

<b>Job Family Profile</b>	<b>Leadership – Role B</b>
<b>Job Title</b>	<b>Assistant Director Housing Needs &amp; Supply</b>
<b>Organisation Level</b>	<b>Tier 3</b>

### Job Family Description

Shaping services to achieve priorities through leadership of people and management of resources. Setting or influencing the future direction of the wider organisation. Role modelling corporate values and behaviours.

### Work Level Attributes

- Strategic leadership of total discipline or function. Focus is on dealing with future challenges rather than immediate business demands. Contributes to whole organisation strategy.
- Accountable for operations managed and delivered by Heads of Service at Tier 4.
- Resources must be planned, negotiated and allocated (*within* the function managed in the Housing Needs and Supply service) across timeframes that extend to several years. Able to start / stop and refocus projects in own area.
- Performance measured in financial terms and other key performance indicators.
- Goes beyond modification of what exists, which may involve fundamental realignment of managed assets and resources. Makes authoritative recommendations for organisation transformation.
- Collaborates internally and externally in order to lead, manage and deliver change set in motion by the level above. Nature of collaboration goes beyond day to day business and is likely to have a strategic impact across the whole organisation.

### Key Responsibilities

- Commission and lead the delivery of a broad range of services with high impact on the reputation of the council, to reflect current and anticipated need across the city / organisation, working with internal and external partners and stakeholders
- Provide leadership, motivation and vision for a large, diverse and complex service area or major function where priorities may be uncertain, conflicting and / or hard to define

- Lead service transformation in the identified service area(s) in order to raise the profile of the City and / or to deliver measurable performance improvement across the council
- Directly control large corporate / commissioning budgets for diverse services or have lead advisory impact on substantial corporate budgets to ensure best use of resources.
- Ensure provision of expert strategic and / or operational policy advice and formal recommendations consistent with agreed strategies and corporate plans.

### **Role Specific Accountabilities**

- Delivery of Corporate Plan, Homelessness and Rough Sleeping strategy and other strategic housing needs and supply priorities
- Strategic responsibility for ensuring delivery of comprehensive housing needs service including housing options and advice, housing allocations and homelessness prevention functions in line with legislative requirements and Council policy
- Lead and deliver strategies to minimise use of temporary accommodation through effective prevention and relief of homelessness
- Strategic responsibility to increase the supply of affordable housing available in the city through innovative development plans, partnerships and the use of resources.
- Establish and maintain effective working relationships with relevant internal and external partners to ensure that the housing needs of vulnerable people are appropriately met across all housing tenures
- Develop and deliver effective approaches to improve the quality of private rented sector housing in the city
- Provide strategic advice to the Council on all housing- related legislative and policy developments and ensure appropriate policy and process changes are implemented.
- Lead and develop a customer-focussed approach to improvement of services across Housing Needs and Supply

### **Key Personal Attributes**

- Significant experience at senior management level across a broad range of front line services or a major function
- Successful track record of delivering outcomes and shaping services for a local authority or other complex organisation within a pressurised political environment and financial constraints

- Extensive knowledge of the strategic challenges facing local government
- Ability to contribute to development of council strategy across all service areas
- Ability to build effective, collaborative working relationships with partners and stakeholders throughout the authority and across the city
- Experience of robust financial management of service or commissioning budgets Is able to apply commercial and digital principles to their work to achieve outcomes.

#### Role Specific Attributes

- Demonstrable and in-depth knowledge of housing policy and housing legislation
- Experience of delivering large and complex transformational change
- Experience of collaboration on complex issues with internal stakeholders and external partners, advocates and pressure groups who may have opposing views
- Ability to achieve change and improve public services in a highly complex political environment. Including working with councillors, committees, MPs and central government departments.
- Experience of leading and developing front line services in a complex industrial relations environment

#### General Accountabilities

- Uphold and promote the aims of the Council's Equality and Diversity policies to ensure non-discriminatory practices in all aspects of work. Ensure that equality and diversity are embedded in the way the directorate is led, managed and its services are delivered.
- To be accountable for safeguarding and effective exploitation of all data and information systems within the area(s) managed in line with corporate risk management protocols, and in collaboration with services across the organisation.
- To ensure that all operations are conducted in accordance with the council's Health & Safety policy and all relevant legislation, demonstrating leadership and commitment to continuous improvement in health & safety performance.
- Uphold the Nolan principals of which are the basis of the ethical standards expected of public office holders
- To participate in out of hours management arrangements as required by the needs of the service