

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Director of Housing Strategy	Grade:	DIR 3
Reports to (Designation):	Executive Director of Housing	Grade:	DIR 1
Directorate:	Housing	Section:	Housing Strategy

Main Purpose of the job:

To be responsible to the Executive Director for the leadership and strategic management of specific housing services within the Council which includes the Housing Needs and Refugee service, the Private Sector Housing Service and the Housing Partnerships and Service Improvement team.

To continuously improve service quality and outcomes and work corporately in contributing to the achievement of Lewisham's vision.

Summary of Responsibilities and Personal Duties:

Provide leadership and direction to staff within the Housing division which includes Housing Needs and Refugee services, Private Sector Housing team and Housing Partnerships & Service Improvement team.

Act as the Council's expert advisor on all matters related to private sector housing including private sector licensing and enforcement, housing assistance (disabled facilities grant) and all aspects of housing needs and homelessness policies, strategies and delivery.

Lead and deliver a Partnerships and Service Improvement Team that works across the whole directorate to develop key policies, data and strategies that support compliance with regulatory requirements and statutory data returns.

Develop strong working relationships with the Mayor and elected members, providing expert and specialist advice and support on areas within the scope of your responsibilities and help formulate Council objectives and policies in these areas

Ensure effective strategies and arrangements for delivering these services, responding to changes in local, regional and national Government policy, in particular developing and leading strategies to meet the requirements of new legislation and emerging policy.

Lead and develop the Council's housing function in relation to these services, ensuring Lewisham plays a leading role in developing and influencing regional and national housing policy.

Lead and manage the Council's relationship with external partners in the field of housing e.g. Registered Providers, to ensure the supply of quality housing to meet local needs.

Contribute to the overall corporate leadership and management of the organisation and the modern delivery and improved performance of its services

Develop clear performance management frameworks that encourages continued performance improvement and manage these systems to achieve high performance in all services

Manage the service budgets (circa £30m net) in accordance with council guidelines and to ensure that resources are controlled and allocated to optimise efficiency and effectiveness and improve the quality of service. This includes managing and reducing spend on temporary accommodation.

Develop an organisational culture which is positive, forward-looking, responsive to change, performance-driven and customer-focused and in which staff are valued and encouraged to innovate

Demonstrate commitment to equity and accessible services for all sections of the community. Ensure that policies valuing diversity and promoting anti-discriminatory practice are actively implemented and developed, both in services and in employment.

Represent the Council within and outside Lewisham, creating opportunities to enhance the Council's reputation, partnerships and services

Work as a member of the Directorate and cross-directorate management teams. Together with the ED and other members of the team, be responsible for the leadership, strategic management, planning, development, people management and financial management of the Directorate including the Housing Transformation Programme.

Deputise for the Executive Director and represent the Directorate, as required on corporate and external activities and groups

Management Roles & Expectations

As a Lewisham Director you will:

1. Ensure corporate and strategic modelling through demonstrating commitment to council values and translating the vision into strategic intent
2. Ensure performance and quality improvement through leading and nurturing others to lead and manage innovative approaches to achieving results
3. Ensure best use of resources through defining priorities and securing appropriate resources to achieve the Council's objectives
4. Ensure services contribute to the corporate whole through interpreting external needs and trends and creating synergies to achieve corporate goals

Business Continuity

5. Maintaining oversight of all service business continuity plans within your division, ensuring they are robust and regularly tested.
6. Ensure services within your division have plans in place to deliver what is required during an emergency and contribute to an efficient and effective council and multi-agency response.

To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

To carry out duties with due regard to the Council's values and behaviours

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET
THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff:

Title	Grade	No of posts
Head of Housing Needs & Refugee Services	SMG 3	1
Head of Housing Partnership & Service Improvement	SMG 3	1
Head of Private Sector Licensing & Home Improvements	SMG 2	1

Number of partially managed staff:

Title:	Grade	No of posts
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PERSON SPECIFICATION

Designation:	Director of Housing Strategy	Grade:	DIR 3
Reports to (Designation):	Executive Director of Housing	Grade:	DIR 1
Directorate:	Housing	Section:	Housing Strategy

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Knowledge	
Extensive, comprehensive knowledge and understanding of functional management and best practice relating to its application in a large diverse organisation.	S
An in-depth understanding of management concepts, practices and principles gained through experience of managing at a senior level, including knowledge of change management.	S
An in-depth and practical understanding of existing and pending legislation, issues and financial challenges facing the management of a local authority and specifically issues relating to the service area.	S
An understanding of the political interface in a local authority and the role and needs of elected members	S
An understanding of the relevant legislative, professional and policy issues facing the provision of housing services.	S
Knowledge of the relationship between performance management and continuous improvement.	S
Aptitude	
Strong personal commitment to improving local public services	
A strong commitment to probity, honesty and openness, treating people consistently, fairly and with respect	
To be persistent, tenacious, highly motivated and not easily discouraged	
Inclusive and supportive team player	
Personal authority and stature to lead by example, achieve successful outcomes and able to act firmly and decisively	
To work in a flexible, adaptable manner and to act with discretion and tact at all levels of contact	
Skills	To Be Tested – T
Skills can only be used as shortlisting criteria if the skill is to be tested	
A strong and highly motivated leader with energy and credibility who commands the confidence of Members, senior managers, colleagues and partner and stakeholders	
Ability to lead, coach, inspire and empower others to achieve their personal and organisational goals.	
Ability to build high achieving teams and relationships and achieve results through others	
Highly developed analytical and interpretation skills enabling judgements on a range of frequently	

highly complex and often conflicting facts and circumstances	
Strategic thinker, able to develop strategy and initiate and evaluate changes in policy and procedures.	
Ability to understand the view of service users and to improve their perspective	
Able to act both corporately and collaboratively	
Experience	
Senior management experience within a large organisation, with experience of leading, managing and motivating multidisciplinary teams to achieve high performance	S
Significant experience of developing and implementing strategies and policies in relation to housing services.	S
Demonstrable record of success in providing high quality service with experience in planning, managing and controlling complex work programmes	S
Evidence of influencing and negotiating at a senior level in delivering housing services to meet customer and service requirements	S
Experience of leading and managing change in service delivery	S
Evidence of having developed and delivered effective performance measures and a performance culture that achieves objectives and drives up standards of performance	
Experience at a senior level of strategic budget management, monitoring and control	
Equality & Diversity	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	S
Understanding of how equality and diversity relates to this post	S
Circumstances	
The role will require attendance to evening Council meetings on occasion	
Physical	
Generally candidates must meet the standard Lewisham requirements for the post	

DBS Disclosure Required **Basic** ☐ **Standard** ☐ **Enhanced**

(Tick as appropriate – guidance available from your HR Advisor, if a DBS is not required please leave boxes blank)