



South Kesteven Job Description

Job title:	Assistant Director - Housing		
Salary:	£72,462 to £75,624	Contract:	Permanent
Hours:	<p>Working hours will be 37 hours per week.</p> <p><i>Week by week arrangements will be in accordance with business requirements and by agreement, subject to your right not to work more than 48 hours per week unless by agreement.</i></p>		
Location:	Council Offices, St Peters Hill, Grantham	Political restriction:	This job is not politically restricted

1 Overall purpose

The purpose of the role of Assistant Director – Housing is to work with the Corporate Management Team and Cabinet Members to deliver a transformational and ambitious growth agenda in the district.

The post holder will provide leadership, management and development of the Council's housing services, planned and responsive repairs and improvements and delivery of the new build housing programme.

2 Responsibilities and outcomes

Lead on policy development in relation to the HRA Business Plan, homelessness and housing need together with the development of strategy for HRA investment and use of existing HRA assets.

Act as the Council's expert on housing services and provide advice and guidance to ensure that the Council accesses best practice and delivers quality outcomes for customers.

To ensure the effective use of resources – capital and revenue budgets, resource planning and management.

To establish a professional, customer focused and flexible housing landlord service that lets and leases all residential properties, both owned by the Council and managed on behalf of other providers and complies with all of its statutory obligations.

Ensure that the Council's statutory obligations for the maintenance and management of the housing register and associated responsibilities are effectively met.

Ensure the provision of efficient including homeless advice, prevention and assessment services, private sector landlord partnerships and the management of temporary accommodation.

Deliver cost effective planned capital improvements, responsive repairs and void management services which meet statutory compliance duties and local delivery standards.

Ensure the effective management of the Council's commercial property portfolio and facilities management service.

Develop and implement options to maximise the delivery of new housing development using a range of funding opportunities and tenures.

To lead and drive organisational change to deliver quality services at acceptable levels of cost.

To develop and continuously improve services that customers' value.

Oversee the commissioning, negotiation, and administration of services in relation to housing and housing asset management.

Lead the focus on income maximisation, working with the Revenues Team to ensure rent and service charge costs are billed correctly and debts are collected in a way that helps optimise tenancy sustainability.

Act as the lead on safeguarding issues on behalf of the Council and work with other teams to ensure that statutory obligations are met.

3 Core Values

Our vision is to "be the best district in which to live, work, and visit." To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on seven areas:

- Accountability, which means ensuring that everyone at every level is responsible of what they do and takes ownership for their actions and decisions.
- Flexibility, which means working in different ways, at different times and in different places to meet the needs of our residents and businesses.
- Agility, which means working together to get the job done, using our skills to get the best outcome for our residents and businesses.
- Equity, which means ensuring that we treat each other with respect, irrespective of rank, position, or status. This echoes our commitment to provide consistently good services to both our internal and external customers.
- Networking, which means that as a council we recognise that ours is not the only voice or opinion. We embrace the views of others and use formal and informal networks to improve performance and ensure the solutions we deliver meet the needs of our customers.
- Always learning, means sharing knowledge, skills, and expertise to enable the council to go from strength to strength and learn from everything we do.
- Talent, means harnessing the incredible ability that is within the council and valuing the contribution that everyone can make.

4 Corporate Responsibilities

As Assistant Director of Housing at South Kesteven District Council the post holder will be expected to be a positive member of the management team, to lead by example and to behave in accordance with the SKDC's Values and Behaviours. You will be expected to conduct your duties within the professional and legal standards and more specifically will be expected to:

- Implement the Corporate Plan in to an effective and deliverable service plan.
- To performance manage and develop direct reports and ensure workforce planning is conducted throughout the area of responsibility.
- Work collaboratively across all service clusters with other managers and senior managers in order to deliver business objectives.
- Develop and maintain effective working relationships with all areas of the Council and where required, external organisations.
- To ensure direct reports understand their accountability, responsibility and need for cross-functional working across the Council.
- Effectively lead and manage staff.
- Be accountable for all allocated budget.
- Ensure that Health & Safety legislation and the Council's Health & Safety requirements are complied with and monitored within the postholder's area of responsibility.
- Be aware of and comply with the Council's Equal Opportunities Policy, safeguarding arrangements and other corporate strategies and policies.
- Realise that assigned resources may be released to contribute to corporate projects to deliver priority outcomes.
- As and when required manage a corporate project to deliver defined operational or priority outcomes
- Ensure commercially advantageous business plan in place for all business areas.
- Understand commercial priorities of Council in order to optimise use of resources.
- Manage business with set of outcomes to ensure resources are aligned to organisational outcomes and key business objectives.
- Identify and introduce best practice ways of working to drive performance up to agreed standards in a cost-effective way.
- Provide or make available professional/technical support to the team and stakeholders.
- Ensure effective management of performance and behaviours in the team.

4 Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

5 Authority to work in the UK

You must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency.

Key Criteria	Job Requirements	Essential or desirable
Knowledge/ Skills	A good understanding of finance within the public and private sectors, and the ability to analyse and draw correct conclusions from data in order to develop, understand and effectively communicate business and financial plans	E
	Ability to operate effectively in a political environment	E
	Ability to communicate effectively and persuasively with residents, members, officers at all levels of the organisation, and partners to positively represent the council.	E

