

JOB DESCRIPTION

POST TITLE	Director of Housing Needs and Strategy
GRADE	C02
SERVICE AREA	Housing
DIVISION	Housing Needs and Strategy
REPORTS TO	Corporate Director of Housing
MANAGES/SUPERVISES	5 direct reports. Around 120 staff

PRIMARY JOB FUNCTION

1. We place high importance on strategic management and leadership skills. The person appointed will make a key contribution to the corporate leadership and direction of the Council as a member of the Senior Leadership Team and the Housing directorate's management team.
2. We are looking for someone who has achieved significant success in housing and homelessness, and can drive forward one of our highest corporate priorities on housing.
3. For us leadership involves driving strategy and change whilst keeping an eye on the detail in order to understand and drive performance improvement. We are looking for someone who can achieve this balance as well as create a collaborative, empowering culture for staff.
4. The person we appoint will be setting their sights high and will join us in wanting only the best for Islington and its residents.
5. This postholder will need to be a strong collaborator with experience of working with colleagues and partners to make a strategic contribution. The person appointed should be able to evidence your ability to gain the trust and support of leading Councillors, partners and senior managers.

DUTIES AND RESPONSIBILITIES

6. Working with the Corporate Director of Housing and the other housing directors, take responsibility for building a whole Council approach to deliver on the ambitions of our priorities on housing.

7. Manage budgets, monitoring expenditure and costs against delivery and realised benefits as the programmes progress, including maintaining robust risk management processes.
8. To ensure the Council has a fully funded and effective business plan for the Housing Revenue Account.
9. To ensure that the Council is fully compliant with housing legislation and regulation.
10. To ensure that there is effective scrutiny of the Council's housing activities by supporting formal scrutiny processes and co-production initiatives with residents and leaseholders.
11. To manage on behalf of the Council the complex and substantial £39m per annum PFI contracts with Partners for Improvement to ensure the highest possible standards are maintained for all their 6,000 tenants and leaseholders at best value. To manage the end of the PFI contracts in an orderly fashion in the best interests of residents, and managing risk to the Council.
12. To support the many (23) Tenant Management Organisations and Co-ops so they provide excellent services and good value, and taking effective action to ensure high standards of housing management, safety, and probity.
13. To ensure that housing strategies positively support the values and objectives of Islington Council and its strategic partners.
14. To develop, implement and review housing allocation policy to ensure it meets the greatest needs and offers the maximum degree of choice and mobility for Islington residents.
15. To deliver a Homelessness Strategy which prevents homelessness where possible and prevents unavoidable homelessness having a damaging impact on individuals or the wider community.
16. To work with housing colleagues, NHS and social care colleagues, and the third sector, to ensure there is an effective strategy for housing support to vulnerable residents.
17. To lead an inter-agency response to minimise rough sleeping and other street-based lifestyles that may lead to rough sleeping.
18. To ensure there is an effective strategy for the housing private sector, maximising access, security, affordability and the effective use of empty properties.
19. To lead all the Council's activities in respect of people who have No Recourse to Public Funds and support and integration for refugees and asylum seekers.

20. To advise and support members and colleagues across the Council in key developments and best practice in housing as the principal adviser on housing policy and strategy.
21. To ensure effective collaboration and partnership working between housing associations and between the Council and housing associations. In particular, to lead the housing association forum.
22. To represent Islington by leading or participating in sub-regional, London Councils, inter-borough and inter-agency initiatives and strategic developments. In particular, to lead sub-regional housing activity for all of North London to attract inward investment and co-ordinate response to housing needs, and to manage the co-ordinator of the North London Sub-Region.
23. To identify and build on synergies across housing and other Council services and partners to improve resilience, health, wellbeing and independence for local people.
24. To develop front-line services in line with the Council's overall vision, using digital tools to maximise accessibility and quality, while minimising cost and achieving best practice in service delivery.
25. To manage the Council's direct services to people in housing need, including housing advice, housing and homelessness assessment, choice-based lettings, mobility schemes and the provision of temporary accommodation.
26. To manage temporary accommodation provided directly by the Council, including all responsibilities for the build.
27. To ensure appropriate mechanisms and protocols are in place with Adult Social Services and Children's Services for effective liaison and discharging of statutory and joint obligations and duties. Specifically, to ensure that the Council complies with all its housing responsibilities under Children's legislation.
28. To contribute to the annual budget planning process, the long-term HRA business plan, the capital programme and the Council's Medium Term Financial Strategy.
29. To deputise for the Corporate Director of Housing on all matters as required.
30. To represent Islington Council externally as appropriate to the role, to ensure strong partnership working, strong public relations, and for other reasons as appropriate.
31. To play a visible leadership role corporately as a member of the Council's senior leadership team.
32. To ensure that duties are undertaken with due regard and compliance with the relevant legal frameworks and in accordance with Council policies.



Post holder Declaration

Name	
Signed	
Date	



PERSON SPECIFICATION

You should demonstrate on your application how you meet each of the following essential criteria. Please ensure that your address each one of the criteria as this will be used to assess your suitability for the post.

Service Area: Housing		DIVISION: Housing Needs & Strategy
Post Title: Director of Housing Needs & Strategy		Grade: CO2
REQUIREMENTS		
EDUCATION and EXPERIENCE		A/I/T*
E1	A substantial track record of success at senior management level of delivering sustainable service improvements in a comparable, accountable and customer facing organisation through partnership working with public, voluntary and private sector organisations.	A/I
E2	A record of achieving successful outcomes in a political environment, providing clear, balanced advice and guidance on strategic and operational issues.	A/I
E3	Demonstrable success in performance management, organisational change, contract and project management.	A/I
E4	A successful record of leading, motivating and managing a team of senior staff, to achieve continuous improvement.	A/I
E5	Demonstrable achievement of tackling inequality in employment and service delivery.	A/I
KNOWLEDGE, SKILLS and ABILITY		
E6	Ability to work collaboratively as part of the Housing Departmental Management Team, across the Council and with partners and stakeholders, to secure a shared and strategic approach and take joint responsibility for decisions as appropriate.	A/I
E7	Ability to manage and plan Housing budgets, including the Housing Revenue Account and capital programme to ensure that housing services can grow and are provided efficiently.	A/I
E8	Ability to develop and implement effective systems of performance management and measurement.	A/I



E9	A record of effective leadership and delivery at a senior level which demonstrates: <ul style="list-style-type: none"> • Taking corporate responsibility • Delivering results • Flexing style and approach • Providing systems leadership • Resilience, drive energy and enthusiasm • Motivating and Empowering / works through others 	A/I
E10	Effective personal style: <ul style="list-style-type: none"> • Is collaborative / team player • Is comfortable with complexity • Open and honest • Responsive and flexible • Good communicator 	A/I
E11	Ability to promote creative and innovative solutions, including the use of information and communication technology, within the Council and among partners.	A/I
E12	National and local political awareness and knowledge, particularly in relation to key policy and legislative changes affecting housing.	A/I
E13	Ability to research, forecast trends and developments, organise and communicate persuasively, both verbally and in writing, with Members, local residents, and other organisations.	A/I
E14	Displays an awareness, understanding and commitment to the mission and values of the Council.	
E15	Ability to meet out of hours commitments when required in connection with the responsibilities of the post.	
COMMITMENT TO EQUAL OPPORTUNITIES		
E16	Ability to adhere to the Council's Dignity for All policy.	A
SPECIAL REQUIREMENTS OF THE POST		
E17	This post requires a basic level of Disclosure & Barring Service (DBS) Disclosure.	
E18	This post is designated politically restricted.	
E= Essential D= Desirable		
*Assessed by: A= Application I= Interview T= Test		