

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## **Assistant Director - Housing and Communities**

Housing and Communities, Communities and Opportunities

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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## Purpose and impact:

Reporting to the Director of Communities & Opportunities, this role is responsible for the strategic leadership and management of the West Northamptonshire Council Housing Service and the design and implementation of strategies to ensure it meets the current and future needs of our communities, with homelessness minimised through prevention initiatives.

The Assistant Director works collaboratively with other services such as Adult Social Care and Public Health and key stakeholders in developing West Northants as a place where people thrive and live well, stay well and age well in their communities and remain independent in their own homes. This includes the overall management of the delivery contract with our ALMO ([Northampton Partnership Homes](#)), the compliance by the ALMO with the requirements of the Social Housing Regulator and monthly revenue & capital budget management of the retained HRA.

## Accountable to:

Reports to: Director of Communities & Opportunities

## Role Specific Responsibilities:

1. Lead the development and implementation of the Housing Strategy for West Northants Council that supports the successful delivery of the Council priorities and meets the current and future needs of our local communities.
2. Accountable for the delivery of a Housing Service which delivers high quality, innovative, people focussed and value for money services and effective leadership and management of all employees, with a focus on establishing a high-performance culture.
3. Accountable for effectively managing and implementing significant change, transformation and improvements to the Housing service which supports the smooth and effective transition and transformation from the previous model into the new WNC model.
4. Accountable for the management of budgets and delivery of the Mid Term Financial Plan within area of responsibility and for the HRA and the management and use of all other resources.
5. Responsible for the Council's response to national, regional programmes and initiatives in relation to housing provision and homelessness prevention, including relocation and resettlement of refugees.
6. Leading the development and implementation of the strategy for a range of community-based initiatives to improve social and economic factors within our West Northants Communities.
7. Develop strategic (key) relationships with partner agencies and private developers to maximise opportunities to work collaboratively to deliver housing provision and community-based infrastructure to represent the interests of the Council and meet the future needs of residents and communities.
8. Be accountable for maximising resources and ensuring that the Council makes best use of opportunities available from national schemes and initiatives for Social housing delivery, in

conjunction with the AD for Placeshaping, to meet the current and future needs of our local communities.

9. To provide assurance through the efficient and appropriate management of information ensuring our IT systems and applications are secure to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
11. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## **Assistant Director Standard Responsibilities:**

1. **Culture & Wellbeing**  
Responsible for the establishment and maintenance of a positive organisational culture, incorporating safety into all activities, fostering a culture that prioritises the wellbeing of all colleagues in the service.
2. **Compliance**  
Ensure that all activities within the service comply with the council's Constitution, finance and contract procurement rules and safeguarding responsibilities, and that effective systems operate within the service to manage performance and risk.
3. **Resources/Financial Management**  
Ensure spending is contained within the allocated budget, exercising strong budgetary control and prioritising use of resources and assets to support the delivery of the council's corporate vision, upholding your responsibility to deliver value for money.
4. **Governance**  
Ensure Compliance with the Council's governance framework, in particular the documents set out in the Council's Code of Corporate Governance, supporting the Council in preparing its Annual Governance Statement in relation to the service area.
5. **Health & Safety**  
Responsible for ensuring compliance across the service(s) with corporate health, safety and wellbeing strategy, policies and procedures; relevant legislation and regulations; overseeing the assessment of risk and implementing preventative measures to safeguard colleagues and service users.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Ability to engage with all stakeholders and take responsibility for driving forward and implementing corporate and service improvements and initiating solutions to complex issues.	E	I
Strong management and staff development skills, with the ability to motivate and empower colleagues to innovate, to drive service improvement and performance standards.	E	A, I
Strong communication skills with the ability to communicate effectively to a range of audiences and present complex issues	E	I, P
Ability to build effective business partnerships, both internally and externally.	E	I
Demonstrate leadership skills in managing significant change and improvement in service delivery.	E	A, I
Demonstrate ability to work well under pressure, achieving deadlines.	E	I
Strong interpersonal skills and the ability to negotiate, influence and persuade to achieve the corporate vision.	E	I
Strong personal commitment to the delivery of first-class services.	E	I

Knowledge:	Essential / Desirable	Measured by
Knowledge of how to manage complex, large-scale revenue & capital budgets.	E	A,I,P
Knowledge of how to lead development of new models of delivery and how to deliver large scale change programmes in complex demand lead services.	E	A,I,P
High level knowledge of housing legislation, policy, procedures and practices in respect of homelessness, housing allocations, housing delivery & regulatory standards of the Regulator of Social Housing.	E	A,I,P
High level knowledge of Community Safety, Community Development & resettlement.	D	A,I,P
Knowledge and understanding of the dynamics and complexities of the public sector and specifically the local government environment and its impact on service provision, staff and relationships with key stakeholders.	E	A,I,P
Excellent business and service planning knowledge.	E	A,I,P

Knowledge of how to create & develop high performing teams.	E	A,I,P
Strategic knowledge and understanding of the commissioning environment and contract management.	E	A,I,P

**A)** Application Form, **(T)** Test, **(I)** Interview, **(P)** Presentation, **(D)** Documentation

Relevant experience:	Essential / Desirable	Measured by
Significant experience and demonstrable achievement at a senior management level within services of a similar complexity and nature.	E	A, I, P
Demonstrable experience of leading, motivating and managing teams to achieve high performing and significant sustainable service improvements with outstanding results.	E	A, I
Experience of developing and sustaining a culture that meets the needs of and engages with customers and staff within a safe, open and high-performing working environment.	E	I
Significant experience of working with a range of partners and forging successful partnerships with a wide range of internal and external bodies including governmental and non-governmental organisations, the private and voluntary sectors.	E	A, I, P
Experience of working effectively within a political environment, providing clear, balanced advice and guidance on strategic and operational issues that achieve service objectives.	E	A, I
A proven track record of applying commercial judgement in making decisions that will deliver cost-effective and efficient results.	E	A, I
Experience of driving and managing key transformation and change projects within complex services or areas.	E	A, I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

## Day-to-day in the role:

<b>Hours:</b>	37	<b>Primary work base:</b>	One Angel Square and various other Locations around West Northants as required.
<b>Job family band:</b>	Strategic Management 13	<b>Worker type:</b>	<b>Part-flexible</b>
<b>Salary range:</b>	£95,809 – £101,927	<b>Budget responsibility:</b>	£135million approx
<b>People management responsibility:</b>	Yes, 4 direct reports, overall service FTE 170 posts		

### Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to worker from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b>	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b>	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b>	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b>	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b>	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b>	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”**



# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

