**Job Description and Person Specification Profile – Head of Housing Growth and Homelessness**

**Head of Housing Growth and Homelessness**

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| **Team:** | **Place** |
| **Service:** | Investment, Development & Housing |
| **Salary & Grade/Band/Pay Range:**  **Job ID:**  **Professional Grade Category:** | Grade M. SCP 52 £66,663 to SCP 55 £73,362  HH20 |
| **Responsible to:** | Assistant Director Investment, Development & Housing |
| **Contract Basis:** | Permanent |
| **Hours Per Week:** | 36 hours per week |
| **Working Pattern:** | Monday to Friday (flexible / hybrid working) |
| **Location:** | Main office Base / Home-working |
| **Probationary Period:** | 12 months |
| **Criminal records Check required:** | No |
| **Politically Restricted Post:** | Yes |

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| **What’s the post, and what are we looking for?** |
| **This Head of Department role is responsible for delivery of the Council’s Housing Strategy and the Council’s Housing Options service.**  **Main Duties and Responsibilities include:**  *This list is not exhaustive, and is an indicator of the key duties and responsibilities that the post holder will have, as opposed to a task list.*   1. To lead on, develop and implement the Council’s strategic approach and political priorities in relation to Housing. 2. Oversee delivery of Tameside Council’s Housing Strategy and Housing Delivery Programme, to accelerate residential growth in the Borough. 3. To develop and maintain positive working relationships with key partners, including Registered Providers, GMCA, Homes England, the private sector etc. 4. Manage regular Registered Provider forums that support the delivery of the Council’s Housing Strategy. 5. Have a detailed understanding of the housing development pipeline within the Borough. 6. Work with colleagues in the Planning Department to provide Housing advice on planning applications and s106 agreements. 7. Work with colleagues in Adult and Children’s services to develop and implement a Housing Sufficiency Strategy. 8. Work with colleagues in Strategic Property to develop a land disposal mechanism that utilises the Council’s land portfolio to meet housing need. 9. Identify, bid into and secure external funding from GMCA, Homes England and others to unlock public and private sites for development. 10. Oversee appropriate research, options appraisals, business case development, and other related project activity ensuring it is to a professional standard. Undertaking responsibility for the more complex work. 11. Attend external meetings where required and represent the Council to a high standard. 12. Build and maintain a network of contacts within Greater Manchester, to support delivery of the Council’s Housing Strategy. 13. Developing services which deliver the housing advice, homelessness prevention, welfare rights, debt advice and poverty prevention and the council’s priorities. 14. To provide a whole system approach to supporting the financially vulnerable, preventing homelessness, preventing poverty working with colleagues where necessary to achieve this aim 15. Design and commission services where relevant based on intelligence and the needs of the community, putting the customer at the heart of what we do. 16. Strategic management of commissioned services, linking with relevant officers in Planning and Commissioning 17. Developing the service in ways which contribute to a reduction in the demand for Council Services, increase self-sufficiency and resilience of residents of the Borough and reduce demand for specialist council services. 18. Developing Services in conjunction with other partners and in particular social landlords, the third sector, and public service partners and ensure stakeholders are fully briefed, engaged and involved in the delivery of the service. 19. Working with and advising the Director, Elected Members, and Assistant Director on aspect of the Service area activities. 20. Developing new ideas to support service improvements and efficiency and delivering a continuous improvement culture in the Service Area. 21. Developing a strong change management capability within the Service Area to ensure services support vulnerable residents. 22. Ensure provision of statutory duty with regard to prevention of homelessness, asylum and welfare services is discharged in accordance with relevant legislation/regulations 23. Ensure all commissioning and procurement is undertaken in accordance with Tameside Procurement Standing Orders 24. Report writing to a high standard and presentation to Councillors, and relevant Officers within the Council. 25. Develop and implement strategies, policies and procedures within the Service Area to ensure effective service delivery. 26. Ensure that budgets are effectively managed. 27. To deputise for the Director and Assistant Director as required 28. Contribute to the strategic management and development of the whole of the Stronger Community Services. 29. Manage, lead and motivate staff within the Service Area and be responsible for ensuring relevant briefings, training and development of staff. 30. Ensure that the service complies with all equality policy and guidance and positively promotes community cohesion in the borough. 31. Comply with all Human Resources and Business Planning requirements including workforce development issues, training and profiling. 32. Perform any other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.   The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post. |

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| **About you** |
| **Your essential qualifications**   * Educated to degree or equivalent   **Your essential skills, knowledge and experience**   * An excellent track record, experience and knowledge of working in this arena and of delivering successful outcomes and projects within a relevant field. * A can do, positive outlook with the ability to engage and bring others with you. * Excellent leadership and management skills. * Evidence of continuous professional development. * Successful record of engaging effectively with others, building productive working relationships, including with partners across the public sector. * Demonstrate experience of effectively managing budgets with regard to value for money, including changing the nature of services to reflect changing needs and service requirements. * Demonstrate ability in the presentation of reports/information to a wide range of audiences and forums. * Experience of motivating and managing a team to ensure effective service delivery for customers within budget constraints. * Knowledge of available resources and roles of partner agencies * Understanding of the needs of vulnerable customers * Understanding of legislation relevant to the role – housing, homelessness, welfare benefits and debt * Problem solving and negotiating skills with the ability to produce practical and creative solutions. * IT systems, Microsoft Office packages * Ability to research/gather evidence, evaluate and use to make judgements and recommendations * Ability to negotiate with partners to achieve the most efficient outcome for the Council and customers to the service * Ability to work on own initiative without supervision * Excellent organisation skills with ability to meet tight deadlines * Experience of developing strategy, policy ensuring all relevant stakeholders are involved. * Knowledge of the major developments and issues facing local government as appropriate to the service area and an understanding of the political context within which local authorities operate. * Ability to work across functional and organisational boundaries, managing multi-functional projects. * Demonstrate a strong understanding of and commitment to the principles of equality and diversity. * Display high standards of integrity and personal and professional performance. * Encourage innovation and ideas from the team ✓ * Ability to work under pressure * Ability to build productive relationships with a range of stakeholders and partners across and outside the organisation.   **If you have the following experience or qualifications – then that’s great!**   * Management qualification |

**Our employees’ skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.**

**What can you expect from us?**

* A fair salary and benefits
* Opportunities for good health and wellbeing
* Help you to grow, develop and to do your best
* Enable you to be creative and innovative
* Fully involve you in changes that affect you and your work
* Listen, and act on your ideas and feedback

**Working together, we are proud to work for Tameside**

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

**TRUST**

Trust is placed in us and we have trust in those that lead us. We feel empowered to support our residents and communities.

**SUPPORT**

We work in a supportive environment and actively encourage supporting each other to bring about innovation, improvement and sustainability. Good health and wellbeing is important to all of us.

**INTEGRITY**

We conduct ourselves and our services with honesty and fairness, modelling strong ethical and moral principles to ensure outcome driven results for our residents and communities.

**RESPECT**

We relate to others in ways that we want others to understand and relate to us. The behaviour that we model sets what we expect.

**VALUE DIVERSITY**

We are all recognised for our diversity, , commitment, skills and achievements and will challenge inequalities.

**ENGAGE**

We experience consistency in our everyday work; by being involved and having good quality and timely communication across the whole organisation. Our leaders are accessible and open to discussion.

**As well as making a difference to your community and working for one of the highest performing organisation’s in the country, here are some other reasons we think you should consider a career with us:**

You will have an **induction** that will help you to understand what to expect once you start, how the organisation works and how your post contributes towards the Corporate Plan ‘Our People Our Place Our Plan’ aims and aspirations for the area.

The plan is structured by life course – Starting Well, Living Well and Ageing Well, underpinned by the idea of ensuring that Tameside is a Great Place, and has a Vibrant Economy. Tameside has a genuine **commitment to equality of opportunity** for its employees and citizens.

A comprehensive **workforce development programme**, leadership development programme, as well as an aspiring manager programme.

**Up to 30 days leave per year** depending on pay grade/band, in addition to statutory bank holidays. We also operate a **Holiday Purchase scheme.**

The commitment to improving the **work-life balance of employees** with a number of supportive procedures promoting, various types of flexible working. Along with, many family friendly policies in place, including generous schemes covering maternity, paternity, shared parental and adoption leave.

Tameside Council employees can join the **Local Government Pension Scheme (LGPS).** More information about GMPF and LGPS pensions can be found at [www.gmpf.org.uk](http://www.gmpf.org.uk). Teachers can join the **Teachers’ Pension Scheme**.  More information on this scheme can be found by visiting [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk/).

Tameside offers a range of salary sacrifice schemes, plus a number of other **staff benefits** including discounts at local shops, restaurants, health and fitness clubs and much more.