



Cumberland Council

Post Specification

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| Date | March 2025 |
| Post Group Number | 8546 |
| Post Title | Strategic Lead – Housing Strategy Development and Enabling |
| Job Family | Organisational Support |
| Job Family Role Profile | OS17 |
| Final Grade | Grade 17 |

To be read in conjunction with the job family role profile

Service Area description

This post is located within Adult Social Care and Housing, bringing together the housing delivery of strategy, policy, housing development, and strategic partnerships and to deliver a operation service to support case management for affordable housing need assessments and nominations into housing. It will have strong connections with Planning/Climate, Public Health/Communities, Childrens, Health and Social Care, and implement effective partnership working and engagement with the Portfolio Holders, Communities, Registered Housing Providers, National and regional bodies that will be critical in the co-ordination of works between those service areas.

The Council has strategic responsibility for Housing and acts as the Strategic Housing lead to deliver statutory and non-statutory housing functions, involving housing strategy, policy, housing standards and renewal, disabled facilities grants, homelessness and rough sleeping, housing allocations and nominations, tenancy enforcement, community and rural led housing, supported and affordable housing, and sustainable warmth to enable the Council to achieve its strategic objects, plans.

The Councils ambition is to improve health and wellbeing of our residents and put this at the heart of everything we do. The aim of the strategic housing lead role is to improve, expand and change the housing offer by delivering an ambitious and impactful service.

Purpose of this post

- To take overall strategic leadership role, overseeing the shaping and delivery of the Council's Strategic Housing and Enabling Service and shape Housing Strategy, Policy, Processes, Housing Development and renewal, Affordable housing and Strategic Partnerships.
- Lead on keeping under regular review the housing needs of the population, condition of housing stock, and the need and demand for supported housing for vulnerable groups.
- Lead and manage the operational management of assessing housing needs and eligibility for affordable housing and nomination rights into housing schemes.
- Lead on Housing programmes across Cumberland Council, maximising resources through the planning process and use of the Councils' own resources and opportunities that are available, to enhance the provision of affordable housing to meet the needs of our communities.
- Lead on the development of strategic partnerships and take a proactive approach with developers, housing associations, private landlords, 3rd Sector and Voluntary sector, funders and others to ensure that the delivery of affordable housing in Cumberland is done in a planned and strategic way, in order to provide the right mix of housing in each location, to satisfy local need and maximize economic growth potential.
- To promote, lead and develop flexible, responsive teams across the service, monitoring and evaluating effective interactions across multiple service areas to ensure maximum performance against strategic objectives and Council priorities

Key job specific accountabilities

1. Take overall strategic leadership responsibility for overseeing the shaping and delivery of Housing Services across Cumberland Council, sourcing external funding and maximising opportunities that are available, to enhance the service provided to customers and maximise the performance of the service against its statutory responsibilities and take actions for continuous improvement.
2. To lead on the development, review, publication and delivery of Cumberland Council's Housing Strategy and housing reviews and any other related strategies and policies
3. Work with key internal and external stakeholders, to shape the strategic direction of the Housing service
4. Take the strategic lead in providing direction for affordable housing, Section 106's ensuring services, grants and projects are delivered in line with agreed standards and regulations including responsibility for leading and manage housing development activity. Ensure effective and co-ordinated approach to improving housing delivery, including affordable housing policy and provision, to meet current and projected future housing need across Cumberland.
5. Provide accurate and timely data and information to senior leaders and managers, members, Central Government, external funders, and key stakeholders
6. To Lead, and manage all Cumberland Councils' functions in relation to affordable sales and resales including maintaining the register and certifying eligibility against policies and planning permissions. Manage the Council's housing registers for allocation of housing, including CBL, Self Build Custom Build.
7. Work in partnership with Housing and Planning services in relation to affordable housing policy and delivery that supports pre application discussion and planning applications submissions, identifying how the affordable housing can be maximised, is compliant with local plan requirements. Work with planning teams to support the development, co-ordination, monitoring and performance of the Affordable Housing with the aim to achieve a annual supply targets.
8. Lead on the Developers forum in partnership with other service leads and external
9. Monitor changes in legislation and policy from Homes England, DHLUC and other Government policy. Respond to consultation in relation to the delivery of affordable housing and act as the Council's representative in relation to affordable housing at internal and external meetings
10. Assist the Assistant Director of Housing, Quality and Resources with the implementation of the Housing functions, strategy, plans, objectives, policies, systems and processes to deliver council priorities and highly visible front-line services, ensuring they meet internal and external reporting requirements and comply with external legislative and regulatory framework
11. Work with cabinet and relevant member Portfolio holders to provide advice and guidance into functional delivery and performance
12. Establish a positive reputation through an external, visible presence, promote and develop the service in line with emerging local and national government policy and as opportunities arise

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

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| Budget Responsibilities | <ul style="list-style-type: none"> • Manage and monitor staffing budgets for the service area • Manage and monitor grant funded services • Plan and prepare budgets to secure funding to deliver housing services • Control and allocate resources to deliver agreed outcomes and associated budgets |
| Staff Management Responsibilities | <ul style="list-style-type: none"> • Lead and manage a team to deliver housing services • Provide line management, supervision, appraisal, mentoring advising and coaching and support. • To work with senior colleagues and partners internally and externally including third sector in support the delivery of a housing |
| Other | None |

Essential Criteria - Qualifications, knowledge, experience and expertise

Qualifications

- Educated to degree-level or equivalent in a relevant subject
- Housing related qualification
- Management qualification or demonstrable equivalent experience

Knowledge

- Extensive knowledge of some or all aspects of the service area, including statutory responsibilities and housing legislation
- Knowledge of the relevant funding and grants and how to effectively manage these to ensure residents receive value for money and a high quality service

- Understanding of the wider social, political and economic environment and the impact on the issues and challenges facing government both nationally and locally
- Knowledge and understanding of service standards and performance criteria
- Experience of managing budgets

Experience and Expertise

- Management experience at a senior level and associated skills in co-ordinating different service areas
- A successful track record in developing effective working alliances together with a proven ability to network
- Experience of working across multiple teams and aligning service delivery
- Experience of producing policies and procedures to support and improve service delivery and in response to legislative changes
- Experience of delivering strategy and policy across operational services
- Experience of producing management reports for performance monitoring purposes
- Experience in compiling and submitting data for statutory returns and to the regulator
- A proven track record in delivering efficiencies and ensuring value for money services
- Ability to translate strategic plans into successful service operation outcomes, which are responsive to the needs of the customer
- Ability to lead, manage and motivate others to deliver service plans
- Ability to promote values and behaviours and promote positive working relationships within and between services
- Innovative and proactive approach to service delivery
- An excellent, clear and constructive communicator at all levels
- Ability to make decisions and take responsibility for actions
- Excellent interpersonal skills: a strong networker able to build relationships with mutual confidence, honesty and respect

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check

Job working circumstances

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| Emotional Demands | <ul style="list-style-type: none"> • Will involve working on multiple priorities at the same time • Involvement in a decision making, which may receive strong opinion and / or opposition from those potentially affected and the wider community • Will require strong personal and emotional resilience when dealing with affected staff groups particularly when advising significant change <p>Will require strong personal and emotional resilience when dealing with vulnerable customers in distressing situations and under difficult circumstances</p> |
| Physical Demands | Normal |
| Working Conditions | <ul style="list-style-type: none"> • Travel outside of Cumbria to attend events and meetings • Carry out site visits on new developments to review progress • Required to travel around the County to the various anchor building and other offices |
| Other Factors | |
| <ul style="list-style-type: none"> • Requires ability to travel independently and extensively both within and outside the county to undertake duties if required including attending regional and national events | |