

Job Description and Person Specification

Head of Housing

Job Title: Head of Housing
Reference: CE374
Service: Place
Grade: SMG3
Reports to: Director of Growth & Enterprise
Location: Delamere House, Crewe & Hybrid
DBS: None

Your job

As Head of Housing, you will provide strategic leadership for all housing functions, ensuring the Council delivers its statutory responsibilities while shaping a proactive, innovative approach to housing growth, affordability and quality across the Borough.

You will play a pivotal role in delivering the Council's place-based ambitions, aligning housing strategy with economic growth, regeneration, health, social care and infrastructure planning.

This role will be central to the Council's ambition to actively influence the housing market, including the development of new delivery models and the Council's transition into becoming a landlord.

- Lead and manage the following teams
 - Housing Strategy and Development
 - Housing Options
 - Housing Standards and Adaptations

Our shared values

Here at Cheshire East Council, we have a clear set of values:

- **Drive:** striving for innovation, excellence and high performance.
- **Integrity:** acting ethically, being accountable and fostering trust.
- **Respect:** demonstrating empathy and appreciation for others, being inclusive.

- **Collaboration:** working and learning together with a focus on outcomes.

Co-produced with our staff, these values are critical to us achieving our vision as set out in the [Cheshire East Plan](#). It is important you take some time to understand our values and how you can bring these to life in your day-to-day work.

Further information on the values can also be found via the link [Our values](#).

In this job you will

- Lead the council's approach in creating new models to influence and intervene in the housing market to ensure the delivery of required type of housing in the Borough, in particular you will be responsible for the implementation of the Council's strategy to become a landlord, by identifying and purchasing appropriate assets, liaising with Planning and developers, and managing the lettings of the new rental housing stock.
- Develop and manage a set of coherent and integrated strategies for the provision and delivery of housing in the Borough including the Council's Housing and Homelessness Strategies.
- Develop strategies on the reduction of Homelessness across the Borough, and supporting vulnerable people into temporary accommodation
- Act as the Council's lead specialist on all housing related matters and to ensure strategic housing matters are embedded in to other strategies of the council e.g. Local Plan, Strategic Infrastructure Plan and Commissioning of social care services
- Be the lead officer on behalf of the Council in managing relationships with key partners including e.g. registered housing providers, Homes England and to represent the Council at regional and national meetings relating to Housing
- Lead and support the delivery of key housing sites in the Borough and to ensure projects deliver within their required outputs
- Ensure that effective customer and performance management are embedded in to the team to deliver effective and efficient services.
- Deliver continuous improvement in service performance to provide high quality and value for money services.
- Commission and monitor operational functions that deliver the Council's statutory housing functions and to ensure that the Council meets its statutory requirements.

- Lead on engagement with Children's and Adult Services for the provision of temporary accommodation and Housing Allocation Policy, including support for Care Leavers.
- Lead on Renter Rights Act, and Local Authority Housing Fund, and the Council's response and implementation.
- Provide effective contract management for services commissioned by the service to ensure that expected standards are maintained and value for public money; and in line with the Council's rules and procedures
- Provide research and intelligence on strategic housing issues including supply and demand of housing in the Borough, housing condition, homelessness, the economy and related spatial topics to inform policy and strategy of the Council
- Ensure the service meets its budgetary targets as allocated to the service.
- Ensure the effective delivery of projects allocated to the service.

From time to time you may be asked to undertake work as may be determined by the Executive Director of Place and Director of Growth & Enterprise. This will be up to or at a level that is consistent with your job role. This supports our joint commitment in our employee deal to work together as one team and one council to deliver the best service for our customers and communities.

In this job you will need

You must be able to demonstrate the following essential requirements:

Knowledge

- Knowledge of legislation and national and local developments affecting the services managed and the Council and governing agencies as a whole
- Knowledge of national policy and strategy relating to Housing services
- Knowledge of project management processes and how to apply them
- Knowledge of workforce development principles and processes
- Knowledge of staff management and development skills and how to apply them
- Extensive experience of strategic housing planning and economic development

Qualifications

- A degree-level qualification or equivalent
- Relevant postgraduate professional qualification (desirable)
- Demonstrable ability to participate in management development programmes
- Evidence of personal commitment to continuous professional development and improvement.

Artificial Intelligence (AI)

We embrace AI to enhance our operations and to innovate our services. However, we value human talent and are looking for passionate individuals to join our organisation. Please ensure you personally complete your application and read all the instructions carefully to maximise your chances of success.

Applications that rely too heavily on AI may be rejected during shortlisting, however we understand that AI may be used as a reasonable adjustment, if using AI to support your application, please give a brief explanation why to help ensure fair selection process.