

Job Description

JOB TITLE	DIRECTOR OF HOUSING AND COMMUNITIES
GRADE	D2
REPORTING TO	CHIEF EXECUTIVE
JD REF	LEAD0062

PURPOSE

To provide strategic, corporate and operational leadership for a broad portfolio of services that supports residents, strengthens communities, improves housing outcomes and promotes health, wellbeing and inclusion.

To lead the development and delivery of the council's housing and communities' strategy, ensuring that services are modern, inclusive, financially sustainable, resident-focused and aligned to the Council Plan, Medium-Term Financial Strategy, statutory duties and wider place-based priorities.

MAIN DUTIES AND RESPONSIBILITIES

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

Service Specific Duties:

Key Services Responsible for and Operational Oversight:

- Strategic Housing
- Resettlement
- Housing Adaptations and Disabled Facilities Grants
- Leisure Services
- Libraries
- Community Hubs (where required)
- Community Development and Engagement including Community Safety
- Corporate Resilience and Emergency Planning
- Partnerships with registered providers, voluntary and community sector organisations, health partners and regional bodies

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FOCUSED****PROFESSIONAL**

Strategic Leadership:

- Provide visible, credible and values-led leadership across services.
- Lead the development and delivery of the Council's strategic approach in the areas as defined and responsible for.
- Act as the Council's senior professional adviser where required.
- Provide clear strategic advice.
- Ensure Council's strategic housing, communities, leisure, libraries and community hub priorities.
- Translate complex national policy, local evidence, community priorities and political objectives into deliverable plans and programmes.
- Lead the delivery and strategic oversight of programmes while ensuring strong governance, legal compliance, risk management and financial control.
- Maintain a strong delivery culture, ensuring that projects progress at pace and key deadlines are met.

Governance, Risk and Compliance

- Ensure that governance, risk and compliance is adhered to and followed for all Council plans and programmes.
- Ensure all activity complies with statutory requirements, the Council's constitution, financial regulations, procurement rules and scheme of delegation.
- Maintain robust governance where necessary.
- Ensure effective management of legal, financial, delivery, reputational and political risks.
- Oversee the preparation of high-quality reports for Council, committees, scrutiny and external funders.
- Ensure decision-making is transparent, evidence-based and properly documented.
- Provide assurance on project delivery, budget control, benefits realisation and risk mitigation.
- Ensure effective audit, compliance and performance management arrangements are in place.
- Manage sensitive matters accordingly.

Financial and Commercial Management:

- Hold accountability for financial, commercial management and budgets.
- Develop commercially sound business cases.
- Identify funding opportunities and maximise external investment.
- Ensure effective financial appraisal, viability assessment and option evaluation.
- Lead negotiations as required.
- Ensure contracts, grants and funding agreements are managed effectively.
- Deliver agreed budgets, savings, efficiencies and any transformation requirements.
- Ensure financial risks are identified, escalated and managed.



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Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.
- As a Chief Officer of the Council, meet all legal responsibilities in relation to the health and safety obligations set out in the Council's health and safety policy.
- As a Chief Officer of the Council, actively promote and role model the Council's targets and aspirations, in relation to climate change and reducing carbon emissions.

Other:

- Any other duties commensurate with the grade as directed by the Chief Executive.

ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

- Degree-level qualification or equivalent senior professional experience in a relevant discipline.
- Evidence of continuing professional development.
- Significant knowledge of local government, public sector governance and democratic accountability.
- Detailed understanding at a strategic level of the areas covered by this post.
- Knowledge of statutory duties where applicable.
- Understanding of different service models.
- Strong understanding of financial management, commissioning, procurement and contract management.
- Knowledge of transformation, performance management and service improvement methodologies.
- Operating at Director or demonstrable ability to work at this level.
- Managing politically sensitive and high-profile services.
- Working effectively with elected Members, senior officers, partners and communities.
- Delivering strategic change, service redesign and transformation.
- Manage budgets, resources and risks effectively.
- Leading multi-disciplinary teams and senior managers.
- Developing and delivering strategies, policies and service plans.
- Improving performance and delivering measurable outcomes.
- Building effective partnerships across agencies and sectors.
- Effectively managing risk, governance and statutory compliance.
- Engaging with communities and embedding resident voice in service design.
- Lead complex change and manage competing priorities.
- Use data, insight and evidence to drive decision-making.
- Build high-performing, inclusive and accountable teams.
- Work collaboratively across organisational and professional boundaries.
- Demonstrate resilience, political awareness and sound judgement.
- Translate policy and strategy into practical delivery.



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- Maintain focus on residents, communities and outcomes.

ADDITIONAL INFORMATION

- Ability to travel across the Borough and work from various locations.
- Work hybrid, with a flexible working approach to accommodate service needs.
- Expected to work from a fixed location (subject to change).
- On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.
- All Senior Leaders are requested to participate in the Council's Senior Duty Officer rota or any other rota as required.
- This post is politically restricted.

Health & Safety Considerations:

- Work with VDUs (Video Display Unit) (>5hrs per week)
- Exposure to persons with challenging or aggressive behaviour

DATE OF APPROVAL: July 2026

APPROVED BY: MATTHEW BENNETT (CHIEF EXECUTIVE)



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