

Assistant Director of Affordable Workspace

- Service area: Community Wealth Building
- Grade: CO4
- Reports to: Director of Inclusive Economy
- Your team: Affordable Workspace

Our mission

We are determined to create a more equal Islington, where everyone who lives here has an equal chance to thrive.

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

Key responsibilities

1. Strategic Leadership & Vision

Provide strategic leadership and direction for the Council's innovative Affordable Workspace agenda, aligning it with the borough's Community Wealth Building strategy and inclusive growth ambitions. Translate political and corporate priorities into long-term, high-impact programmes that promote prosperity, sustainability, and equality across the borough.

2. Corporate Advisor & Policy Shaper

Act as the Council's principal advisor on Affordable Workspace, shaping borough-wide policy and influencing regional and national agendas. Lead the development of innovative strategies that respond to emerging economic, social, market and spatial challenges.

3. Programme Accountability & Performance

Lead the development and delivery of a complex portfolio of affordable workspace programmes, partnerships and contracts. Ensure robust performance management, risk mitigation, and continuous improvement to maximise social and economic value for residents and local businesses.

4. Asset Strategy & Portfolio Management

Oversee the strategic management of the Council's affordable workspace assets. Ensure compliance, optimise resource utilisation, and align asset use with corporate objectives and policy, delivering long-term financial sustainability and community benefit.

5. Commercial & Contractual Leadership

Lead high-value negotiations and commercial partnerships with developers, landlords, and workspace operators in a dynamic market environment. Ensure that procurement, planning, and legal frameworks are leveraged to secure favourable outcomes for the council and mitigate risk. Scan the external environment and anticipate market impacts.

6. Cross-Departmental Collaboration

Champion cross-council collaboration, working closely with senior leaders in Property, Planning, Legal, and Finance to ensure integrated delivery of workspace initiatives and develop creative approaches as demanded by changing market environment. Foster a culture of shared ownership and innovation.

7. Social Impact & Inclusive Growth

Develop and implement an innovative borough-wide Social Impact Strategy for affordable workspace. Ensure measurable outcomes in job creation, community development, and support for underrepresented groups, in line with the Council's inclusive economy agenda.

8. External Engagement & Influence

Represent the Council at senior forums, partnerships, and networks. Build strategic relationships with government bodies, industry leaders, and community stakeholders to advance the borough's inclusive economic ambitions.

9. Governance & Decision-Making

Lead the preparation and presentation of high-quality reports and recommendations to senior officers, Executive Members, and Committees. Ensure transparency, accountability, and evidence-based decision-making.

10. Programme & Project Leadership

Provide senior leadership across the full lifecycle of major affordable workspace projects. Ensure delivery to time, cost, and quality, while aligning with broader regeneration and economic development goals.

11. Team Leadership & Development

Lead and develop a high-performing team, inspiring a culture of excellence, innovation, and continuous learning. Ensure the service is resourced and structured to meet current and future demands.

12. Financial Stewardship

Oversee strategic financial planning for the affordable workspace portfolio. Ensure robust budgeting, forecasting, and commercial analysis to support sustainable investment and delivery.

Leadership

As a member of the council's management team, to contribute proactively to the collective leadership for the council, working collaboratively with Members, services across the council, partners and stakeholders to deliver the council's objectives and priorities.

To drive positive cultural change, embodying and promoting the values and behaviours of the council and empowering staff to reach their full potential. Ensure that the performance and development framework is effective for all staff.

To lead on and ensure the effective implementation of corporate initiatives and transformation programmes that cut across the whole or part of the council's activities.

Lead and support on the Council's Community Wealth Building ambitions relating to all affordable workspace matters. Provide outstanding leadership and direction to the service, driving service transformation and ensuring excellent joint working with Members and other stakeholders.

Driving performance by setting high expectations, encouraging continuous improvement, and supporting the team to reach their goals. Holding regular team meetings and one-on-one discussions to review performance, including addressing challenging conversations when needed.

Resources and Financial Management

Ensure effective Financial Management, cost controls and income maximisation in an ever-changing environment, fluctuating demands and priorities. Ensure resources are well managed and effectively deployed to the best possible effects assuring value for money in all activities.

Continuously improve, budget monitoring, ensuring the corporate estate meet legislative requirements, and stakeholder management.

Ensure robust and detailed budgetary monitoring systems are in place for commercial income

Assist with ensuring a proactive strategy is implemented in respect of key council initiatives including Net Zero Carbon, energy efficiencies and accessibility to our built estate.

Liaising with relevant Planning officers as part of the statutory planning process and subsequently the commissioned workspace operators to ensure operational facilities are fit for purpose for service delivery including proactive opportunities across the portfolio to support other property needs and objectives.

Effectively managing a revenue budget of up to £4 million.

Continuously improve, budget monitoring, ensuring the corporate estate meet legislative requirements, and stakeholder management.

Compliance

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

Work style

Flexible/Office-Based

Person specification

You should demonstrate on your application form how you meet the criteria. Please ensure you address all the criteria as this will be used to assess your suitability for the post.

Essential criteria

Qualifications

Essential criteria	Criteria description	Assessed by
E1	Degree, postgraduate qualification or equivalent in a relevant field (e.g. Urban Planning, Economic Development, Real Estate, Estate Management, Public Policy, Business Administration).	Application/Interview
E2	Relevant professional qualification (e.g. RICS, RTPI, or similar).	Application/Interview
E3	Evidence of continuing professional development.	Application/Interview

Experience

Essential criteria	Criteria description	Assessed by
E4	Strategic Leadership: Proven experience in leading complex programmes or services at a senior level within local government, economic development, regeneration, or a related field.	Application/Interview
E5	Affordable Workspace or Property Portfolio Management: Demonstrable experience managing commercial or community property portfolios, including lease negotiations, asset optimisation, and compliance.	Application/Interview
E6	Cross-Sector Collaboration: Experience working across departments and with external partners (e.g. developers, workspace operators, community organisations).	Application/Interview
E7	Contract and Performance Management: Track record of managing high-value contracts, mitigating risk and ensuring delivery of social and economic outcomes.	Application/Interview
E8	Policy Development: Experience in shaping and implementing policy in areas such as inclusive growth, economic development, or urban regeneration.	Application/Interview
E9	Programme and Project Delivery: Experience leading multi-disciplinary teams to deliver complex, high-profile projects on time and within budget.	Application/Interview
E10	Social Value Delivery: Proven experience in commissioning, managing, or evaluating services or programmes that deliver social value outcomes. This includes setting KPIs, monitoring impact, and aligning delivery with broader community and economic goals.	Application/Interview

Skills

Essential criteria	Criteria description	Assessed by
E11	Strategic Thinking: Ability to translate political/corporate priorities into long-term, high-impact strategies.	Application/Interview
E12	Commercial Acumen: Strong understanding of financial planning, investment appraisal, and commercial negotiations.	Application/Interview
E13	Influencing and Negotiation: Skilled in building consensus and influencing senior stakeholders, both internally and externally.	Application/Interview
E14	Analytical and Problem-Solving: Ability to interpret complex data, assess risk, and make evidence-based decisions.	Application/Interview
E15	Leadership and People Management: Ability to inspire, lead, and develop high-performing teams.	Application/Interview
E16	Social Value Leadership: Demonstrated ability to embed social value principles into contracts, programmes, and partnerships. Skilled in designing and evaluating initiatives that deliver measurable community benefits.	Application/Interview
E17	Communication: Excellent written and verbal communication skills, including report writing and presenting to senior leaders and elected members.	Application/Interview

Special requirements of the post (delete if they do not apply)

Essential criteria	Criteria description	Assessed by
E18	This role will require you to obtain a Basic satisfactory clearance from the Disclosure and Barring Service	Application/Interview

Essential criteria	Criteria description	Assessed by
E19	This post is subject to the council's policy on pecuniary and personal interest	Application/Interview

Our accreditations

Our accreditations include: the Healthy Workplace award; Timewise; London Living Wage Employer; Disability Confident Committed; The Mayor's Good Work Standard; Stonewall Diversity Champion; and Time to Change.

