

Head of Communities and Housing

Responsible To:

Director of Communities

Responsible For:

Communities and Housing Service

About the job:

As the Head of Communities and Housing, you will be responsible for leading the Council's work in building community resilience alongside its statutory housing functions of homelessness and adaptations. You will lead work on community hubs, community development and emerging work on social prescribing, developing the Council's asset-based approach to supporting our residents. As part of the council's approach to improving health and well-being, you will also lead the council's Active Health team.

In addition, you will manage the Council's leisure centre contract.

Role:

Be the Council's lead for community engagement and development; including developing tools that help the Council to increase volunteering and promotes good health and wellbeing

Ensure that the council's community hubs work effectively, encouraging local decision making, engaging Members and residents

To lead the council's strategic housing team; supporting the delivery of work around adaptations, home improvements and energy efficiency in partnership with other public services.

To be the Council's lead officer for managing the contract for managing the Council's leisure centres.

To lead the council's homelessness service, ensuring it meets the council's statutory obligations and effectively supports residents.

To be responsible for the social prescribing and multi-agency referral mechanisms coordinated by the Council.

Lead the council's Active Health team, delivering high-quality programmes that promote increase physical activity across the borough

Responsibilities:

Line Management:

- You will manage individual and team performance to ensure that agreed targets and outcomes are achieved and that quality services are provided at all times, in line with our HR policies
- You will be responsible for all aspects of staffing matters related to the team including recruitment, appraisals, absence management, capability and discipline
- You will participate in and deliver staff development activities as required

Corporate:

- Carry out your duties and responsibilities in line with Health & Safety Policies and associated legislation
- You will actively promote customer care, value for money and performance management
- You will manage organisational risk effectively and ensure effective governance around decision making
- Your duties will be carried out in line with our equality scheme
- You will be compliant at all times with GDPR and data protection legislation
- You will constructively participate in communication and promotional activities
- You will promote an environment of continuous learning & development and professional behaviour in line with the organisation's values and behaviours
- You will manage the budget in line with the organisation's Financial Regulations.
- You will effectively manage and support change
- To ensure that all activity complies with Standing Orders and Codes of Practice
- You will contribute to the Council's Emergency Planning arrangements.

Organisational:

- You will be committed to the council's vision, values and associated behaviours, including trusting and empowering staff and colleagues. You will know what your team's role is in delivering this.
- You will understand and communicate the Council's plans ambitions and position to your team, supporting your team's understanding and engagement in delivery.
- You will create an inclusive culture which provides opportunities for everyone to participate and progress in
- You will have effective relationships across all Directorates, with stakeholders and external partners to ensure the council's priorities and objectives are met.
- You will positively promote and represent the Council at all times
- You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role

What the successful candidate will have:

Qualifications

- Relevant degree or equivalent experience
- A current full driving licence or equivalent mobility
- Evidence of continuing professional development

Experience

- Previous experience of working as part of a leadership team
- Effective management of staff
- To work with elected members to support the democratic process, provide advice and guidance as appropriate
- Experience of actively assisting in the research, preparation and monitoring of development policies and strategies
- Contract letting, bidding processes, formulation and contract agreements
- Partnership working and service delivery through partnerships
- Experience of contributing to the maximisation of external funding from partners or grant schemes.

Knowledge

- Significant knowledge and understanding of at least one of the services under the remit of the post.
- Knowledge of funding sources for community related projects and activities