

## **Job Description**

# **Head of Place & Sustainability**

## **Purpose of role**

- Driving improvement in the management of the public realm
- Identifying, leveraging and delivering development and enhancement to public space
- Leading the delivery of the Fitzrovia Partnership sustainability projects
- Developing and maintaining the Fitzrovia Partnership resilience and preparedness plan together with its business continuity programme
- Develop and deliver the member savings programme

## **Reporting to:**

Lee Lyons, Chief Operating Officer

## **Key responsibilities**

- Delivery of public realm, transport and sustainability projects against pre-agreed KPIs, budgets and targets,
- Working in partnership to help improve the performance of LB Camden and its service partners in the delivery of Place Management services,
- Maintaining effective relationships with stakeholders at all levels and ensuring successes are widely promoted and understood by business members,
- Working with partners to identify additional funding opportunities,
- Keep under review the wider external environment (both national and city-region level) affecting Place Management services, identifying information to be communicated to members,
- Represent The Fitzrovia Partnership on relevant infrastructure & transport, public realm and public safety & security related project groups & Boards and influencing where required,
- Link role for major Place Management related projects taking place in the Fitzrovia area (working with COO and Executive Director),
- Help ensure that the borough's Place Management projects are managed in a programmed and co-ordinate way,
- Working with the wider Partnership team to keep members and partners informed of performance and challenges with regard to the delivery of the place management services,
- Manage, task and motivate the day-to-day activity of direct reports to ensure objectives are met, all duties are carried out effectively and issues are handled in line with The Fitzrovia Partnerships procedures,
- Build relationships with suppliers and partners by meeting regularly,
- Host monthly KPI meetings with suppliers and partners to ensure service delivery is optimal,
- Facilitate any tender process for new suppliers or partners,
- Monitor contractual agreements with suppliers and partners,
- Deliver monthly savings & sustainability reports,
- Undertake any other activity, which is commensurate with the role of Head of Place Management.

.....