

## **The Vale of Glamorgan Council**

### **Senior Management Appointment Committee: 19th December 2018**

#### **Report of the Director of Environment and Housing**

#### **Recruitment and Selection Arrangements for the Head of Housing and Building Services**

##### **Purpose of the Report**

1. To set out interview arrangements in respect of the post of Head of Housing and Building Services and to ask the Committee to identify and confirm a suitable candidate for appointment.

##### **Recommendation**

1. To interview the candidate shortlisted by the Director of Environment and Housing Services and if appropriate, confirm an appointment to the post concerned.
2. To delegate any outstanding appointment arrangements, as appropriate to the Director of Environment and Housing Services in consultation with the Managing Director, Leader and Cabinet Member for Housing and Building Services.

##### **Reason for the Recommendation**

1. To ensure that the appointment to the post proceeds in accordance with the requirements of the Council's Constitution.
2. As 1 above.

##### **Background**

2. The Senior Management Appointment Committee met on 24th September, 2018 and approved the arrangements to fill the position of Head of Housing and Building Services within the Directorate of Environment and Housing.
3. Members will be aware that the post is currently being covered on a temporary secondment basis that this Committee previously agreed would be extended to conclude, at the latest, in March 2019.
4. For the information and to support Members in the consideration of the suitability of the candidate a copy of the agreed Job Description and Person Specification in respect of the post of Head of Housing and Building Services which were previously agreed are attached at Appendix A and Appendix B of this report.

## **Relevant Issues and Options**

5. In accordance with the instructions of this Committee following the meeting of the 24th September 2018, the post of Head of Housing and Building Services was advertised internally with a closing date of 9th October 2018.
6. Two applications were received and again in accordance with the process agreed by Members of this Committee on the 24th September 2018, the applications were assessed with one deemed suitable to be brought before this Committee for interview.
7. The unsuccessful candidate was deemed to have insufficient senior management experience for this post, with the application form submitted not satisfying the essential criteria shown in the person specification in this regard. The unsuccessful candidate has been advised accordingly and has met the Director of Environment and Housing Services, where the decision not to take the application forward to the next stage of the recruitment process was explained in full.
8. Committee is requested to consider appointment to the post of Head of Housing and Building Services on the basis of a 10 minute verbal presentation and interview under Part II of this agenda.
9. A list of suggested interview questions will be tabled at the Committee meeting for consideration and allocation to members of the Committee under Part II arrangements.
10. The salary for the role will be in accordance with the Vale of Glamorgan's Head of Service salary grade which is currently a five point grade running from £68,803 to £76,449 (£70,180 to £77,978 from 1st April 2019).

## **Resource Implications (Financial and Employment)**

11. Appointment to the above post will be on terms and conditions as prescribed by the Joint Negotiating Committee for Chief Officers of Local Authorities and on the current Head of Service salary range of between from £68,803 to £76,449 (£70,180 to £77,978 from 1st April 2019) plus associated on costs. Details of the terms and conditions for the post are attached at Appendix C.

## **Sustainability and Climate Change Implications**

12. There are no sustainability and climate change implications arising from this report.

## **Legal Implications (to Include Human Rights Implications)**

13. The recruitment arrangements to the posts set out in this report are congruent with the requirements of the Council's Constitution and the requirements of The Local Authorities (Standing Orders) (Wales) Regulations 2014

## **Crime and Disorder Implications**

14. There are no crime and disorder implications directly arising from this report.

## **Equal Opportunities Implications (to include Welsh Language issues)**

15. The selection process for this post is congruent with the equality principles set out in the Council's recruitment and selection policies and procedures

## **Corporate/Service Objectives**

16. The proposals within this report have been designed to ensure the provision of effective senior management arrangements in the Directorate and in the Council.

## **Policy Framework and Budget**

17. The issues as set out within this report are delegated to the Senior Management Appointment Committee in accordance with the Council's Constitution.

## **Consultation (including Ward Member Consultation)**

18. The trade unions are aware of the recruitment arrangements for this post.

## **Relevant Scrutiny Committee**

19. Homes and Safe Communities

## **Background Papers**

None

## **Contact Officer**

Miles Punter

## **Officers Consulted**

Human Resources - Operational Manager  
Finance  
Committee Services (Legal)

## **Responsible Officer:**

Miles Punter - Director of Environment and Housing



**THE VALE OF GLAMORGAN COUNCIL**

**JOB DESCRIPTION**

<b>DESIGNATION/POST TITLE</b>	:	Head of Housing & Building Services
<b>POST NUMBER</b>	:	S-HVS-AA003
<b>DEPARTMENT/DIRECTORATE</b>	:	Environment and Housing Services
<b>DIVISION/SECTION</b>	:	Director's Office and Management Team - Environment and Housing Services
<b>LOCATION</b>	:	The Alps Depot
<b>POST GRADE</b>	:	Chief Officer
<b>RESPONSIBLE TO</b>	:	Director of Environment and Housing Services
<b>RESPONSIBLE FOR</b>	:	
<b>LIAISON</b>	:	
<b>MAJOR PURPOSE OF POST</b>	:	

**MAIN DUTIES AND RESPONSIBILITIES**

*The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.*

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

**SIGNED:**  
**(Director/Chief Officer)**

**DATED:**

**SIGNED:**  
**(Postholder)**

**DATED:**

## Person Specification

Post No	S-HVS-AA003	Designation:	Head of Housing and Building Services	Department:	Director's Office and Management Team
Section:	Environment and Housing Services	Completed By:		Date:	

The Person Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Person Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates. You should refer and address each point of the Person Specification, giving evidence of what skills, experience and knowledge you have in each of these areas. Always be specific. Do not use general phrases such as "I have the necessary skills..." or "I am confident I can do the job well...". The shortlisting panel will need to know how you meet the requirements based on the evidence you provide.

		Essential	Desirable	Ascertained by
1.	Experience	<ul style="list-style-type: none"> <li>• Able to demonstrate significant and current strategic/operational leadership experience</li> <li>• Significant and relevant experience at a senior level within a large and complex organisation</li> <li>• Proven record of change management and service development</li> <li>• Experience of successful financial management</li> <li>• Evidence of successful performance and contract management</li> <li>• Experience of partnership/collaborative working/community engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant experience of working in either local government, the social housing sector or a similar organisation</li> <li>• Experience of working with Elected Members or Board Members and of dealing with politically sensitive issues</li> <li>• Experience of complex procurement and commissioning projects</li> <li>• Experience of new build residential properties</li> </ul>	Application form and interview



		<b>Essential</b>	<b>Desirable</b>	<b>Ascertained by</b>
2.	<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of Local Government and the wider Social Housing Sector</li> <li>• Understanding of the social and economic environment in which local housing services operate</li> </ul>		
3.	<b>Skills and aptitudes</b>	<ul style="list-style-type: none"> <li>• Ability to develop and deliver high quality services in accordance with the commissioning priorities of the Council</li> <li>• Excellent performance management and leadership skills</li> <li>• Ability to anticipate future service needs and plan and manage resources accordingly to meet such needs</li> <li>• Ability to work effectively in partnership and seek out and exploit opportunities for collaboration</li> <li>• Excellent communication, presentational and interpersonal skills</li> <li>• Strong planning, organisational and problem solving skills</li> </ul>		Application form and interview
4.	<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified to degree level or possession of a relevant higher level qualification, i.e. HND / HNC, NVQ Level 5 / 6 and at least 5 years' experience in a senior management role</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant professional qualification</li> <li>• Project Management qualification</li> </ul>	Application form and interview
5.	<b>Attitude and motivation</b>	<ul style="list-style-type: none"> <li>• Highly motivated and committed to delivering a high quality service.</li> <li>• Able to successfully use a range of leadership styles.</li> <li>• Ability to motivate and encourage colleagues.</li> <li>• Good understanding of service needs in the context of the wider Council agenda.</li> <li>• Ability to influence and present a sound business case on issues relating to service and to the Council as a whole</li> <li>• Ability to quickly gain an understanding of the social and economic environment within the Vale of Glamorgan and its strategic relevance for the postholder.</li> </ul>		

		<b>Essential</b>	<b>Desirable</b>	<b>Ascertained by</b>
6.	<b>Other (please specify)</b>	<ul style="list-style-type: none"> <li>• Ability to drive/travel throughout the Vale or between locations as appropriate</li> <li>• Personal and professional credibility</li> <li>• Drive, energy and enthusiasm to sustain an extensive agenda</li> <li>• Capacity to work outside of normal office hours and attend evening meetings as and when required.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to speak / learn welsh</li> </ul>	Application form and interview



## MAIN TERMS AND CONDITIONS

1. CONTRACT           The type of contract offered will be open ended and permanent.
  
2. CONDITIONS        The Conditions of Services will be in accordance with the Joint Negotiating Committee for Chief Officers, Plus any other conditions or regulations which may be prescribed by the Council from time to time.
  
3. SALARY             The salary will be up 5 incremental points commencing at £68,803 to £76,449 per annum. Progression beyond the third incremental point is dependent on satisfactory progress and performance through the Chief Officer Appraisal system. Access to points four and five is subject to successful performance review determined by the Council.
  
4. ANNUAL LEAVE     Annual Leave entitlement will be 34 days (plus public holidays).
  
5. HOURS OF WORK    You will be required to work such hours as may be reasonably necessary (including attendance at evening and weekend meetings) to meet the requirements of the post for which no additional payments will be made.  
  
The appointment requires “whole time” commitment to the work of the Council. No business or other additional appointment will be acceptable without the express consent of the Council.
  
6. SICK PAY           Occupational Sick Pay Scheme will be accordance with the JNC for Chief Officers Conditions of Services.
  
7. PENSION           The Local Government Pension scheme will apply.
  
8. POLITICAL RESTRICTION   This post is politically restricted in accordance with the Local Government and Housing Act 1989 and subsequent amendments.
  
9. NOTICE PERIODS   Termination by six months’ notice in writing on either side will apply.
  
10. CAR ALLOWANCE    The Council’s local Car allowance scheme will apply.
  
11. DISCIPLINARY, CAPABILITY & GRIEVANCE PROCEDURES   As defined within the JNC for Chief Officers of Local Authorities Handbook.