

## Job Description

<b>Job Title:</b>	Assistant Director – Housing
<b>Salary:</b>	£73,710 - £77,983 (Assistant Director - Level 2 Grade)
<b>Location:</b>	Office bases will include those at Bodicote and Towcester respectively but will also include all other office locations in both Districts.
<b>Contract:</b>	Permanent
<b>Reports To:</b>	Executive Director – Wellbeing
<b>Responsible for:</b>	Reporting directly to Executive Director – Wellbeing and operating as a member of the councils’ wider leadership team with direct responsibility for Housing services. Required to provide operational leadership, direction and impact across the councils and within the teams to deliver the best outcomes for residents and communities.
<b>Direct Line Management for:</b>	<ul style="list-style-type: none"><li>▪ Joint Housing Service Manager</li></ul>

### Key Relationships

Externally: Wide network of contacts from within the public and private sectors at national and local level including stakeholders, local partnerships, council owned companies/enterprises regeneration organisations, government departments and business organisations, including council-owned companies.

Internally: Chief Executive, Elected Members, Directors, Assistant Directors, and managers and teams from across the council.

### Job Purpose

- Responsible for the development and management of the councils housing related services to ensure that they meet the current and future needs of local communities.
- Responsible for the strategic leadership of Housing services across CDC and SNC.
- Represent the interests of both councils with partner agencies and private developers to maximise opportunities to work collaboratively to deliver housing provision and community based infrastructure to meet the future needs of residents and communities.
- Responsible for ensuring that the councils exploits the opportunities available from national schemes and initiatives for housing and regeneration to meet the current and future needs of local communities.

- Work with the Assistant Director: Leisure and Sport and Assistant Director: Communities to develop and build on the links between the services areas in order to improve the wellbeing of residents and communities.

### **Corporate Duties and Responsibilities**

- Actively contribute and support the leadership team to deliver and monitor the vision, strategic direction and core values of the councils and provide a clear sense of direction, optimism and purpose.
- In conjunction with the senior leadership team ensure that constructive relationships are developed and maintained between each council and the partner organisations which are important to meeting the objectives of both councils.
- Demonstrate your leadership skills through the effective management of your team in achieving high levels of performance
- Ensure that there is a clear and consistent focus across the councils and their partners on delivering an inclusive and outstanding customer experience to all residents and communities of CDC and SNC.
- Ensure that staff are provided with appropriate support and opportunities for personal development to ensure that both councils are in the best possible position to deliver the broadest possible benefits of joint working.
- Manage and monitor performance and resources within the functions to ensure the delivery of high quality services in a manner which demonstrates compliance with relevant policies, guidelines, regulations and national standards.
- Prepare timely budgets in accordance with the corporate framework to deliver priorities and contribute to the business planning process.
- Adhere to both councils' health and safety and equalities policies.
- Deputise for the Executive Director as required.

The list of duties is not to be regarded as an exhaustive list and you should be aware of the need for absolute flexibility in the interest of the organisations and their customers.

### **Service Specific Duties and Responsibilities**

- Provide senior leadership to the housing service to ensure that it delivers high quality, innovative, people-focused and value for money services; challenging practices and managing and delivering cultural and behavioural change as necessary.
- Lead on the councils' response to national, regional programmes and initiatives in relation housing provision and homelessness prevention, including relocation and resettlement of refugees.
- Be the professional expert and act as the lead adviser for the Housing related services providing high level strategic advice to members and officers.
- Actively develop and maintain constructive relationships between each council and its partners to help secure the resources and infrastructure to achieve strategic political priorities.
- Facilitate cross boundary working and effective collaboration, within and outside of the council, to achieve better results and continued improvements for customers.

This list should not be considered exhaustive and may change in the future.

# Personal Specification

## Part 1 – Leadership Experience

- A proven track record of consistent and demonstrable achievement at a senior management level within an organisation of comparable scope and complexity.
- A demonstrable track record of leading, motivating and managing teams to achieve high performing and significant, sustainable service improvements and outstanding results, through internal and external partnerships.
- Experience of developing and sustaining a culture that meets the needs of and engages with customers and staff within a safe, open and high-performing working environment.
- Evidence of establishing a performance management culture to drive continuous improvement, including service planning, target setting, performance appraisal and the management of staff groups.
- A track record of working in and forging successful partnerships with a wide range of internal and external bodies including governmental and non-governmental organisations, the private and voluntary sectors.
- A proven track record of working effectively within a political environment, providing clear, balanced advice and guidance on strategic and operational issues that achieve service objectives.
- A proven track record of applying commercial judgement in making decisions that will deliver cost-effective and efficient results.

## Part 2 – Role Specific Experience and Qualifications

- Substantial post-qualification experience and a proven track record of achievement in a wide range of housing matters in an organisation of comparable scope and complexity.
- Significant demonstrable experience of providing advice to Councillors, or Board Members, Chief Officers and/or equivalent.
- Qualified to degree level or equivalent in a subject relevant to responsibility.
- Chartered Institute of Housing Professional Qualification.
- Evidence of continued professional development in a relevant field.

## Part 3 – Key Competencies and Behaviours

As reflected in the Role Competency Profile, and to also include:

- Prepared to quickly and flexibly react to the needs of the councils, their customers and partners.

- Excellent leadership and management skills, at a strategic and operational level and including the ability to delegate appropriately.
- Strong interpersonal skills and the ability to influence and persuade.
- Strong personal commitment to the delivery of first class services.
- High level communication, networking and ambassadorial skills.
- Business acumen.
- Vision and creativity.
- Ambitious, energetic and highly motivated.
- Visible, approachable and accessible; resilient, determined and confident.
- Awareness of own strengths and weaknesses and commitment to addressing areas requiring development.