

# CHIEF OFFICER JOB DESCRIPTION

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POST REF:	S-HVS-AA003
DESIGNATION:	HEAD OF HOUSING & BUILDING SERVICES
GRADE	CHIEF OFFICER
RESPONSIBLE TO:	DIRECTOR OF ENVIRONMENT AND HOUSING SERVICES
DIRECTORATE:	ENVIRONMENT AND HOUSING SERVICES
LOCATION:	THE ALPS DEPOT

## **A/ MAIN PURPOSE OF POST**

- 1 To act as the Head of Service for the relevant service area
2. To work with the Director to provide leadership, management and strategic direction for the Directorate.
3. Deputise for the Director as required
4. Work with and support Cabinet Members, Scrutiny Members and all Elected Members in their wards.
5. Contribute to the effective strategic management of the Council and the Directorate of Environment and Housing Services as a member of the Directorate Management Team.

## **B/ CORPORATE RESPONSIBILITIES AND OBJECTIVES**

6. Ensure the commissioning, delivery and continuous improvement of housing and building services in accordance with the Council's aims and objectives.
7. To support the delivery of the Council's budget priorities and the effective use of the Council's resources.
- 8 Promote a strong culture of performance management to ensure high levels of performance, the meeting of performance targets and the continuous improvement and development of services.
9. To anticipate, monitor and identify strategic issues and changes which affect the service area and develop effective responses to meet such changes

10. Contribute to transformational change across the Council and to ensure that organisational development initiatives, policies and plans are implemented and properly embedded.
11. To ensure a responsive customer focused approach in the planning, commissioning and delivery of services
12. To explore opportunities to improve the effectiveness and efficiency of services through collaboration and partnership working.
13. Produce an annual Service Plan and ensure the development of Team Plans for the Service area concerned
14. To ensure that the principles of equality of opportunity are integrated and actively pursued in all areas of service provision
15. Attend and contribute to meetings of the Cabinet, Scrutiny and other Council meetings as appropriate

## **C/ OPERATIONAL RESPONSIBILITIES**

16. Develop, lead and manage the Council's function and strategic direction in relation to housing and building services and achieve the appropriate and agreed quality standards.
17. To provide and promote clear leadership and performance management within the service ensuring the effective performance of all managers.
18. Oversee the development and maintenance of performance management systems to ensure the meeting of targets and the continuous development of services
19. To ensure the effective management, planning and deployment of the budget and wider resources across the relevant service areas in accordance with service plans and the longer range strategic objectives of the Council.
20. To ensure that there are clear communications and well defined accountabilities within the service area
21. Maximise income and external funding opportunities in line with Council Policy
22. To perform any other duties imposed by law or which the Director may reasonably require.

**Responsibilities under the Constitution and operational areas\*\***

## ***Responsibilities as set out at Article 12 of Constitution***

### Housing and Building Services

- Management of Council owned Housing (strategic and operational)
- Private Sector Housing (Strategy and enabling new housing provision)
- Homelessness service
- Building Maintenance

## ***Functional Areas of responsibility***

### Housing and Building Services

- Strategic and operational management of public housing
- Management of HRA
- Client role for building services (housing)
- Advice and Tenant Engagement
- Building maintenance Trading Services (Housing and Public Works)
- Homes4You and other letting initiatives
- Strategy and Supporting People
- Private sector housing (strategy and enabling new provision)
- Discharge of the Council's statutory homelessness duties and responsibilities
- Provision of Emergency Housing
- Income Policy and Performance
- Management of the Stores Function
- Building Cleaning
- Building Security
- Community Safety

PLEASE NOTE\*\*

The service areas as set out above may be subject to amendment to reflect any future change or development of services or wider review/reorganisation