against agreed spend and managing the allocation of resources and skills appropriately within the programmes;
7. Ensure that all programme milestones and targets are monitored and any associated project slippage is addressed and mitigated with alacrity;
8. Direct project initiation documents, business cases, detailed workbooks and ongoing monitoring reports with accountability for planning, designing benefits and programme activity, monitoring progress, resolving issue escalation and the mitigation of risk;
9. Accountable for effective communication with key internal and external stakeholders, including Board members, Councillors and recognised Trade Unions;
10. Ensure that there is a clear communication and engagement programme, and a workforce development programme to support the delivery of the programme;
11. Establish strong, effective and sustainable working relationships with key stakeholders
12. Ensure appropriate governance, reporting to the Deputy Chief Executive (the Senior Responsible Officer) and other forums (e.g. Programme Board and Corporate Programme...
Board) as required.

13. Working with the CYPS and ASC senior leadership team and other key stakeholders to direct, define and manage the implementation of transformational change in line with the Council’s aspirations for children and young people and the medium term financial strategy (MTFS):
14. Define appropriate programmes of work, strong programme / project drive for implementation;
15. Align associated programmes of work with Priority 1 and Priority 2;
16. Report progress to the Director of Children’s Services and Director of Adult Social Services.
17. Lead the programme management and project support team(s) across Priority 1 and Priority 2.
18. Contribute to the Council’s wider corporate priorities as appropriate (e.g. community resilience and partnerships).
19. Work strategically with key partners (e.g. police, health, housing, schools and voluntary and community organisations) to promote wider system changes to support a shared vision for children and young people in Haringey.

Head of Strategic Commissioning

Services and functions for which you are responsible

- Adults Commissioning (Learning Disabilities and Older People)
- Community Commissioning
- Corporate Performance
- Corporate Business Intelligence

Key responsibilities of the post

- To lead strategic commissioning across the Council and with partners with a particular focus on adults and communities.
- The post holder will lead the development of the Haringey Strategic Commissioning Framework and be responsible for all aspects of the framework as they apply to the areas of adults and communities, across the Council’s span of responsibilities.
- Lead a team of commissioning managers to deliver a strategic and effective commissioning function.

Head of Internal Communications, Change and Business Management

Services and functions for which you are responsible

- Internal Communications
- Change
- Business Management
- Translation and Interpretation
- Web Communications
- Design and Print services

Key responsibilities of the post

- Oversee business management in Communications, responsible for meeting financial targets and overseeing operations, including print, design, business support, translation and interpreting.
- To manage operations and internal communications staff, ensuring that targets are set and deadlines are met for agreed pieces of work in line with Communications Strategy.
- Development of new processes to reduce the cost of communications, liaising with services to reduce demand with greater migration to online.
- Responsible for web strategy and development, ensuring close integration between web development and the customer services programme to support channel migration.
- Responsible for the long-term strategic and physical implementation of the brand strategy.
- Co-ordinating and leading communications and engagement activity around council transformation and change, supporting and co-ordinating resources within different programmes to ensure consistency and to plan council-wide programmes of work.
- To map, within the Change programmes, milestones and dependencies around key communications, engagement and training requirements, ensuring that resources are deployed effectively.
- To develop and implement communications plans embedded within training requirements to support transformation business requirements, supporting change requirements across the council.
- Responsible for development of the council’s wider internal communications and engagement strategy, embedding new Values into the organisation and support culture change.

### Head of Corporate Delivery Unit

**Services and functions for which you are responsible**

**Corporate Delivery Unit**

**Key responsibilities of the post**

1. To deliver an effective programme of service improvement interventions across priority areas identified by the Leader and Chief Executive, to deliver an enhanced level of performance.
2. Provide direct advice to Leader, Chief Executive, SLT and cabinet members on delivery matters across the priority areas identified.
3. Act as SRO to a programme of service reviews which develop recommendations and options to improve and enhance service delivery, reporting findings and action plans to the Leader and Chief Executive which raise the level of ambition across priority areas.
4. Develop across priority areas sustained performance routines which raise the level of service performance and ambition and routinely report delivery confidence to the Leader and Chief Executive.
5. Develop and oversee processes to monitor progress on action plans, ensuring that slow progress is challenged and addressed reporting progress to SLT and Chief Operating Officer as appropriate.
6. To support the SLT on corporate priorities and matters as directed.
7. Directly line-manage Corporate Delivery Unit Team Leaders and other staff as required.
8. Continually develop and appraise Corporate Delivery Unit’s methods and approaches are in light of experience to ensure the CDU provides a high level of challenge across priority areas.
9. Build a wider awareness across the Council of the Corporate Delivery Unit and its work, and support a change in culture.

### Head of Health Improvement

**Services and functions for which you are responsible**

**Adult health improvement services**

**Healthy public policy**

**Community development approaches to health improvement**

**Key responsibilities of the post**
1. To be responsible for the commissioning of behaviour change services (related to smoking, physical inactivity, poor nutrition, alcohol, obesity); this includes any service re-design.

2. Strategic lead for healthy public policy – ensuring it is embedded across the council and partner agencies in order to improve health and influence behaviour change at scale and tackle health inequalities. Policy areas to prioritise include: planning, housing, community safety and the environment.

3. To provide leadership role in specified areas with local communities and vulnerable or ‘hard to reach’ groups, helping them to take action to tackle longstanding and widening health inequality issues, using community development approaches.

### Head of Emergency Planning and Business Continuity

**Services and functions for which you are responsible**

- Emergency Planning and Business Continuity
- Health, Safety and Wellbeing

**Key responsibilities of the post**

- To ensure the Council, the wider partnership and the borough is prepared for and deals effectively with any emergency situation.
- To advise the Lead Member, Chief Executive, Director of Public Health and other senior officers on all matters relating to civil contingencies and health, safety and wellbeing.
- To ensure the quality, performance and improvement of emergency planning, business continuity, health, safety and wellbeing services.

### Consultant in Public Health

**Services and functions for which you are responsible**

- Providing expert public health support to the local NHS
- Haringey Council lead for health protection.
- Public health lead for integrated care

**Key responsibilities of the post**

- Providing expert public health advice to Haringey CCG and Haringey council to support cost-effective provision of health and care services.
- Providing expert support and strategic leadership to guide local plans for integrated health and social care.
- Providing a link between Public Health England and Haringey Council to support and assure a health protection function, which protects Haringey residents from infectious diseases and other hazards which threaten health.

### Head of Building Control

**Services and functions for which you are responsible**

- Building Regulations (including enforcement), Dangerous Structures, Demolitions, Technical Licensing, Safety at Sports Grounds, Professional Services and Structural Engineering advice and guidance.
### Key responsibilities of the post

- Building Regulations
- Enforcement
- Dangerous Structures
- Demolitions
- Technical Licensing
- Safety at Sports Grounds
- Professional Services
- Structural Engineering advice and guidance
- Design
- Abnormal Loads
- Highways schemes
- Bridge Inspections
- LALO

### Head of Project Delivery

#### Services and functions for which you are responsible
Responsible for the successful delivery of construction related projects that support and enhance the Council’s estate and realise its strategic regeneration and property-related goals, with oversight of all significant capital works (over £250k).

#### Key responsibilities of the post

- To use commercial acumen, experience, creativity and negotiation skills to optimise project outcomes for the Council.
- To be accountable to the Assistant Director, Director, the Chief Executive, the Executive and relevant committees (e.g. Scrutiny) for the management, development and performance of the service and outcomes. To provide a clear leadership focus and enable change within and amongst the service and partners on improving outcomes for the borough of Haringey.
- To plan, develop and implement strategic and operational plans to meet political and business requirements and strategic outcomes and do so within agreed budgets and timescales. Ensure there are sufficient financial, human and other resources to discharge the authority’s statutory functions.
- To be accountable for the performance of all staff over whom they have control, direct or indirect, ensuring adequate arrangements are in place to recruit, induct, manage, appraise and develop staff in order to maximise the effectiveness, performance and customer focus of services.
- To be accountable for the quality of the services supplied by their area of responsibility and for improvements in quality and efficiency of operations. Use cross-cutting data to enable strategic commissioning decisions. Oversee arrangements to procure, supervise and monitor services provided under contract. Determine risk levels and ensure processes in place to manage risks to meet service objectives.
- To be accountable for and manage key programme and project budgets ensuring that they are effectively controlled within the approved cash limits. Ensure that all services delivered or procured represent best value for money.
- To develop and sustain positive relationships with elected Members to ensure service priorities are effectively implemented and that Members are able to undertake their strategic monitoring role. Seek customer feedback and analyse trends or underlying issues and plan and deliver any improvements needed.
- To put in place clear and effective arrangements for engaging service users (internal and
external); partner organisations; related services; and the wider community in the
development of services and/or the achievement of strategic outcomes.

- To ensure that information about the services is effectively communicated and promoted. Providing advice and guidance as required, and ensure that managers and staff have the information they need to work effectively.
- To lead on the delivery of capital and regeneration construction related projects/plans, ensuring robust project management procedures are in place which are deliverable and measurable and deliver outcomes which will deliver significant physical and social change in key priority areas including those set out in the Plan for Tottenham.
- To ensure delivery of projects on time and to budget. To secure funding for schemes and projects from appropriate sources of investment both externally and internally. Activity can vary from work on individual sites or involve leading on area wide plans.
- To deliver excellent client management and contract oversight of all external service providers, continually seeking value for money in their arrangements.

Head of Economic Development

**Services and functions for which you are responsible**

**Economic Development and Growth**

**Key responsibilities of the post**

- To develop a strategy for economic growth in Haringey
- To lead on implementation of the strategy through a mix of mechanisms
- To lead collaboration with colleagues and stakeholders to ensure a joined-up approach to economic growth

Head of Housing Commissioning

**Services and functions for which you are responsible**

**Strategic housing function**
Commissioning of housing services, programmes and projects
Achievement of housing priorities

**Key responsibilities of the post**

- Development and maintenance of strategic housing intelligence, including need, demand, supply and performance
- Development, implementation and monitoring of the Corporate Plan, Housing Strategy and its associated sub-strategies, delivery plans and policies
- Commissioning housing services and projects, including housing related support services
- Commissioning the capital programme, including housing stock investment and the development of new housing supply
- Maximising the supply of affordable housing in the borough, through new build, acquisitions and conversions, including schemes for infill development, small sites, estate renewal and regeneration
- Enabling housing supply through partnership working with other housing providers and developers, in particular Registered Providers
- Stakeholder management including resident engagement, consultation and communications
- Monitoring performance and delivery against strategic and corporate plan priorities,
Managing relationships with key providers including Homes for Haringey

**Director of London Stansted Cambridge Consortium**

**Services and functions for which you are responsible**

London Stansted Cambridge Consortium

**Key responsibilities of the post**

- Providing secretariat to the Consortium

**Area Regeneration Manager**

**Services and functions for which you are responsible**

The physical, social and economic regeneration programme in North Tottenham.

**Key responsibilities of the post**

- Leading the High Road West Regeneration Scheme and the regeneration programme for North Tottenham, including community engagement, spatial planning, project development and overall delivery
- Developing the social regeneration programme for North Tottenham residents
- Leading all site negotiations and options appraisals

**Sales Regeneration Manager**

**Services and functions for which you are responsible**

The physical, social and economic regeneration programme in North Tottenham (east)

**Key responsibilities of the post**

- Leading the estate regeneration programme for Northumberland Park, including community engagement, spatial planning, project development and overall delivery
- Developing the social regeneration programme for Northumberland Park residents
- Leading all site negotiations and options appraisals

**Area Regeneration Manager**

**Services and functions for which you are responsible**

The delivery of regeneration programme in Tottenham Hale & South Tottenham

**Key responsibilities of the post**

- Leading the physical regeneration programme, as set out in the Tottenham Hale District Centre Framework
- Leading all site negotiations and options appraisals
- Securing funding to support regeneration programme

**Head of Audit & Risk Management**

**Services and functions for which you are responsible**

Internal Audit
### Counter-Fraud
Insurance
Risk Management

**Key responsibilities of the post**

- To provide Haringey Council with high quality cost effective internal audit, counter-fraud, risk management and insurance services; ensuring compliance with all relevant statutory and professional requirements for all services with Audit and Risk Management.
- To provide appropriate advice, leadership, support and direction to all Council service areas on internal audit, counter-fraud, risk management and insurance services.
- To undertake service reviews and investigations related to sensitive or high risk areas in the organisation; and provide practical support and advice to senior management and councillors on how to manage risk and address areas for improvement.
- To be part of the Corporate Governance Management Team; recognising that this role incorporates ownership, commitment and leadership responsibilities in respect of corporate, service area and business unit priorities.

### Head of Electoral Services

**Services and functions for which you are responsible**

**Electoral Services**

**Key responsibilities of the post**

- Collation, maintenance, and appropriate use of the Electoral Register
- Organisation of all Elections within the Borough
- Compliance with statutory and corporate requirements in terms of accountability to Electoral Commission and other stakeholders, control of the relevant budget, and use and supply of the register and the purposes it supports.

### Assistant Head Litigation

**Services and functions for which you are responsible**

**Legal Services**

**Deputy Monitoring Officer**

**Local Land Charges**

**Key responsibilities of the post**

- Assist the Assistant Director of Corporate Governance by planning, organising and directing at a strategic level the provision of legal services to Members, Council business units and partners on an on going and project basis to meet the legal needs and requirements of the Council as set out in the Council (& Legal Services) corporate and business plans.
- Support the Monitoring Officer in undertaking the statutory roles and responsibilities of the Monitoring Officer function.
- To be part of the Service Management Team recognising that this role incorporates commitment and leadership responsibilities to the delivery of Council and Community strategies and goals, including the concept of One Council.
- Manage the Litigation & Corporate and Property, Planning and Regeneration Division in Legal Services – to include Local Land Charges - and the budget for the Division.
- Legal adviser to the Corporate Committee, and to deputise for the Assistant Director of Corporate Governance and at other meetings – to include Full Council and Cabinet - as
required.

- To deputise for the Assistant Director of Corporate Governance

Assistant Head of Legal Services (Social Care, Contracts, Employment and Education) and Deputy Monitoring Officer

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<tr>
<th>Services and functions for which you are responsible</th>
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<tbody>
<tr>
<td>1. As Deputy Monitoring Officer, to assist and deputise for the Assistant Director of Corporate Governance in performing his statutory duties and responsibilities as Monitoring Officer.</td>
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<td>2. To contribute to the management of the Corporate Governance business unit.</td>
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<tr>
<td>3. To work collaboratively with the Assistant Director of Corporate Governance and members of the Legal Services Management Team to plan, organise and direct at a strategic level the provision of excellent legal services to council business units and agents of the Council to meet the legal needs and requirements of the council as set out in the Corporate Plan.</td>
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<td>4. To lead a Division which provides legal advice to Members and officers in support of corporate priorities, programmes and initiatives.</td>
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<td>5. To provide strong leadership, management and guidance in managing the Social Care, Contracts, Employment and Education teams.</td>
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<td>6. Leading and managing a large or complex workforce or a number of related services.</td>
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<td>7. Utilising a proven track record of budget management and control.</td>
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<td>8. Utilising a full understanding of legislative framework of the job specific work area.</td>
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<td>9. Provide legal advice to the Assistant Director of Corporate Governance, the Senior Leadership Team, Members and senior officers on legal matters as required, to influence and assist in delivering objectives set out in the corporate plan.</td>
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<tr>
<td>10. Attend Cabinet, Full Council, Committees, Sub-Committees and other Member bodies and Partnership bodies as required to present reports and provide legal advice on complex and sensitive issues. Ensure the provision of comment on council reports as required, and to be aware of reporting protocols and timescales.</td>
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<tr>
<td>11. To be the main legal adviser to Children’s Service, Adult Social Care Services and Public Health and to assist them in transformative change and delivery of their corporate priorities.</td>
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<td>12. To deputise for the Assistant Director of Corporate Governance as required, including the role of Monitoring Officer.</td>
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<tr>
<td>13. The ability to act as a pioneer for the council, seeking opportunities to expand partnering arrangements, promoting and sharing best practice with all stakeholders.</td>
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