



# ASHFIELD DISTRICT COUNCIL

## JOB DESCRIPTION

### Director of Housing

#### Section 1

DIRECTORATE: Housing	JOB GRADE:
POST REFERENCE:	LOCATION: Council Offices, Kirkby in Ashfield, or any other administrative base within the district.
RESPONSIBLE TO: The Director of Housing is responsible to the Chief Executive, the Corporate Leadership Team and the Council for the delivery, development and performance of the services of their Directorate. For routine corporate issues the Director of Housing reports to the Chief Executive	RESPONSIBLE FOR: All employees within the Directorate
CAR USER STATUS: Casual	TELEPHONE: A Council mobile phone will be provided

#### Section 2

##### OVERALL JOB PURPOSE

1. To think and plan strategically contributing to the overall leadership and management of the Authority.
2. Lead, motivate and develop the Council's Housing Service Directorate ensuring that strategically its activities align with the Council's vision, objectives, Constitution, Standing Orders, Financial Regulations and other corporate policies.
3. Lead, manage and deliver the services within the Directorate, ensuring rigorous performance, risk and financial management.

## Appendix D

4. Continually review the range of services in the directorate, bringing forward proposals to increase their efficiency, reduce their net cost and/or increase income on an ongoing basis.
5. Lead the group of services within the Directorate to ensure that Medium Term Financial Strategy targets can be met.
6. To work collaboratively across Council services and with external partners
7. Act as principal advisor to the Council for the functions of the Directorate.

## **Section 3**

### **KEY TASKS AND RESPONSIBILITIES**

1. To provide a strong vision and delivery ethos for the Directorate's areas of responsibility, bringing innovation, creativity and forward thinking approaches, whilst ensuring that strategies are well evidenced and evaluated.
2. To lead, motivate and develop a multi-disciplinary team of officers (including those in Shared Service agreements) to deliver Corporate Plan priorities and Service targets.
3. Ensure that the key housing services to tenants e.g. repairs and maintenance, housing management and tenant engagement are managed to a high and improving standard
4. To work closely with the Chief Executive, Corporate Leadership Team, Leader, relevant Cabinet Portfolio Holder(s) and other Elected Members, to provide and develop the services of the Directorate within the overall policy framework of the Council.
5. Ensure that the work of the Directorate is of a high quality and achieves its objectives by effective planning, performance, risk and financial management.
6. To identify key areas in which the Directorate can contribute to the Corporate Plan, and put in place strategies, programmes and management structures to ensure that the Directorate's services carry this out effectively.
7. To ensure that appropriate capital and revenue budgets relating to the activities of the Directorate are managed, monitored and reviewed in accordance with corporate guidance and timetables, working closely with the Finance and Performance teams, as well as Service budget holders.
8. To ensure performance targets for services in the Directorate are set, monitored and reviewed and information on performance is provided in accordance with corporate governance structures and timescales.

## Appendix D

9. To attend meetings of the Cabinet, Council, Overview and Scrutiny Committees and other corporate committees and working groups, providing necessary briefing as required.
10. As part of the Ashfield Corporate Leadership Team, contribute to the corporate management and leadership of the organisation, including leading strategic cross cutting initiatives and/or groups when required.
11. To chair a monthly Directorate Management Team meetings and facilitate other briefing events for employees of the Directorate.
12. To represent the Council at meetings with partners and other public and private sector agencies, voluntary groups and individuals at a local, regional and national level as required, helping to influence policies and strategies relevant to Ashfield and the Service.
13. To promote effective marketing of the Directorate's activities in all respects, across the district and to a regional, national or international audience as necessary.
14. To ensure that all activities undertaken by the Directorate are in accordance with health and safety policy protocols and practices.
15. To participate in Civil Contingency planning and development as specified and provide senior management cover out of hours as required.
16. To promote equal opportunities and equality of opportunity across the range of services delivered by the Directorate.
17. To undertake any other duties which may for time to time be reasonably directed by the Chief Executive and Corporate Leadership Team.

*Draft Prepared by:*

*Post Holder:*

*Approved by:*

*Date:*

Ashfield District Council is working towards equal opportunities and welcomes applications from all sections of the Community.

# ASHFIELD DISTRICT COUNCIL

## PERSON SPECIFICATION

**Post:** Director of Housing

**Directorate:** Housing

**Base:** Council Offices, Kirkby-in-Ashfield or any other administrative location within Ashfield

### **JOB CRITERIA**

		<i>Essential</i>	<i>Desirable</i>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Adaptive leadership</li> <li>• Strategic thinking and awareness</li> <li>• Well-developed communication and negotiation skills</li> <li>• Problem solving and creativity</li> <li>• Report writing</li> <li>• Presentation skills</li> <li>• Interpersonal skills and team working</li> <li>• Politically aware</li> <li>• Commercial and business acumen</li> <li>• High level ICT skills</li> </ul>	✓ ✓ ✓  ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Strategy development and implementation</li> <li>• Detailed knowledge of national and regional housing policies and the statutory responsibilities of the local authority in respect of housing.</li> <li>• Detailed knowledge and understanding of HCA's Regulatory Framework for Social Housing</li> <li>• Understanding the Housing revenue Account and its relationship with the General Fund.</li> <li>• Housing Capital Programme</li> <li>• Business Planning</li> <li>• Performance Management</li> <li>• Budgetary Control</li> <li>• Funding sources and their application</li> <li>• Safeguarding principles and practise</li> <li>• Equalities principles and their delivery</li> <li>• Local government political framework and processes</li> </ul>	✓  ✓  ✓  ✓ ✓ ✓ ✓  ✓  ✓ ✓  ✓	

## Appendix D

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience in at least two of the management functions within the remit of the Directorate.               <ul style="list-style-type: none"> <li>• Strategic Housing</li> <li>• Landlord Services</li> <li>• Housing Needs</li> <li>• Housing Policy</li> </ul> </li> <li>• Effective partnership working</li> <li>• Programme and project management and delivery</li> <li>• Accessing and use of external funding</li> <li>• Leading and delivering significant change and business improvement initiatives, including people and cultural changes.</li> </ul>	✓    ✓ ✓ ✓ ✓	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree (or equivalent) in a relevant discipline.</li> <li>• Professional qualification in Housing, Management or related discipline</li> <li>• MBA</li> <li>• Continual professional development</li> </ul>	✓  ✓  ✓	✓
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• A commitment to customers and quality service provision</li> <li>• Self-starter/highly motivated</li> <li>• Willingness to adopt a flexible approach to working hours</li> <li>• Ability to be effective in a demanding pressured environment</li> </ul>	✓  ✓ ✓ ✓	
<b>Other Requirements of the Job</b>	<ul style="list-style-type: none"> <li>• A full clean driving license. This post is designated a casual car user. Adaptations may be made should the successful candidate suffer from a disability which prevents driving</li> </ul>	✓	

### Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.

If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.