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|  Role Profile

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| **Job Title:** Housing Development and Asset Manager | **Role Profile Number: SBC\_11946** |
| Level: 11 | **Date Prepared**: 21 Sept 2023 |
| **Directorate/Group:** Adult Social Care, Public Health and Housing | **Reporting to:** Head of Housing Commissioning and Strategy |
| **Structure Chart attached:** |  |

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| **Job Purpose**At Swindon Borough Council, we are committed to serving our residents, businesses, and communities. This role plays a key part in our ongoing Housing Development Programme and our Asset Management Strategy, which currently boasts £85m in investment in our council housing stock over the next 5 years and a further estimated £75m investment in new homes over the same period. Continued investment enables the generation of approximately £50m in gross income. The post holder will be responsible for delivering high-quality, efficient, and value-driven housing development and asset management services. Your contributions will bolster the Council's Housing Revenue Account financial sustainability, continue to deliver the Decent Homes Standard for our tenants and actively support the social, environmental, and economic development of our communities. A key part of the role will be supporting the delivery of regeneration projects within Swindon both on Council estates and in other areas of the town. The post holder will ensure the Council’s strategic direction and policy on new affordable housing is regularly reviewed and that appropriate research is commissioned to inform the Council of its responsibilities to house those in the greatest need.The post holder will be the authoritative point of contact for all providers of affordable housing, including Registered Providers, housing developers, consultants to the house building sector, other statutory bodies including the Bath, Swindon and Wiltshire Integrated Care System, as well as for our inhouse Adults and Children’s Social Care team’s housing development needs. Importantly the post holder will be the Council’s relationship manager with Homes England, as well as the Department of Levelling Up and Communities in relation to the provision of additional affordable housing and asset management. The post holder will be responsible for Strategic Asset Management returns to the Regulator of Social Housing.You will lead on the key strategic aims of these functions, contributing to the wider related social housing aspects of the priorities set by the Council. Supporting the delivery of the Council’s 3 Missions, to Combat Inequality, Build Back a Better Swindon and Achieve Net Zero. You will be politically astute, advising and supporting Members of the Council both at Ward and Cabinet level. This role also works with the Director of Housing and senior Housing team to develop service improvements, both within your own operational field and providing support to others to improve their operational activities. **Key Accountabilities*** Ensure the delivery of high quality housing based regeneration within Swindon that reflects Council priorities
* Year on year programme of asset management initiatives in accordance with Housing Asset Management Strategy
* Developing and maintaining the Councils’ Housing Asset Management Strategy to ensure compliance with the Decent Homes Standard
* Preparing forward work plans for the investment in the housing stock
* Preparing portfolio performance data
* Responsible for overseeing all investment and development programme budgets
* Providing expert professional advice on housing development and asset management to the Council
* Leading and developing the Housing Development and Asset Management Team, as well as assisting in the development of the wider Housing Management Team.
* Establish strong relationships with Homes England to maximise the amount and the full potential of Affordable Housing Grant in Swindon.
* Apply for and co-ordinate any bids for Government funding for affordable housing and investment grants for the existing housing stock
* Direct the management of the Empty Homes function for the Council in partnership with other Directorates to ensure the reduction of empty private sector property in Swindon
* Take a lead role on consultations held with local resident and community groups as well as Ward Members particularly where contentious development sites or sensitive issues are involved
* Ensure the Town Planning function of the Council is fully informed of the needs for affordable housing. That Planning Officers are advised on applications coming forward that meet the requirement for a proportion to be delivered as affordable housing under the current Planning Guidance and that the Local Plan is updated in respect of changing housing needs and the ability of the housing market to meet these needs
* Promote low cost home ownership initiatives and ensure access to the variety of products available for interested households
* Represent the Council at national, regional and sub-regional groups and events as appropriate
* Set out a road map that enables the Service to receive successful external funding bids for development and investment opportunities in the housing stock
* The post holder is a member of the Housing Management Team, a senior appropriately qualified professional who will deputise for the Head of Housing Commissioning and Strategy as well as the Director of Housing as required
* To work with all statutory and voluntary agencies as relevant and to represent the Housing Service at Policy Committees, Cabinet and similar forums to give advice on housing and present reports as required

**Supplementary Accountabilities*** Manage formal responses to Members of Parliament, Members of the Council and the public and ensure the replies are sent within the targets set by the Council
* Lead on the setting and collecting of agreed performance targets, including Government returns and benchmarking
* Manage all applicable budgets and control expenditure strictly in accordance with delegated authority and the Council’s Financial Regulations
* Recruit, motivate and develop staff within the team to maintain an effective workforce capable of meeting the Council’s Vision and behaviours
* Participate in equality and diversity training, information briefings and events as and when required as part of continuous professional development
* Promote equality and diversity best practice in all areas of work
* Ensure that any identified personal training needs are discussed with your immediate

Line manager including being appraised in accordance with the Council's Performance Appraisal scheme* Undertaking any other duties that can be accommodated within the grading level of the post

**Knowledge & Experience***Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this*:* Senior role within a housing organisation
* Significant experience of managing budgets
* Deep expertise in their area, in addition to detailed knowledge of policy issues in social housing and developments/emerging trends in the broader social housing and public sector
* Ability to scan the long-term horizon and understand implications of broader national, regional and local government trends for the service
* Ability to conduct systematic reviews of the application of risk management policies, procedures, and systems across a unit/department/function and of making evidence-based recommendations on appropriate improvements or amendments
* A proven commitment to partnership working and engaging service users in service development
* Significant experience of managing staff in a senior role
* Strong organisational and political awareness, drawing on experience of working with elected members and interest groups to build consensus and shape services
* Report writing and presenting reports
* Significant experience of working with tenant or resident groups
* Ability to influence and change behaviour, inspiring others to work toward a vision, through effective relationships building across the Directorate and wider organisation, and with external partners
* Strong influencing skills at all levels
* Innovative and ability to recognise and develop potential for doing things differently

**Preferred*** Experience of equal opportunity issues
* Experience of Microsoft packages and operational knowledge of a landlord or asset management information system application
* Significant experience of involvement with multi agency strategic partnership meetings including Children and Vulnerable Adults
* Management qualification

**Qualifications** * Professionally qualified with a Level 5 or above Chartered Institute of Housing qualification or equivalent
* Chartered Member of the Institute of Housing or equivalent
* Current Driving Licence

**Decision Making*** Managing and making decisions on processes and procedures and implementation of policies
* Management of staff and allocation of workload
* Recommendations of policy changes to Cabinet Member and Director of Housing
* Staff recruitment
* Changes to working practices
* Contract management

**Creativity and Innovation*** Improving practices and performance
* Communications to customers including using social media and website
* Staff development

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| **Job Scope****Number and types of jobs directly managed*** See structure chart. Direct reports include 4 x Level 10 senior practitioners

**Typical tasks supervised/allocated to others*** Delivering and commissioning affordable housing development schemes
* Drafting key housing policy statements on affordable housing and asset management
* Communication plans and public consultations
* Operational and strategic management of private empty homes
* Day to day commissioning oversight of the Housing Capital Programme, circa 17m pa
* Delivery of service improvement projects
* Monitoring and delivery of an Asset Management Plan
 | **Budget Holder Yes****Responsibility****Asset Responsibility**: | Affordable Housing Capital Programme £15m paHRA Housing Investment Programme £17m paStaffing circa £200kAsset Management of 10,300 council homesIn flight development programme (up £30m) |

**Contacts and Relationships** *(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)** Producing policies, writing complex reports and business cases
* Giving specialist and general housing advice to the organisation, presenting information to formal groups including elected Members and Committees, influencing policy, negotiating on behalf of the Council
* Working in a collaborative manner with external and internal customers, including contractors
* Working with tenants and other community groups to help solve complex neighbourhood challenges

**Values and Behaviours**We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours , this means in our work :At Swindon what we do really mattersWe love ‘our’ Swindon. We want the best for it. We turn up each and every day to have impact, a place and people to be proud of.At Swindon we do things rightWe are accountable to our residents and ourselves to make the best decisions we can, to try new things to make Swindon thrive now and in the future.At Swindon we make it happen togetherWe work together, with our communities, across the Council and with our partners to get the best we can collectively for Swindon.We will deliver this through a commitment to our behaviours which are:Delivering performance and resultsCollaborating and innovatingLeading self and othersActing in a fair, ethical and authentic way, demonstrating mutual respect and **Other Key Features of the role** (working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).Requirement to attend housing development and improvement works sites, complying with Health and Safety Requirements in such an environment including the observance of PPE |
| **Employee Signature:** | Print Name: |
| **Date:** |  |
| **Line Managers Signature:** | Print Name: |
| **Date:** |  |

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| Corporate Director |
| Signature: | Date |