



**LONDON BOROUGH OF MERTON**  
**EXECUTIVE DIRECTOR - CHILDREN'S, LIFELONG LEARNING AND FAMILIES**  
**JOB DESCRIPTION**

**POST TITLE: EXECUTIVE DIRECTOR OF CHILDREN'S, LIFELONG LEARNING AND FAMILIES**

**Grade: Executive Director**

**DIVISION/SECTION: CHILDREN, SCHOOLS AND FAMILIES**

**Location: Merton Civic Centre**

**Responsible to: Chief Executive**

**Responsible for:** Including but not limited to: Children's Social Care, Child Protection, Youth Offending, Schooling and Education for all ages

**Post number:** **Date: 21 August 2022**

**MAIN PURPOSE**

1. To be professionally responsible and accountable for the strategic direction, effectiveness, availability and value for money of a range of Council services and functions.
2. To ensure the development, implementation and evaluation of strategies for the provision of service and support that are responsive to client and organisational need and to changes in corporate priorities, governmental direction and legislative change.
3. To lead and manage the provision of quality services that reflect the Authority's core values.
4. To jointly lead in the corporate management of the Authority.
5. To act as Gold in order to lead and support the Council's response to maintain critical services. Undertake election duties.
6. To carry out such other duties and responsibilities as requested by the Chief Executive Officer.



## **MAIN DUTIES AND RESPONSIBILITIES**

### **Generic**

1. To jointly lead in the corporate management of the Council and to contribute to the preparation of short, medium and long-term plan in close co-operation with others as required.
2. To evaluate the performance of the Department against stated objectives, developing performance measures and ensuring feedback to staff on the department's performance in meeting targets and objectives.
3. To ensure the development of a departmental organisational structure that meets changing service needs. To promote sound departmental management practices and to be responsible for the effective recruitment and retention, motivation and development of staff within an effective industrial relations climate.
4. To ensure the development of effective working relationships between the department and others across the Council. To lead, and participate actively in inter-departmental working groups, as required.

### **Specific**

5. To be responsible and accountable for the effectiveness, availability and value for money of statutory children's services and functions including the Council's functions in its capacity as a local education authority; the Council's social services functions within the meaning of the Local Authorities Social Services Act 1970, insofar as they relate to children; the Council's functions for children and young people leaving care; health related functions on behalf of an NHS body under section 31 of the Health Act 1999, insofar as they relate to children; and the Council's functions as a children's services authority as set out in the Children's Act 2004.
6. To lead all services and activities related to Children and Young people, with special and particular regard to safeguarding and protection of welfare and interests.
7. To lead the development of Education and Children's Social Care and give briefings information and advice to Members as required
8. To lead the Council's approach to Lifelong Learning enabling economies of scale and benefits to be realised.
9. To make arrangements to ensure that the Council's functions are discharged having regard to the need to safeguard children and young people and promote their welfare.
10. To chair the local safeguarding children board to coordinate board member's activities for the purpose of safeguarding the welfare of children and young people in the borough.



11. To maintain and develop productive links with headteachers and governors based on mutual respect, shared goals and shared responsibility for the improvement of educational standards within the borough.
12. To ensure that the Authority's statutory responsibilities in regard to such things as the provision of the school places, access, monitoring of standards and statements of children.
13. To promote the educational achievement of looked after children.
14. To promote the use of apprenticeships and lead on the Council's drive for new jobs and skills across the Borough.
15. To ensure that services are developed in close consultation with departments, the community, local action groups and external agencies and to promote public understanding of the Council's policies in order to facilitate their effective implementation and wider credibility. To develop effective relationships with the private and voluntary sectors and to encourage joint development initiatives wherever appropriate.
16. To ensure the effective implementation of the Council's Equal Opportunity and Health and Safety policies in all aspects of the Department's work.

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**LONDON BOROUGH OF MERTON**  
**EXECUTIVE DIRECTOR - ENVIRONMENT, CIVIC PRIDE AND CLIMATE**  
**JOB DESCRIPTION**

**POST TITLE: EXECUTIVE DIRECTOR OF ENVIRONMENT, CIVIC PRIDE AND CLIMATE**

**Grade: Executive Director**

**DIVISION/SECTION: ENVIRONMENT AND HOUSING**

**Location: Merton Civic Centre**

**Responsible to: Chief Executive**

**Responsible for:** Including but not limited to leading the creation and upkeep of a safer Merton. Lead on Climate Change and a Future Merton. Create a vision that promotes pride in the Borough. Responsible for Waste, Licensing and Enforcement including Trading Standards, Fly Tipping, Public and Green Spaces, Emergency Planning, Traffic, Highways and Parking, Community Development strategy, Libraries and Community Hubs. Lead on all Sports and Arts and liaison with the main sports providers.

**Post number:** **Date: 21 August 2022**

**MAIN PURPOSE**

1. To be professionally responsible and accountable for the strategic direction, effectiveness, availability and value for money of a range of Council services and functions.
2. To ensure the development, implementation and evaluation of strategies for the provision of service and support that are responsive to client and organisational need and to changes in corporate priorities, governmental direction and legislative change.
3. To lead and manage the provision of quality services that reflect the Authority's core values.
4. To jointly lead in the corporate management of the Authority.
5. To act as Gold in order to lead and support the Council's response to maintain critical services.



6. To carry out such other duties and responsibilities as required by the Chief Executive.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Generic**

1. To jointly lead in the corporate management of the Authority and to contribute to the preparation of both short - medium - and long-term plans for the Authority in close co-operation with others as required.
2. To evaluate the performance of the Department against stated objectives, developing performance measures and ensuring feedback to staff on the department's performance in meeting targets and objectives.
3. To ensure the development of a departmental organisational structure that meets changing service needs. To promote sound departmental management practices and to be responsible for the effective recruitment and retention, motivation and development of staff within an effective industrial relations climate.
4. To ensure the development of effective working relationships between the department and others across the Council. To lead and participate actively in inter-departmental working groups, as required.

### **Specific**

5. To promote and represent the Borough's response to create a safer Merton. Lead on all initiatives and activities to generate pride in the Borough.
6. To develop and promote the Boroughs response to Climate Change and propose and promote initiatives in order to deliver the Councils aims and ambitions about Climate Change, Decarbonisation and Sustainability.
7. To work closely with sports promoters (e.g. Wimbledon and The LTA as well as others) in order to develop Merton as a borough of sport.
8. To act as the Council's principal Ambassador and policy advisor on Environment services, providing guidance and support to the Chief Executive, Cabinet and Members in translating their political objectives and priorities into coherent initiatives that deliver exceptional public services for Merton.
9. To lead on Council efforts to improve trade and the local economy and promote the Boroughs thriving Arts and Cultural activities.
10. To exercise responsibility for council policy and delivery of statutory obligations, act and operate to the highest standards in accordance with the council's plans, financial regulations and Standing Orders, ensuring the provision of an exemplary service to the council and its customers.
11. To lead and champion the council's key commitments in relation to recycling and sustainable waste management and disposal; promotion of physical activity and healthy lifestyles; greenspaces management, libraries, development and resident



engagement; trading standards, parking and traffic enforcement to support positive behaviour change and road safety.

12. To develop and deliver an effective infrastructure plan across all Environment activities for the borough. Oversee commercial and contracting arrangements for key strategic Highway, Waste and Transport services, ensuring that they deliver quality and effective services.
13. To develop and deliver effective sustainability plans for the borough, including waste and energy.
14. To be responsible for all aspects of Emergency Planning.
15. To ensure that services are developed in close consultation with communities, consultative groups, local action groups and external agencies and to promote public understanding of the Council's policies in order to facilitate their effective implementation and wider credibility. To develop effective relationships with the private and voluntary sectors and to encourage joint development initiatives wherever appropriate.
16. To ensure the effective implementation of the Council's Equal Opportunity and Health and Safety policies in all aspects of the Department's work.

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**LONDON BOROUGH OF MERTON**  
**EXECUTIVE DIRECTOR - FINANCE AND DIGITAL**  
**JOB DESCRIPTION**

**POST TITLE: EXECUTIVE DIRECTOR OF FINANCE AND DIGITAL**

**Grade: Executive Director**

**DIVISION/SECTION: FINANCE AND DIGITAL**

**Location: Merton Civic Centre**

**Responsible to: Chief Executive**

**Responsible for:** Including but not limited to Finance, Accounting and Reporting, Financial Investment and Strategy, Treasury, Section 151 duties, Procurement and Digital and Connectivity

**Post number:**

**Date: 21 August 2022**

**MAIN PURPOSE**

1. To be professionally responsible and accountable for the strategic direction, effectiveness, availability and value for money of a range of Council services and functions.
2. To ensure the development, implementation and evaluation of strategies for the provision of service and support that are responsive to client and organisational need and to changes in corporate priorities, governmental direction and legislative change.
3. To lead and manage the provision of quality services that reflect the Authority's core values.
4. To jointly lead in the corporate management of the Authority.
5. To act as Gold in order to lead and support the Council's response to maintain critical services. Undertake election duties.
6. To act as the Council's Section 151 Officer and as SIRO.
7. To carry out such other duties and responsibilities as requested by the Chief Executive Officer.



## **MAIN DUTIES AND RESPONSIBILITIES**

### **Generic**

1. To jointly lead in the corporate management of the Authority and to contribute to the preparation of both short - medium - and long-term plans for the Authority in close co-operation with others as required.
2. To evaluate the performance of the Department against stated objectives, developing performance measures and ensuring feedback to staff on the department's performance in meeting targets and objectives.
3. To ensure the development of a departmental organisational structure that meets changing service needs. To promote sound departmental management practices and to be responsible for the effective recruitment and retention, motivation and development of staff within an effective industrial relations climate.
4. To ensure the development of effective working relationships between the department and others across the Council. To lead, and participate actively in inter-departmental working groups, as required.

### **Specific**

5. The post is the Council's Section 151 Officer. The role exists to ensure that the finance function operates effectively and to the highest professional accounting standards and ensures good accounting, reporting and monitoring of all expenditures. The role must lead the promotion and delivery by the whole organisation of good financial management so that public money is safeguarded and used appropriately, economically, efficiently and effectively.
6. To lead and direct the effective development and implementation of the long and medium-term Financial Strategy, Financial Management Strategy, Capital Programme and Treasury Management Strategy; Lead the annual budget setting and Medium -Term Financial Strategy process, and ensure it is appropriately integrated with the wider integrated planning process.
7. To lead the development of the Council's financial vision and strategy with long term oversight of the Council's financial position.
8. To determine the Council's investment and financial strategies so as to maximise use and return on Council funds.
9. To oversee the investment of the Council's cash balances to ensure the best return consistent with the agreed risk profile.
10. To develop and implement a pension fund strategy and take responsibility for the financial administration of the Council's Pension Fund in compliance with regulations.





11. To develop the Technology, IT and Connectivity strategy and put in place and maintain a creative and sustainable infrastructure that enables the Council to undertake its functions effectively and efficiently.
12. To lead all technological investments in order to generate sustained improvements to Council services.
13. To support the transformation agenda by maximising the Council's budget and being innovative in the way that it is utilised.
14. To ensure that services are developed in close consultation with departments, the community, local action groups and external agencies and to promote public understanding of the Council's policies in order to facilitate their effective implementation and wider credibility. To develop effective relationships with the private and voluntary sectors and to encourage joint development initiatives wherever appropriate.
15. To ensure the effective implementation of the Council's Equal Opportunity and Health and Safety policies in all aspects of the Department's work.

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**LONDON BOROUGH OF MERTON**  
**EXECUTIVE DIRECTOR - HOUSING AND SUSTAINABLE DEVELOPMENT**  
**JOB DESCRIPTION**

**POST TITLE: EXECUTIVE DIRECTOR OF HOUSING AND SUSTAINABLE DEVELOPMENT**

**Grade: Executive Director**

**DIVISION/SECTION: REGENERATION, GROWTH AND ECONOMY**

**Location: Merton Civic Centre**

**Responsible to: Chief Executive**

**Responsible for:** Including but not limited to: Regeneration and major change, Planning (including Transport) and Building controls and consents, Asset Management and Housing Policy and Homelessness.

**Post number:**

**Date: 21 August 2022**

**MAIN PURPOSE**

1. To be professionally responsible and accountable for the strategic direction, effectiveness, availability and value for money of a range of Council services and functions.
2. To ensure the development, implementation and evaluation of strategies for the provision of service and support that are responsive to client and organisational need and to changes in corporate priorities, governmental direction and legislative change.
3. To lead and manage the provision of quality services that reflect the Authority's core values.
4. To jointly lead in the corporate management of the Authority.
5. To act as Gold in order to lead and support the Council's response to maintain critical services.
6. To carry out such other duties and responsibilities as required by the Chief Executive Officer.



## **MAIN DUTIES AND RESPONSIBILITIES**

### **Generic**

1. To jointly lead in the corporate management of the Authority and to contribute to the preparation of both short, medium and long-term plans for the Authority in close co-operation with others as required.
2. To evaluate the performance of the Department against stated objectives, developing performance measures and ensuring feedback to staff on the department's performance in meeting targets and objectives.
3. To ensure the development of a departmental organisational structure that meets changing service needs. To promote sound departmental management practices and to be responsible for the effective recruitment and retention, motivation and development of staff within an effective industrial relations climate.
4. To ensure the development of effective working relationships between the department and others across the Council. To lead, and participate actively in inter-departmental working groups, as required.

### **Specific**

5. To lead the Council's response to Regeneration. Oversee the investment in and development of the Council's strategy to build and grow the economic value and quality of the Borough. Exercise leadership on all matters related to investment and growth. To lead on all aspects of strategic planning.
6. To develop a long - term strategic plan of sustainable development and growth for the improvement and regeneration of the borough.
7. To manage all Council properties.
8. To exercise the Authorities statutory responsibilities in relation to planning and building controls and consents.
9. To oversee delivery of the regeneration and housing portfolio, driving and fronting the most ambitious programme possible and delivering a new level of change required. Drive significant cultural change through the organisation and with key partners. Be accountable for delivery of the programme.
10. To exercise responsibility for council policy and delivery of statutory (including all Environment and Housing statutory functions) obligations, act and operate to the highest standards in accordance with the council's plans, financial regulations and Standing Orders, ensuring the provision of an exemplary service to the council and its customers.
11. Lead on the delivery of feasibility studies and project oversight of major schemes. Identify potential benefits from each scheme - including jobs,



housing, employment opportunities and revenues - and determine what is required in order to deliver the schemes, timescales and any necessary public/private funding.

12. Lead the development of delivery timescales, schedules and resources required for taking each scheme forward and provide the necessary leadership required to deliver schemes in accordance with the agreed timescales.
13. Improve the use of the Council's strategic and land assets and ensure they make the maximum contribution to regeneration activities and income.
14. Proactively identify further opportunities for projects, programmes and activities that improve the social, economic and environmental wellbeing of Merton, prioritising those schemes in particular which have a direct financial benefit to the council, such as an increase in revenues or additional infrastructure and homes. Promote schemes that are capable of attracting private sector interest by, for example, securing outline planning permission or providing the enabling infrastructure.
15. Lead the cultural change and communications, engagement strategies necessary to support a regeneration programme and individual projects.
  - To ensure that services are developed in close consultation with departments, the community, local action groups and external agencies and to promote public understanding of the Council's policies in order to facilitate their effective implementation and wider credibility. To develop effective relationships with the private and voluntary sectors and to encourage joint development initiatives wherever appropriate.
  - To ensure the effective implementation of the Council's Equal Opportunity and Health and Safety policies in all aspects of the Department's work.



**LONDON BOROUGH OF MERTON**  
**EXECUTIVE DIRECTOR OF INNOVATION AND CHANGE**  
**JOB DESCRIPTION**

**POST TITLE: EXECUTIVE DIRECTOR OF INNOVATION AND CHANGE**

**Grade: Executive Director**

**DIVISION/SECTION:**

**Location: Merton Civic Centre**

**Responsible to: Chief Executive**

**Responsible for:** the overall internal organisation and infrastructure that supports the Council across all its operations, including but not limited to Human Resources including Learning and Development, Communications and Public Affairs and Relations, Policy development, Democratic services and Customer experience, Professionalism, Secretariat, Registry and Electoral Services as well as Legal and Governance.

**Post number:** **Date: 21 August 2022**

**MAIN PURPOSE**

1. To be professionally responsible and accountable for the strategic direction, effectiveness, availability and value for money of a range of Council services and functions.
2. To ensure the development, implementation and evaluation of strategies for the provision of service and support that are responsive to client and organisational need and to changes in corporate priorities, governmental direction and legislative change.
3. To lead and manage the provision of quality services that reflect the Authority's core values.
4. To jointly lead in the corporate management of the Authority.
5. To act as the Statutory Monitoring Officer.



6. To act as Gold in order to lead and support the Council's response to maintain critical services.
7. To carry out such other duties and responsibilities as required by the Chief Executive.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Generic**

1. To jointly lead in the corporate management of the Authority and to contribute to the preparation of both short - medium - and long-term plans for the Authority in close co-operation with others as required.
2. To evaluate the performance of the Department against stated objectives, developing performance measures and ensuring feedback to staff on the department's performance in meeting targets and objectives.
3. To ensure the development of a departmental organisational structure that meets changing service needs. To promote sound departmental management practices and to be responsible for the effective recruitment and retention, motivation and development of staff within an effective industrial relations climate.
4. To ensure the development of effective working relationships between the department and others across the Council. To lead, and participate actively in inter-departmental working groups, as required.

### **Specific**

5. To lead and direct all enabling services that support the efficient and effective operation of Council services and introduce a culture that drives transformation and change. Manage x-departmental projects and development programmes in order to achieve social and economic improvements, address inequalities and achieve positive outcomes for the community.
6. To bring support services together and create an altogether more robust, collaborative enabling function that supports the Council across all functions and create a culture and structure that generates goodwill, efficiency, pride and effectiveness.
7. To oversee the production and monitoring of the Corporate and Business Plan. Introduce and run a programme of continuous reviews and service improvements to enable ongoing performance assessment as well as challenge traditional and long-established working methods and systems.
8. To develop a high-quality customer strategy and engagement and ensure that there is a focus across the Council and its partners to deliver an inclusive and outstanding customer experience to all residents. Lead the relationship with the community, customers and external partners in order to improve outcomes.



9. To oversee the development of a professional and high calibre service that is based on high professional standards.
10. To manage the reputational and branding image of the Council both proactively and in response to specific operational circumstances.
11. To support the Chief Executive and Members in their leadership and community roles.
12. To ensure that services are developed in close consultation with communities, consultative groups, local action groups and external agencies and to promote public understanding of the Council's policies in order to facilitate their effective implementation and wider credibility. To develop effective relationships with the private and voluntary sectors and to encourage joint development initiatives wherever appropriate.
13. To champion and ensure the effective implementation of the Council's Equal Opportunity and Health and Safety policies in all aspects of the Department's work.

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**LONDON BOROUGH OF MERTON**  
**EXECUTIVE DIRECTOR - SOCIAL CARE, INTEGRATED CARE AND PUBLIC HEALTH**  
**JOB DESCRIPTION**

**POST TITLE: EXECUTIVE DIRECTOR OF SOCIAL CARE, INTEGRATED CARE AND PUBLIC HEALTH**

**Grade: Executive Director**

**DIVISION/SECTION: SOCIAL CARE AND HEALTH**

**Location: Merton Civic Centre**

**Responsible to: Chief Executive**

**Responsible for:** Including but not limited to: Adult Social Care, Commissioning, Integrated Care Systems, Public Health, Mascot Telecare and Provider Services

**Post number:** **Date: 21 August 2022**

**MAIN PURPOSE**

1. To be professionally responsible and accountable for the strategic direction, effectiveness, availability and value for money of a range of Council services and functions.
2. To ensure the development, implementation and evaluation of strategies for the provision of service and support that are responsive to client and organisational need and to changes in corporate priorities, governmental direction and legislative change.
3. To lead and manage the provision of quality services that reflect the Authority's core values.
4. To jointly lead in the corporate management of the Authority.
5. To act as Gold in order to lead and support the Council's response to maintain critical services.
6. To carry out such other duties and responsibilities as required by the Chief Executive Officer.





## **MAIN DUTIES AND RESPONSIBILITIES**

### **Generic**

1. To jointly lead in the corporate management of the Authority and to contribute to the preparation of both short, medium and long-term plans for the Authority in close co-operation with others as required.
2. To evaluate the performance of the Department against stated objectives, developing performance measures and ensuring feedback to staff on the department's performance in meeting targets and objectives.
3. To ensure the development of a departmental organisational structure that meets changing service needs. To promote sound departmental management practices and to be responsible for the effective recruitment and retention, motivation and development of staff within an effective industrial relations climate.
4. To ensure the development of effective working relationships between the department and others across the Council. To lead and participate actively in inter-departmental working groups, as required.

### **Specific**

5. To provide strategic leadership to ensure that Adult Social Care delivers a high quality, compassionate and caring service that supports the values and objectives of the Borough, promoting prevention, early intervention and resilience in order to improve outcomes for local people. To promote quality health, welfare, wellbeing and independence services and programmes that reduce dependency on public services.
6. To lead the development of service strategies and best practice in commissioning, and building on synergies across the directorate, with Public Health, Housing and the NHS to improve health, wellbeing and independence for local people.
7. To act as the Directorate and Council lead and advocate in all matters relating to adult social care, health and wellbeing including strategy, commissioning, operations and transformation.
8. To manage and be accountable for commissioning budgets, including effective integrated commissioning with the NHS.
9. To manage integrated care services with the NHS Trust.
10. To be the main liaison with the NHS Trust and all Health services in all jointly commissioned services and provision.
11. To be the strategic lead in all statutory Public Health.
12. To ensure that services are developed in close consultation with communities, consultative groups and local action groups and external agencies and to promote



public understanding of the Council's policies in order to facilitate their effective implementation and wider credibility. To develop effective relationships with the private and voluntary sectors and to encourage joint development initiatives wherever appropriate.

13. To ensure the effective implementation of the Council's Equal Opportunity and Health and Safety policies in all aspects of the Department's work.

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