

**Senior Officer Appointment Committee**

**13 May 2021**

**11.00 am**

**Virtual Meeting**



To all members of the Senior Officer Appointment Committee:-

Chair: Councillor Ruth Dombey

Vice-Chair: Councillor Jayne McCoy and Councillor Manuel Abellan

Councillors: Ben Andrew, David Bartolucci, Jenny Batt, Richard Clifton, Sunita Gordon, Amy Haldane, Marian James, Chris Williams, Tom Drummond, Tim Crowley, Catherine Gray, David Hicks, James McDermott-Hill, Jane Pascoe and Tony Shields

**This meeting will be recorded and made available on the Council's website.**

Helen Bailey  
Chief Executive  
30 April 2021

*Enquiries to: Matthew Stickley, Committee Services Manager  
Tel: 020 8770 4990 | Email: [committee.services@sutton.gov.uk](mailto:committee.services@sutton.gov.uk)  
Copies of reports may be available in large print on request*

# **A G E N D A**

**1. Apologies for Absence and Declaration of Interest**

**2. Minutes of Previous Meetings**

**3. Any Urgent Business**

**4. Exclusion of Public and Press**

The following motion should be moved, seconded and approved if the committee wishes to exclude the public and press to deal with reports revealing exempt information:

“That the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph X, Schedule 12A, of the Local Government Act 1972.”

**5. Strategic Director of Environment, Housing and Neighbourhoods - Interview and Selection**

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<b>Job Family:</b>	<b>Partnership &amp; Commissioning - Strategic Direction</b>	<b>Grade:</b>	<b>13</b>
<b>Job Title:</b>	Strategic Director Environment Housing and Neighbourhoods	<b>Directorate:</b>	Environment Housing and Neighbourhoods
<b>Date:</b>	<b>20 November 2020</b>	<b>Version:</b>	<b>1:1</b>
<b>Brief Description of job role and department</b>			
<ul style="list-style-type: none"> <li>• The Strategic Director of Environment Housing and Neighbourhoods leads the vital operational services on which all of our residents rely day to day such as Housing provision, with oversight of the relationship with Sutton Housing Partnership, Sutton Living and Encompass; Environmental management, including management of parks, open spaces and cemeteries; planning; management of highways and transport and the management of Regulatory Services (trading standards, environmental health, food safety, licensing) and Waste Management, Street Cleaning, Parking Services and Community Safety.</li> <li>• The role will act as an ambassador, working with key strategic partners and the Corporate Management Team to realise the Ambitious for Sutton programme across the Council</li> </ul>			
<b>Representative accountabilities</b>			
<ul style="list-style-type: none"> <li>• Lead the development of business strategies for the Council and its partners which are focused on achieving the political objectives and priorities of Sutton.</li> <li>• Build strong, visible and collective leadership between councillors, senior officers and partners which builds a culture of high performance, inspires people and supports the delivery of the Council's strategic objectives.</li> <li>• Leads on the development of strategic level partnerships and relationships with significant external public and private sector partners.</li> <li>• Lead strategic commissioning for Sutton to deliver outcomes for customers across a broad range of services through the use of needs and market analysis and effective service planning, design and commissioning.</li> <li>• Accountable for significant budgets and resources on behalf of the Council, ensuring they are used in a way that demonstrates value for money, a focus on delivering intended outcomes, and compliance with statutory and financial regulations.</li> </ul>			
<b>Budgetary accountabilities</b>			
<ul style="list-style-type: none"> <li>• Direct the strategic delivery of the Environment Housing and Neighbourhoods department to ensure that the maximum budgetary and service improvements are achieved.</li> <li>• Ensure that the strong and effective stewardship of financial resources and ensure that all financial requirements are met.</li> </ul>			
<b>Specific accountabilities</b>			
<ul style="list-style-type: none"> <li>• A member of the corporate management team, ensuring the delivery of high-standard services across the council and in Environment, Housing and Neighbourhoods, in particular ensuring compliance with statutory and regulatory standards.</li> <li>• Manage all financial resources and physical assets allocated to the Directorate</li> <li>• Maintain overall accountability for the provision of environmental, housing and neighbourhood services, whether provided in house, through partnerships and through outsourced or commissioned solutions.</li> </ul>			

- Champion communication, consultation and engagement with service users and the wider community, including the delivery of services in neighbourhoods
- Deliver economic, social and environmental solutions to the community within available resources
- To lead, oversee and control the council's planning related functions (incorporating planning policy, development control and building control) that underpin the successful delivery of the council's priorities, working in partnership with the Strategic Director of Development, Growth and Regeneration to deliver key regeneration and infrastructure objectives
- To provide strong strategic leadership and support to the Chief Executive and Elected Members, ensuring they receive high quality advice on strategy and policy issues under the Environment Housing and Neighbourhoods department
- To provide inspirational and decisive leadership to the Environment Housing and Neighbourhoods department and create and encourage innovation and networking across the authority, driving the right balance of social, economic, environmental and financial value from Sutton's environment and neighbourhood activities
  
- Act as an effective ambassador and advocate representing the Council in forums including Government departments, regional bodies, GLA and professional financial bodies and forums developing sustainable relationships
- Lead on and support cross cutting corporate initiatives at the request of the Chief Executive.
- Ensure that the strong and effective stewardship of financial resources and ensure that all financial requirements are met.
- Be an advocate and leader for equality and diversity and ensure that all statutory and corporate requirements are met.
- Demonstrate and actively model good corporate leadership and actively engage in issues beyond professional, technical and directorate boundaries.
- Be fully engaged and available for all emergency planning and resilience issues.
- Ensure all health and safety standards are adhered to for the relevant work area.

**Person specification (knowledge, skills, experience and behaviours required in the role)**

- Understand the Council's transformational and leadership approach and contribute to the collective leadership required to continually develop this
- Have exceptional leadership skills, modelling a strong performance culture and constructively building achievement, confidence and skills in others
- Be able to build high levels of credibility and impact quickly, working within networks to deliver through and with others.
- Have significant experience and a proven track record of achievement in leading and managing Environment Housing and Neighbourhoods services and activities
- Work successfully with elected members, partners and key stakeholders including residents, businesses, communities, partner organisations and other public services
- Demonstrate commitment to own personal and professional development to meet the changing demands of the role
- Demonstrate a high level of innovation and creativity.

**Knowledge and Qualifications**

- A degree or equivalent.
- A relevant professional qualification

**Experience**

- A track record of achievement at a senior leadership level in a large scale, highly diverse customer centric, political organisation
- Delivering customer focused services and service improvements managing demands and pressures on the service and tight deadlines
- Ensuring that the service is effectively resourced to deliver to the required standard
- Leading and managing organisational change
- Achievements working collaboratively across organisational boundaries to deliver strategic plans providing high level financial advice and support and cost effective outcomes
- Influencing at corporate management team level and stakeholders within a complex and politically sensitive environment
- Contributing as part of a senior management team through effective business planning, budget management and performance appraisal
- Partnership working commanding confidence and building positive working relationships in support of key objectives.

**Key Skills**

- Strong leadership and management skills including people, performance and budget management
- Communication, negotiating and influencing skills
- Work collaboratively corporately and departmentally creating a strong team spirit
- Strong role model who demonstrates a personal commitment to high standards of public service, honesty and integrity and professionalism
- Excellent judgement and demonstrable track record of senior management decision making
- Think and act strategically, analyse complex evidence and develop practical, innovative and entrepreneurial solutions to the management of strategic issues and complex problems
- Organisational skills to translate strategy into plans and deliver high performing financial services, managing risks and overcoming barriers to success
- Communication and influencing skills to inform, consult and negotiate with a wide range of audiences in a straightforward, articulate and persuasive manner and the interpersonal ability to engender confidence and respect

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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