

# BURY METROPOLITAN BOROUGH COUNCIL

## JOB DESCRIPTION

<b>Post Title: UNIT MANAGER – Private Rented Sector &amp; Energy</b>	
<b>Department:</b> <b>ADULT CARE SERVICES</b>	<b>Establishment/Post No:</b>  DSO 60060002
<b>Division/Section:</b> <b>ADULT CARE SERVICES/ BUSINESS RE-DESIGN &amp; DEVELOPMENT/ URBAN RENEWAL</b>	<b>Post Grade:</b>  Grade 15
<b>Location: Town Hall, Bury</b>	<b>Post Hours:</b>  37 HOURS – FLEXIBLE WORKING HOURS
<b>Purpose and Objectives of Post:</b> To promote and co-ordinate the organisation's policies and procedures in relation to Urban Renewal as directed by the Head of Urban Renewal in order to fulfil the Authority's functions. To be responsible for the management, development and delivery of the functions of the Private Rented Sector and Energy Team.	
<b>Accountable to:</b>  <b>DIRECTOR OF COMMUNITIES AND WELLBEING</b>	
<b>Immediately Responsible to:</b>  Head of Urban Renewal	
<b>Immediately Responsible for:</b> <b>3 EHO's/Senior Urban Renewal Officer, 1 Housing Development and Policy Officer - Energy , 1 Housing Development and Policy Officer - Private Rented Sector.</b> <b>Responsibility for the Housing Delivery Team in the absence of the relevant Unit Manager, as directed by the Head of Urban Renewal.</b>	
<b>Special Conditions of Service:</b> <b>The post holder will be required to:</b> <b>Carry out the functions of the section outside normal working hours as required</b>	
<b>Relationships: (Internal &amp; External)</b>  <b>Internal:</b> <b>Other members of the division and the Department, employees in other Departments of the Council and Elected Members.</b>  <b>External:</b> <b>Other Local Authorities, Customers at all levels, Professional bodies, Company representatives, Legal Representatives, Specialist working groups, Committees, Central Government Departments, National Associations, Agencies, Corporations, Executives &amp; other organisations, Consultants, the Media (national &amp; local press, TV, radio) M.P.'s, M.E.P's,</b>	

**Control of Resources:**

**Personnel:** Operation control and allocation of staffing resources in line with the Section's Service plan.

**Financial :** Operationally responsible for specific financial expenditure & income generation .

**Equipment:** Responsible for the ordering, maintenance , traceability & security of specialist equipment used within the team.

**Health & Safety:** ensure the implementation of the Council and Department / Division's Health & Safety Policy. To exercise due care and ensure personal safety and that of others during the delivery of the service. To be aware of relevant Health & Safety legislation in relation to employees, visitors and service users and be responsible for the implementation of working practices to ensure compliance.

To undertake and implement risk assessments in relation to the service area.

**Duties & Responsibilities:****Strategy**

1. Liaison with other Departments, Authorities, Government Departments and other agencies, for various reasons including the development of Best Practice guidance and influencing local, regional and national strategies and the development of new initiatives.
2. To represent the Authority on professional and technical bodies for various reasons including those mentioned in the paragraph above.
3. Contribute to the development of Council strategies.
4. Develop, deliver and monitor departmental policies, strategies and initiatives.
5. Preparation of Business Plans.

**Performance Management & Service Delivery**

1. To plan, promote and co-ordinate the functions of the Service as agreed with the Section Head.
2. Be responsible for organising the Section to meet targets and objectives.
3. To monitor and operationally manage the work of the team.
4. Ensuring team performance achieves compliance with the Service Delivery Plan and Service Delivery and Development Plan.
5. Prioritise the workload of the Section.
6. To assist in the development and implementation of performance management systems including setting of local indicators, demonstrating best value and continuous improvement of the service.
7. Have responsibility for identifying the training and development needs of staff in the section, advising and assisting in identifying appropriate training and development opportunities to address previously identified needs and the maintenance of appropriate records.
8. To research areas of working, legislation and best practice relating to their function and to advise the Section Head or team as appropriate.
9. The preparation of reports relating to the post's specialism.
10. To gather, store, co-ordinate and analyse information and data to produce management reports in line with national and local performance indicators.
11. In consultation with the Section Head the production of Reports and recommendation to the Local Authority, including the Executive/ Cabinet and Scrutiny Commissions.
12. Making informed interpretations of legislation and guidance.
13. To act as the Authority's representative or as an expert witness in court, public inquiry, tribunal and other criminal or civil proceedings.
14. Implementing the Council's human resource management procedures (eg harassment, sickness monitoring, capability and disciplinary procedures).
15. To act as the Division's sole operational representative in dealing with emergency situations or those presenting an imminent risk to health or the environment out of office hours, often requiring initiative and discretion in dealing with a broader range of issues than the officer's

normal specialisation.

16. To carry out and closely supervise any work of a complex nature, including enforcement work.
17. To ensure the Council fulfills its legal obligations with regard to enforcement of legislation by organising, directing and monitoring both routine work of officers and special investigations, leading to enforcement of legislation, including gathering of evidence, Police & Criminal Evidence interviews and applications for warrants to Magistrates Court.
18. Supervising the production of prosecution files to prepare for subsequent legal scrutiny and court proceedings.
19. To exercise supervisory responsibility for areas of work which are particularly sensitive or difficult which may require special attention within their functional areas of work.
20. Involvement in, and leading of Corporate Teams to develop, deliver and monitor projects.
21. Develop, implement and monitor work procedures.

### **Service Quality**

1. Ensuring corrective action is taken to rectify customer complaints, supplier problems and internal failures.
2. Developing action plans following quality audit reports by a third party and ensuring compliance.
3. Implementing, maintaining, monitoring and continuously improving the Division's documented Quality System, where in operation, including carrying out internal audits.
4. To act as the Department's specialist in particular functional areas.
5. To lead the development of IT and web based information, ensuring information is relevant and up to date.

### **Resource Management**

1. In consultation with the Section Head prepare and co-ordinate bids for procurement of funding both internally and externally.
2. To be accountable for specific delegated budgeting expenditures in areas determined by the Section Head.
3. Responsibility for day to day purchasing of goods and services and ensure the quality of the supplier and the goods and services received.
4. Full responsibility for equipment and articles, to ensure traceability, accuracy and security.
5. Initiate, develop and monitor working partnerships with other agencies in accordance with best value principles in order to deliver corporate aims and objectives.
6. To be responsible for and carry out recruitment and selection of staff below Unit Manager level, including newly created posts together with the preparation of Job Descriptions, Person Specifications and advertisements.
7. Specification preparation, tendering processes, evaluation and negotiation and management of Contracts in relevant service area.
8. Appointment and supervision of external consultants.
9. Management of satellite buildings and premises.
10. Monitoring Capital Programme budgets at operational level.

### **Culture**

1. To undertake staff development appraisals in accordance with Investors in People accreditation.
2. Preparation and monitoring of Customer Care Charter Action Plans and Racial Equality Action Plans.
3. To ensure the health, safety and welfare of staff within the Section, including the preparation of risk assessments and other documents.
4. To ensure social inclusion and equality in the provision of service delivery.

### **Communication**

1. To disseminate information (legislation, case law, codes of practice, guidance notes etc) to the team.
2. To respond to consultation documents from Government Departments and other outside bodies on matters including proposed legislation, regional and national initiatives and strategies

etc.

3. To prepare and deliver presentations and training events utilising information technology and other aids.
4. To carry out briefings and presentation of reports etc. to Members and Senior Managers.
5. Develop and utilise a variety of computer applications to ensure effective communication and the management and production of information.
6. Responsibility for responding to complaints/queries from Members, MPs, and other bodies eg. Racial Equality Council.
7. To promote, publicise and raise the profile of the work of individual teams and the Communities and Wellbeing Department generally.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired.

Job Description prepared by:	Sign:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

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*As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.*