



South Kesteven Job Description

Job title:	Director – Housing and Property		
Salary:	SD01-02	Contract:	Permanent
Hours:	Working hours will be 37 hours per week. <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>		
Location:	Council Offices, St Peters Hill, Grantham	Political restriction:	This job is politically restricted

1 Overall purpose

Reporting to the Chief Executive the postholder will play an important role in strategic policy formulation, implementation and the development of new thinking to support the work of the Chief Executive, Leader and members.

This role will lead on the Councils housing delivery strategy, developing an innovative investment strategy to deliver new homes creating social and financial return for the district.

Lead the management, development, performance and continuous improvement of all housing services and oversee the Council's property portfolio and asset management.

The postholders areas of responsibility will include; Assets and Estates, Housing Services, Improvements and Repairs and Housing Development

The focus will be on developing effective partnerships with both internal and external stakeholders to ensure innovative and collaborative solutions to challenges facing the Council.

2 Responsibilities and outcomes

A member of the Corporate Management Team the role will be supporting the Chief Executive, the Leader and elected Members in defining and delivering Council priorities, policies and plans.

To provide vision, leadership and overall direction for the effective and efficient management of the Council's housing stock, property portfolio and assets, ensuring high quality and timely delivery of the Council's priorities.

To develop and oversee the implementation of the Council's Housing Strategy and co-ordinate the development and implementation of the Council's Housing Delivery Strategy.

Line management of the Armed Forces Liaison Officer.

Anticipate future needs and changes and translate those into strategic and operational plans

To ensure that a system of continuous review and improvement is embedded within the service so that “traditional thinking” is challenged and innovation pursued.

Model leadership styles that motivate employees, engages with partners, builds successful teams and delivers for customers, promoting a positive and enabling culture

Demonstrate a flexible approach to strategic leadership, to ensure that the strategic and operational needs of the Council are met, undertaking different duties as, when and where required by the Chief Executive

To hold management responsibility for Assistant Director and Heads of Service reporting to the post.

Provide informed strategic leadership of engagement with customers, residents, partners and stakeholders ensuring that community consultation is incorporated into decision making.

Working closely with the Communications Team to get the right messages across both internally and externally to enhance a positive reputation of the Council

Actively develop a performance culture to improve service delivery and achieve the agreed standards and targets set by the Council

Identify and mitigate major risks and issues across service areas

To lead the Council in becoming more commercial

3 Values and Behaviours

Accountability – In order to succeed we will need a culture of accountability throughout SKDC. Everyone at every level will need to be responsible for what they do; willingly taking ownership for their actions and decisions and being a reliable, dependable member of the team, often going beyond the normal terms of employment. We cannot work flexibly without accountability.

Flexibility – We can't be set in our ways if we are going to succeed, so flexibility matters. It might be flexibility in terms of the hours you do, the way you work or where you work. We can't afford to do things the same way just because “that's the way it's always been done”. Our performance will be measured in outcomes and those outcomes will contribute to achieving our strategy.

Agility – Related to flexibility is agility. SKDC's needs are going to change over time and we need people who can respond to those changes, who can move freely between teams and who want to stretch themselves by being trained to be better at more things.

Equity – Every member of the SKDC team matters, irrespective of their rank or position. This hasn't always been the case in the past, but it will be in the future. All of us should expect to be treated with respect and dignity and doors should be open. We will all be held to account for this.

Networking – We learn from each other and from external partners, so we need to be better at networking. Our networks hold the key to raising our profile, improving our performance, discovering better ideas and developing ourselves.

Learning – We are constantly learning from everything we do, regardless of success or failure. When we do something well, that knowledge can help us repeat and refine what we do in the future. We clearly won't seek failure, but neither will we be frightened of it. And if we fail, we will learn from it and not seek to just apportion blame (see 'accountability' above).

Talent – Having a diverse and talented team is fundamental to our success. However, a person’s real talent isn’t always obvious; sometimes it’s overlooked, other times it may be hidden or ignored. Sometimes it’s a talent the person didn’t realise they had. Harnessing talent will be everyone’s job, not just HR or senior managers.

4 Corporate Responsibilities

You will be a key member of the Council’s Leadership Team and will play a key role in facilitating as well as attending meetings of the Corporate Management Team (CMT). As Director – Housing and Property, you will have a critical ambassadorial role within and beyond the organisation and will be expected to lead and influence at all levels. As such you will also be expected to:

- Lead and work collaboratively across all service clusters/areas with senior managers
- Develop and maintain effective working relationships with all areas of the Council, with Members and with external organisations
- Instill in direct reports the imperative for accountability, responsibility, collaboration and integration with other areas of the Council
- Provide sound up to date professional advice to colleagues, members, partners and customers.
- Oversee, coordinate and contribute to the delivery of the Council’s priority plans, specifically in relation to Assets and Estates, Housing Services, Improvements and Repairs and Housing Development
- Lead on particular strategic projects and initiatives and be responsible for people, budget and assets, ensuring compliance with the council’s performance and governance arrangements
- 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
- As and when required lead on a/multiple corporate projects to deliver priority outcomes
- Ensure commercially advantageous business plan in place for all business areas
- Manage business with a set of outcomes to ensure resources are aligned to organisational outcomes and key business objectives

5 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.

6 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	<p>An extensive and successful background of consistent achievement at senior level in the field of social housing and asset management in a local authority or other large, complex organisation (E)</p> <p>An experienced leader who can inspire by being energetic, determined, positive, decisive and resilient and will challenge the status quo (E)</p> <p>A strategic thinker who can identify and assess strategic options without bias (E)</p>	

	<p>A strong commitment to improving performance and to meet the needs of the communities (E)</p> <p>An excellent role model, promoting high standards of probity, integrity and honesty, with credibility across a wide range of audiences and respect for all (E)</p> <p>A persuasive and effective influencer who can foster partnerships, work collaboratively across boundaries and is aware of how to maximise their influence to achieve performance and results through others (E)</p> <p>High level of political awareness and diplomacy, with an ability to operate with sensitivity in a political environment (E)</p> <p>Sound understanding of strategic management including strategic analysis, strategic choice and strategic implementation (E)</p> <p>Ability to provide professional advice confidently and tactfully, with clear viewpoints and policy direction (E)</p> <p>Highly developed networking, advocacy, oral, written and presentation skills able to communicate effectively to audiences at all levels (E)</p>	
Qualifications	<p>Educated to degree level or a professional qualification in relevant professional area (E)</p> <p>Post graduate managerial qualification (D)</p> <p>Current driving licence or ability to make suitable alternative arrangements (E)</p>	
Experience	<p>A record of success in managing a diverse range of services and translating organisational ambitions into real achievements, delivering quality services within an organisation of similar complexity (E)</p> <p>Experience of strategic development and delivery at a very senior level (E)</p> <p>A track record of leading and delivering successful change in service delivery and culture (E)</p> <p>Successful record of establishing and driving a positive performance culture, effective performance and service quality evaluation that has driven up standards (E)</p> <p>High levels of experience in working in a complex regulated environment where constraints impact on policies and plans (E)</p>	
Aptitudes	<p>Able to build positive relationships at all levels (E)</p> <p>Adept negotiator able to secure the best outcome for the council (E)</p> <p>Able to challenge traditional thinking in a positive and persuasive manner (E)</p> <p>Responds positively to challenge and is calm, objective and professional in all situations (E)</p> <p>Strives continuously to drive improvement for the organisation and the customer (E)</p>	

