#### **Role profile**

**Job Title: Head of Partnerships and Supply**

**Post Number: 202852** **Grade: HMG1**

**Directorate: Housing, Planning and Environmental Services**

**Service: Housing Development and Supply**

**Reports to: Assistant Director Affordable Housing and Capital Projects**

**Posts directly managed:**

**Senior Development and Supply Manager (HMG2) x 1**

**Development Manager (PO7) x 1**

**Housing Development and Supply Officer (PO4-PO6) x 5**

**Apprentice (S02) x 1**

**PURPOSE OF ROLE:**

To provide strategic leadership in shaping and growing the availability of affordable housing through a wide range of new housing solutions.

To lead on the council’s own pre-contract aspects of the new housing development programme including GLA funded schemes and identify further development opportunities in partnership with key stakeholders, to further the availability of housing supply across tenures and secure a pipeline of development opportunities to meet the council’s housing need and Commitment to build and buy 2,000 new homes during 2022-26.

To be responsible for negotiating all Affordable Housing within Borough to meet housing need.

To be responsible for managing the pre-contract team in securing affordable housing, dealing with all technical planning, legal and contractual matters of residential property including being responsible for a programme of this size and complexity, all in line with corporate policies and procedures within agreed deadlines.

To engage in developing advance partnership working with other local authorities, registered providers, contractors, developers and landowners etc, in order to secure new means of development and deliver new sources of cost-effective council housing.

**KEY ACCOUNTABILITIES**

**Corporate**

1. To be responsible for negotiating all Affordable Housing within the Borough, ensuring that schemes meet identified housing need.
2. To be responsible for achieving the corporate targets for new housing as set out within the Local and Corporate Plans, currently the Councils Pledge to secure new affordable homes, all in accordance with the Councils overall policies.
3. To work with key stakeholders, local residents, voluntary sector, developers, registered providers, GLA and other local authorities to develop creative and innovative new ways of funding and increasing cost effectiveness of new council housing developments.
4. To liaise with senior officers at all levels in Housing, Finance, Procurement, Leisure, Legal, Corporate Property and other directorates with regards to the delivery of all capital and revenue on projects allocated including advice on technical and construction issues.
5. To promote a positive image of Hounslow as a development partner and represent the Council at local and national level, attending and presenting at such conferences, seminars and working parties as may be required.
6. To act as the source of expertise within the department for housing development, planning and delivery of housing, effectively managing and pro-actively seeking development delivery opportunities in conjunction with other services across the council, and externally with key development partners. (e.g. GLA, RPs, property developers, housing associations, etc.).
7. To be responsible for managing land and property acquisitions, including acquisition of temporary accommodation units in bulk.

1. To be responsible for negotiating the affordable housing content of S106 Agreements with developers, in a timely and effective way, ensuring that the Council’s interests are protected.
2. To be responsible for agreeing and legally documenting Nomination Agreements, in a timely and effective manner which secures the maximum level of nominations for the HIPS service to allocate in to.
3. To be responsible for providing professional advice to Councillors and other senior executive officers on relevant areas of service delivery and policy, ensuring compliance with legislation and the Council’s constitution, financial regulations and standing orders.
4. Contributes to the provision of corporate and innovative leadership across the council, developing a coaching culture, leading transformational change as well as incremental continuous improvement.
5. To assist the Housing Director and Housing Assistant Directors within Housing services in the formation of corporate documents such as One Hounslow projects, Service Plans, Housing Strategy, Corporate Plan and other corporate objectives.
6. Use project and programme management techniques to supervise the delivery of multiple schemes of regeneration, redevelopment and construction of new-build council on behalf of the Council’s HRA.
7. To be responsible for undertaking effective and productive regular supervisions, annual performance development appraisals, target setting and devise learning and development plans for all direct reports. Be responsible for the tasking and day-to-day line management of all direct reports; ensure that their training and other needs are met to ensure that they are able contribute fully to the department’s work plans.
8. To be responsible for the development of costings and progressing of inputs to the HRA business plan through its annual monitoring, review and development in close liaison with colleagues in finance.
9. To participate in the Council’s emergency planning and responses to emergency situations when required to do so.
10. To work flexibly across the service area and with partners to achieve the objectives of the Council.
11. To assist in the conduct of elections when required to do so.

**Functional**

1. To be responsible for the pre-contract aspects of the new housing development programme including GLA funded schemes and identify further development opportunities in partnership with key stakeholders, to further the availability of housing supply across tenures and secure a pipeline of development opportunities to meet the Council’s Commitment to build and buy 2000 new homes during 2022-26.
2. To be responsible for the supervision, guidance, coordination and monitoring of the work of development officers to plan, commission and secure a range of housing developments projects, which can cater for a wide variety of resident housing needs, including tenants, sheltered tenants, mixed tenure residents, leaseholders or freeholders.
3. To be responsible for the management of new scheme updates to the annual HRA Business plan, including monitoring key performance indicators and identifying and agreeing a future development pipeline by taking a creative and innovative approach to securing opportunities for the Council to build and own more new homes.
4. To ensure that newly designed council housing achieves a designed zero carbon level and meets high levels of sustainability and environmental standards.

1. To be responsible for the develop and implementation of a new build procurement strategy to enhance the effectiveness of the Council’s new house building programme.
2. To be responsible for identify funding streams for future development, through writing bids and partnership working, ensuring obligations to the funder are met for new homes bonus, S106 funds, GLA grant and Right to Buy receipts, promoting the Council’s reputation as a credible investment partner.
3. Responsible for the leadership and management of staff within the service and to ensure performance management arrangements are in place to translate strategic aims into operational practice that will achieve continuations improvement of the service.
4. To motivate, manage and lead the team through coordinating and monitoring work and training programmes, setting clear priorities, objectives and expectations, maintaining high customer service standards, meeting deadlines and financial targets.
5. To act as the Contractual Relationship Manager with the GLA. Ensure overall delivery of the Council’s GLA grant programme and compliance with contractual funding obligations in order to sustain the Council’s Investment Partner Status.
6. To monitor other Service teams who are responsible for other specific GLA grant allocations and respond to identified risks to grant funding take-up.
7. To manage and guide senior development & Supply officers to assess the viability of proposed developments by applying expertise to formulate key performance indicators and use specialist tools to test assumptions for cost and value, to ensure efficiency and produce thorough and auditable appraisals (such as Proval).
8. To manage and guide senior development & supply officers to analyse and regularly review building techniques, such as quick building practices like modular construction, in order to enhance the Council’s new and future home building programme, by ensuring it better meets local housing demand.
9. To develop and maintain strong working relationships with key development stakeholders including contractors, developers, housing associations to further drive and seek to increase the availability of housing supply through initiatives such as joint developments or joint projects to deliver right to buy replacement properties on behalf of other boroughs.
10. To lead and broker initiatives and foster the provision of a wide and graduated range of complex housing projects with a range of partners from major land owners to multi-national developers.
11. To use project and programme management techniques to supervise the delivery of multiple projects/schemes by contractors and developers, coordinating with them to ensure the timely availability of funding and that works are completed on time.
12. To use appropriate programme management techniques to monitor and coordinate the delivery of an extensive programme of varied and complex development schemes, including estate regeneration, in-fill sites, garage sites, land assembly and mixed-use schemes, ensuring that risks and budgets are accounted for.
13. To be responsible for external grant funding for Housing building programme.
14. To be responsible for the effective management of public consultations on new development schemes and apply detailed knowledge of the planning system and planning requirements to secure planning consent. Handle the decanting process, as appropriate, on regeneration and redevelopment schemes of existing housing stock.
15. To lead on the submission of future bids for external funding on behalf of the Council, ensuring a systematic and co-ordinated approach to securing successful bids and income to further housing supply opportunities.
16. To ensure that relationships with a full range of partners are developed and improved to enable the council to maximise the provision of affordable housing from all contacts especially GLA and MHCLG.
17. To deputise and represent the housing department and Council at stakeholder networking events, such as those run by the GLA, London Councils, WLA, central government or performance improvement organisations. Work to develop and improve relationships with a full range of partners, so that the council can maximise value from all contacts.
18. Undertake regular supervisions, day-to-day tasking, feedback on performance and mentoring/training of direct reports, as appropriate. Ensure annual performance development appraisals are completed alongside learning and development plans and any HR issues are dealt with, as they arise.
19. Assist the Assistant Director of Housing Development and Supply with business planning and the ongoing financial monitoring of delegated staffing and project budgets.
20. Understand that job descriptions are fluid and subject to regular updates to reflect the needs of the service, residents and wider Council priorities; undertake other duties that are commensurate with the grade of this post, as required.

**These are the values that drive us:**

**Lead with heart**

We’re here for the people of Hounslow. We work together with them and for them with care and compassion, with patience and in partnership. We put ourselves in other’s shoes, remembering that every person is different, and every interaction is a real moment in their lives. We always feel first.

**Do new**

We need to do things differently if we’re going to help Hounslow people thrive in the future. Hard work is important but it’s not enough on its own. We need to challenge ourselves to break new ground, invent new approaches, try new ideas keep moving forward and keep improving. That means being ready to stop doing things we’ve done before. It means taking on risk and backing each other when we take a leap.

**Pass on the power**

The world keeps on changing and we need to change with it. We won’t be able to adapt fast enough to the future needs of our residents if we stick to old fashioned command and control. We need to hand over responsibility and give people more power to make decisions and take action themselves. It’s about being transparent and straightforward. It’s about providing tools and support. But most of all, it’s about being ready to trust each other to do the right thing.

**Harness the mix**

We work together, across disciplines and roles. We talk lots, share our insights, our skills and experience. We’re not interested in siloes or defensiveness. We’re always open to different approaches, we’re flexible and ready to adapt. We break down the barriers between our parts and people to unlock the problem-solving power of our amazing mix of minds.

**Be a rock**

There’s lots to do and people need us. It’s up to us to take the initiative. To take responsibility. To stand up and be counted. Everyday. It’s about being super focused, effective and efficient. It’s about allocating our resources smartly and with good rationale – using data to help guide our decisions. But most of all, it’s about having the strength and determination to keep on going through thick and thin.

**The top 5 things about you that are most important:**

Ability to think laterally and develop creative and innovative solutions to problems and improvements to the current processes with enthusiastic and positive approach to delivering high quality services.

Able to demonstrate excellent standards of written and verbal communication, both Plain English for residents and to a relatively high standard of complexity, suitable for technical reports internally or submission to members.

Ability to manage own workload and supervise the work of others in a high-pressure environment, striking a balance between ensuring delivery and responding flexibly to the changing needs of the service.

Proficient in the use of IT systems including advanced experience of using Excel or other equivalent data analysis tools.

Ability to work under own initiative, support colleagues including delegation and supervision of line management reports, or work as part of a larger corporate team, as necessitated by the needs of the service.

**Qualifications and Experience:**

Professional Qualification or Degree in a construction related field, or minimum 5 years equivalent relevant experience in delivering on large scale development programmes.