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Post title: Executive Director Housing  
Directorate: Housing  
Grade: JNC1  
Reports to: Chief Executive

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Main purpose:

1. As a member of the Executive Management Team (EMT) you will be responsible for the successful delivery of the Mayor's priorities, the Council's corporate objectives and business objectives for your designated directorate.
2. To provide effective, inclusive, visible leadership and management that will contribute to the continuous improvement of the Council.
3. To lead and be accountable for specific Corporate Programmes and projects.
4. To lead and champion the Council values ensuring they are embedded in everything we do.

Service specific accountabilities:

To be the Council's Executive Director for Housing with direct accountability for the leadership and management of the following functions:

- Housing Strategy including housing needs, homelessness and temporary accommodation, and private sector housing.
- Housing Management, with a directly managed stock portfolio of 12,000 social rented properties and 5,300 leasehold properties plus an additional 1,800 homes managed via a PFI contract.
- Asset Management of the Council's residential housing including responsive repairs and planned maintenance and investment planning.

Indicative budget: Overall responsibility for the Council's Housing Revenue Account (HRA) circa £300million.

Indicative staffing: 650 FTE (including agency staff).

#### Executive Director specific accountabilities:

- To put in place clear and effective arrangements for the discharge of the Council's statutory responsibilities in relation to meeting the housing needs of the Council's residents and that all council homes are (and remain) compliant with current and future legislation, and regulatory requirements.
- To lead and shape the future of housing in the borough and define the strategic role of the Council as a landlord in the delivery of high-quality housing services to tenants, which deliver against the Mayoral priorities.
- To develop and maintain a strategic partnership with other social landlords in the Borough so that all providers can work together and contribute to the Mayor's vision for the Borough.
- To identify the housing needs of the borough, taking account of the regional and national contexts to deliver a housing service that is fit for purpose in the short and long term.
- To lead the delivery of service transformation and improvement projects in housing that meet the Mayor's priorities and the Council's corporate and business objectives.
- To ensure the Council's direct housing services provision and externally provided housing provision is of the highest standard for its residents and that services are tailored to the individual needs of communities.
- To deliver effective housing needs, homelessness, rough sleeping and temporary accommodation service.
- To ensure an effective private sector licensing strategy is delivered to drive up standards for tenants.

#### Corporate accountabilities:

1. Actively contribute to the Leadership of the Council in a way that promotes a 'one Council' approach.
2. Develop and maintain positive relationships with elected members to ensure the Council and Directorate strategic priorities are effectively implemented and to support Members to undertake their strategic monitoring role.
3. To promote equality, inclusion and equity among all staff and ensure that services are delivered in a way that promotes equity in access, treatment and outcomes, and that recognises systemic discrimination and disadvantage.
4. To promote sustainability in the management of the Directorate, including encouraging a culture of innovation and accountability amongst staff towards sustainability, embedding sustainability in strategic policies, the management of physical resources and the delivery of services.
5. Participate in the GOLD rota as directed by the Chief Executive to ensure emergency planning and business contingency arrangements are in place throughout the Council.
6. Deputise on a rota basis for the Chief Executive.

#### Service:

1. Actively consider new inclusive and innovative ways of delivering services that provide high quality and good value for money. Research and benchmark to establish most effective delivery methods.

2. Drive the implementation of consistently high-quality service standards and levels of customer service, establish and monitor performance using Council project management and service review approaches.
3. Ensure there is effective integration of related services within and across the Directorate and the Council.
4. Ensure the contribution of partner and contractor organisations is appropriately harnessed.

Performance:

1. Set strategic objectives and lead delivery through robust business and financial planning.
2. Ensure delivery of the Council's strategic objectives, through the achievement of milestones and targets in line with the Corporate Strategy.
3. Hold managers and partners to account for the delivery of positive outcomes, including tackling systemic inequities and valuing diversity using appraisal, commissioning, client management and other appropriate techniques. Ensure complaints and feedback are acted upon, services re-designed appropriately as a result, and high quality, appropriate responses are provided to diverse customers.

People:

1. Work collaboratively with the Council's partners to inform strategic decision-making ensuring that this supports the delivery of specific corporate programmes.
2. Establish clarity around expected outcomes and standards, providing clear lines of accountability and delegated authority.
3. Establish and promote an inclusive culture of learning and workplace planning that enables staff to realise their potential, manage their careers and therefore improve outcomes for Lewisham's residents.

Finance:

1. Challenge and signoff financial strategies and plans/budgets that support the effective delivery of strategic priorities.
2. Monitor the directorate budget and ensure it is effectively controlled within cash limits, driving down spend where appropriate.
3. Hold managers to account to manage their budgets and to provide services that are delivered or procured that represent value for money.



## Person Specification

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Post title:	Executive Director Housing
Directorate:	Housing
Grade:	JNC1
Report to:	Chief Executive

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### Technical Experience

Proven technical knowledge and experience in delivering some or all of the following services:

- Housing Strategy
- Homelessness, temporary accommodation, and Private Sector Housing
- Housing Management – social rented and leasehold properties
- Asset Management
- Building health and safety
- Repairs and Maintenance

### Qualification

- Degree level education, Chartered Institute of Housing professional and/or equivalent professional qualification (or qualified by experience to equivalent level).

### Accountability

- Political awareness with proven experience of building positive relationships with diverse elected members to balance political drivers with strategic priorities.
- Experience of creating an inclusive culture of learning, to maintain a capable and high performing workforce that feels respected and engaged.
- Experience of providing inclusive leadership within a dynamic and changing environment.

### Delivery

- Experience of interpreting vision and strategy to drive delivery through strong and effective inclusive leadership that works across systems and institutional boundaries.
- Experience of setting service standards that will enhance the reputation of the Council and empowers others to deliver.

- Experience of leading and delivering successful and inclusive organisational and cultural change programmes.

#### Decision Making

- Experience of making difficult decisions through the analysis of relevant information and risk assessment.
- Able to make decisions that demonstrate commitment to the Council's vision for Lewisham.

#### Working Together

- Experience of establishing and facilitating cross-organisational working that shapes and influences the benefits of having a diverse workforce.
- Experience of developing services that takes account of the needs of diverse stakeholder groups.

#### Key Stakeholder Relationships

Internal: Councillors; Executive Management Team and Directors, across the Directorate and beyond

External: Government Departments, National Consultation Groups, strategic partners, other Local Authorities, trade