

Post Title: Strategic Director of Housing

**Grade: Strat Dir**

# Job Purpose – Vision & Strategy

To lead the strategic enabling service for the Nottingham City, offer a proactive

Homelessness prevention and housing service, and be responsible for the day-to-day

delivery of tenancy and maintenance services to some 25,000 council owned

properties/leaseholders. To manage a substantial DLO amongst its 1000 employees.

To create and drive the vision for the Housing Division, the Council and our city. To actively

lead and promote the Council’s vision, values, aims, objectives and priorities to partners,

national and local stakeholders, employees, and Nottingham’s citizens.

To be accountable for delivering on the Council Plans and to take a lead role in robust

decision making through the promotion of good governance and effective options appraisals

that balance financial risk and organisational ambitions and promises.

To be the overall strategic lead officer in all matters relating to the Council's Strategic and

operational Housing role including policy, strategy, and compliance; homelessness and

housing options; private sector housing; housing service delivery for council houses and

Disabled Adaptations.

# Strategic Leadership Behaviour Expectations

As a strategic leader and senior officer, you will be expected to demonstrate our core

behaviours (*Please refer to the leadership expectations booklet)*:

* **Leading People**: by building high performing teams, empowering and motivating

others and being a role model for the organisation and its values. To deliver structures

which are fit for purpose and dovetail with other council services

* **Transformation**: To be able to identify the need for significant service improvement

and put in place robust plans, monitor progress and report service improvement. To

be able to evidence efficiency and effectiveness in service delivery

* **Change & Innovation**: by leading and driving a culture of change and continuous

improvement, exploring new and innovative ways to design and deliver services.

* **Collaboration**: by working across boundaries, building relationships, effective

partnerships and creating joined up services to deliver the best outcomes for the

people of our city.

* **Equality Diversity & Inclusion**: To create and embed an organisation culture of

respect and inclusivity in the services we provide and in the workforce that we

engage. Ensure EDI implications are considered in decision making associated with

changes to service/policies/practices.

# Specific Duties

1. To provide visible and strategic leadership, direction, robust management and decision

making to Housing Division, including the following service areas.

1. Health and safety, and compliance to some 25,000 properties
2. Housing Strategy and Regeneration
3. Housing Solutions/Homelessness Support
4. Landlord Service provision to NCC council/leaseholder properties
5. In house DLO and external contractor

2. To provide services which proactively protect occupants, staff, and the public. To deliver

compliance services which can be evidenced at 100% in accordance with targets

3. To provide a transparent service which delivers effective monitoring and reporting of

service levels

4. To operate an inclusive interaction with all sectors of the tenants and leaseholders giving

them the opportunity to participate, challenge and drive service improvement

5. To set long term strategy that contributes to the Council’s vision, policy and direction,

and the role that Housing Division can play. Ensure that strong working relationships

are developed by giving robust professional advice, speaking truth to power, and

communicating policy and direction.

6. Demonstrating visible leadership in promoting and embedding Equality, Diversity and

Inclusion through all actions and in accordance with the organisation's EDI Strategy and

objectives.

7. Apply the principles of good governance in the leadership, planning and management of

the division. Make effective decisions and work professionally with elected members

within the Local Government framework and democratic process of the Council.

8. Contribute to our corporate responsibility in relation to climate change by considering

and limiting the carbon impact of activities within your leadership role and championing

this work through Housing Division.

9. To significantly improves service provision and performance outturn

10. To modernise and improve efficiency of services in all areas but especially in relation to

repairs and maintenance

11. To design, develop, lead and implement effective change initiatives to support the overall

direction of the council and the continuous improvement of services.

12. To ensure effective financial planning and leadership, budget management and control

across all services across the division to support the development and delivery of the

Council’s medium-term financial plan and ensure effective arrangements for

procurement and commissioning.

13. To ensure effective management of risk, business continuity, health and safety and

emergency planning preparedness across the division.

14. To lead the implementation of the Council’s Housing Improvement Programme and drive performance and a best value focused ethos which concentrates on the delivery

and continuous improvement of effective services to residents and customers. To lead the ongoing liaison with the Social Housing Regulator.

15. To be responsible for the delivery an effective division, including horizon scanning and

forward planning, which meets the needs of our citizens, achieved through effective

customer and community engagement.

16. To lead on the implementation of all housing regulatory compliance, including the

consumer standards, Building and Fire Safety requirements and all other relevant

requirements to ensure that City residents live in a safe and comfortable home, and

putting tenants at the heart of an effective housing service.

17. To lead the implementation of the council’s place making agenda in neighbourhoods,

leading generic teams in the resolution of development issues and delivery of housing,

regeneration, and development projects.

18. Responsible for the development and delivery of the Council’s Housing Strategy

including all related strategies and policy frameworks including Regeneration and

Residential growth, market strategies and housing affordability.

19. To provide strategic leadership on all matters relating to housing supply, including new

homes and investment in existing housing stock, across all tenures and operating at

a City and regional level.

20. With the Corporate Director Growth and City Development, act as lead contact with

Homes England for all matters relating to Housing Strategy and Policy, affordable

housing, and residential growth.

21. Management of the Councils Homelessness service including prevention of

homelessness, rough sleeping and temporary accommodation. Ensure that housing

supply meets the City’s demands for different types of settled accommodation working

with Registered Providers, the Voluntary Sector and Private Rented Sector.

22. To lead the development of housing and regeneration strategy and partnerships at a

regional, Combined Authority, Greater Nottingham and City Council level.

23. Develop and sustain positive working relationships with Registered Providers that

operate in the Nottingham City and surrounding areas and promote investment in

Nottingham and the highest standards of landlord services.

24. To develop the Councils strategic housing and homelessness functions, including

external partnerships to effectively manage homelessness reduction in the city

25. Work with and support colleagues to support the Private Rented Sector, including

working with licencing arrangements and protecting the interests and options for

tenants.

26. Be responsible for the client side (service user) stewardship of the Housing Revenue

Account (HRA). Ensure the HRA has capacity to meet the Council’s obligations and

achieve investment objectives and development opportunities.

27. Support the Corporate Director for People and the relevant Directors in developing

housing related solutions that support Children’s and Adults social care, health, and

housing needs.

28. Be accountable - to set up and maintain transparent and meaningful dialogue and

influence with key stakeholders and demonstrate this feedback is driving service

improvement. To deliver regular, robust performance monitoring and reports to the

Council, Tenant/Leaseholder groups and stakeholders. To ensure a proactive approach

to meeting the statutory requires for reporting as well as data requests from the Regulator

or Commissioners.

This is a politically restricted post under the provision of Section 2(1) (c) of the Local Government Housing Act 1989

All senior leaders are expected to:

* Undertake any other duties allocated by the Chief Executive
* Work outside of normal office hours where required
* Participate on an on-call Emergency Response rota if required
* Travel within and outside the city’s boundaries when required.

## Person Specification: Director of Housing

|  |  |  |
| --- | --- | --- |
| AREA OF RESPONSIBILITY | **REQUIREMENT** | **MEASUREMENT** |
| **A** | **AC** | **D** |
| **Vision, Strategy and Delivery**  | Experience as a senior leader in a large and complex organisation with comparable scope, responsibilities, budget and resources.  |  | 🗸 |  |
| Evidence of a successful track-record of creating compelling visions and successfully translating clear goals and objectives to deliver outcomes that make a positive difference. |  | 🗸 |  |
| Evidence of financial and commercial awareness with strong analytical skills and a creative approach to problem solving. | 🗸 | 🗸 |  |
| **Leading** **People**  | Evidence of successfully leading and motivating people and cultivating a culture that creates high performing people and services. | 🗸 | 🗸 |  |
| Evidence of planning for the future delivery of services, including the effective workforce planning for capacity and capability challenges.  |  | 🗸 |  |
| **Equality, Diversity and Inclusion** | Demonstrating a strategic understanding of equality, diversity and inclusion at every level and demonstrative experience in tried and tested methods to develop inclusive services within strategic partnerships. | 🗸 | 🗸 |  |
| Evidence of leading people and services to recognise, respect and value individual needs to achieve a culture of inclusivity. |  | 🗸 |  |
| **Change and Innovation**  | Evidence of leading major change programmes in a large diverse organisation, effectively engaging stakeholders  | 🗸 | 🗸 |  |
| Evidence of success for creating innovative service delivery models that continue to provide efficient and effective services  |  | 🗸 |  |
| Evidence of implementing rigorous project management approaches to ensure the best use or resources.  |  | 🗸 |  |
| **Collaboration**  | Evidence of achieving successful partnership working variety of communities, partner organisations, private sector providers, Government, public agencies and statutory authorities. |  | 🗸 |  |
| Evidence of operating effectively and openly within the democratic process with the political acumen and skills to develop productive working relationships with Councillors that commands respect, trust and confidence. | 🗸 | 🗸 |  |
| **Role related requirements** | Detailed and broad knowledge, experience and understanding of Housing delivery, both public and private. | 🗸 | 🗸 |  |
| Detailed knowledge and experience of all aspects of housing strategy and policy development. | 🗸 | 🗸 |  |
| **Qualifications and CPD**  | Educated to degree level or equivalent. | 🗸 | 🗸 |  |
| Hold a professional qualification in Housing or related area, achieved by qualification or experience. | 🗸 | 🗸 |  |
| **A - Application** | **AC – Assessment Centre** | **D – Documentary Evidence** |

**Job description updated January 2025**