Job Description

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| **JOB TITLE:** | **Director of Homelessness and Housing Options** |
| **GRADE:** |  |
| **POST NUMBER:** |  |
| **DIRECTORATE:** | **Housing & Regeneration** |
| **SERVICE:** | **Housing** |
| **RESPONSIBLE TO** : | **Corporate Director of Housing & Regeneration** |
| **RESPONSIBLE FOR:** | **Head of Homelessness**  **Head of Housing Options**  **Fire Safety lead** |
|  | **This post does not require a DBS check.**  **This post is politically restricted.** |
| **JOB SUMMARY:** | **Provide the strategic and operational leadership to achieve excellence in the delivery of our homelessness services, ensuring that resources are delivering value for money-outcomes.** |
| **ROLE REQUIREMENTS:** |  |
|  | Responsible for homelessness prevention strategies and initiatives to reduce homelessness, particularly amongst vulnerable groups. |
|  | Implement and maintain the approaches set out in the homelessness strategy with a focus on tackling the causes and working with partners. |
|  | Manage a range of distinct services, contributing to the strategic direction, impact, and overall performance of the directorate as a member of the directorate leadership team. |
|  | To provide joint housing support packages to meet the needs of other services, in conjunction with Adult Social Care and Children and Young Peoples Directorates and to meet the requirements of Housing and Community Care Legislation. |
| **CORPORATE RESPONSIBILITIES** |  |
|  | Actively contribute to the council’s priorities and outcomes in a way that promotes a ‘one organisation’ approach. |
|  | Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented. |
|  | Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups. |
|  | Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role. |
|  | Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff. |
|  | Adherence to the council’s commitment to the health, safety and welfare at work policy. |
|  | Deputising for the Corporate Director when required |
| **PEOPLE** |  |
|  | Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented. |
|  | Working closely with the Director of Regeneration and Assets to ensure the housing strategy is aligned with the economic growth strategy in securing housing development schemes across the Borough. |
|  | To lead and promote highly effective partnerships working, with housing providers, Homes England, and other agencies to inclusively meet the needs and aspirations of residents. |
|  | Work with partners, stakeholders, and residents to develop and implement strategic policies and actions to deliver housing and neighbourhood regeneration in priority areas across the Borough and support the objective set out within the Council Plan of creating safe and thriving neighbourhoods. |
|  | Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups. |
| **FINANCE** |  |
|  | Responsible for all budgets, expenditures and costs within the division, taking all steps to provide services at the best price for the quality specified. |
| **SERVICE AND PERFORMANCE** |  |
|  | Ensure that the portfolio meets its statutory obligations and develops and delivers its statutory plans. |
|  | Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role. |
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**OTHER CONDITIONS:**

To undertake any professional qualifications as determined necessary by emerging Government legislation

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council’s ‘My Annual Review’ scheme.

To engage and develop all staff in the team to ensure they have clear personal development plans.

Ensure that all duties and responsibilities are discharged in accordance with the council’s policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council’s equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

Person Specification

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| **Person Specification for the Post of Director of Housing Options and Homelessness** | | **Essential (E)**  **or**  **Desirable (D) (if applicable)** | **Method of Assessment**  **A= Application Form**  **T= Test**  **I= Interview** |
| **Knowledge** | * Experience in working closely with key stakeholders to develop innovative ways to deliver corporate objectives. * Ability and experience to translate strategic and corporate commitments into an aligned framework of operational plans and to oversee the delivery, review, and improvement of these plans. * Proven track record to initiate and oversee the implementation of major change within a service, including assessment of options, appropriate consultation, and outcome review. * A comprehensive understanding of local government and the devolution of powers to the city region level, the national and political context within which it operates and the current challenges and opportunities it provides. * Ability to develop strong relationships with residents through effective engagement and communication. | E  E  E  E  E | ATI  ATI  ATI  ATI  ATI |
| **Personal characteristics and attributes** | * Personal credibility. A professional demeanour that generates trust and confidence. * Leads by example and possesses a high degree of integrity. * Sets themselves and others challenging but achievable objectives. * Challenges and confronts conflict, brokering solutions to achieve goals. * Looks to the future – can see the opportunities others might miss. * Applies concepts and learning from outside the sector; looking ahead over the long term to deliver improvements and avoid problems. * Not afraid to challenge performance and service delivery issues both with staff and contractors. * Always looks to drive value for money for customers and residents. * Politically aware and emotionally intelligent. | E  E  E  E  E  E  E  E  E | A I  A I  A I  A I  A I  A T I  A I  A T I  A I |
| **Additional Requirements** | Willingness to work outside of contractual hours in the evenings and weekends where necessary to fulfil the duties of the role.  To comply with the requirements relating to political restrictions for this role. |  |  |

# Health and Safety responsibilities for:

**Directors (second tier) Job Descriptions**

Health and safety responsibilities include:

* Overseeing the translation of the council’s health and safety policies, objectives and arrangements into operational practice within their respective directorate service areas.
* implementing corporate and directorate safety policies and supporting procedures within their service areas
* holding staff accountable
* ensuring risk assessments are carried out, reviewed and shared with all appropriate staff
* ensuring staff receive adequate information, instruction, training and supervision
* cooperate with trade union/safety representatives