

## Policy and Resources (Vacancy Monitoring) Sub-Committee

### Request to Fill a Vacancy Graded NLC12 and Above

<b>Service: Housing &amp; Social Work</b>	<b>Division: Housing Services</b>
<b>Section: Development Section</b>	<b>Post: Housing Strategy Manager</b>
<b>Grade: NLC 14</b>	<b>Current Salary Scale: £36,429 - £43,719</b>
<b>Date vacancy occurred:</b> 14 August 2013	
<b>Reason for vacancy:</b> resignation of post holder	
<p><b>What are the consequences of not filling this post?</b></p> <p>This is a key post within the Housing Service, managing a team of 8 people with responsibility for development and implementation of all housing strategy, including:</p> <ul style="list-style-type: none"> <li>○ Development, monitoring and implementation of the council's Local Housing Strategy which is a statutory requirement;</li> <li>○ Strategic Housing Investment Plan and Strategic Local Programme which secures around £10m per annum from the Scottish Government for investment in new affordable provision;</li> <li>○ Responsibility for procurement and management of external housing support contracts with value of £2.1m</li> <li>○ Development of strategy and approach to mitigate the impact of welfare reform</li> <li>○ Development and implementation of the Affordable Housing Policy to secure additional affordable housing in the Cumbernauld housing market area</li> <li>○ Development and implementation of council's tenant participation strategy and ensuring council can meet requirements of the Scottish Social Housing Charter in relation to tenant involvement and scrutiny</li> <li>○ Policy lead for Housing services' contribution to community care priorities, including re-shaping care for older people/ development of housing strategy for older people. This includes implementation of £2.2m allocated from Change Fund for housing related initiatives.</li> <li>○ Development of asset management plan, which sets out investment strategy for the council's housing stock, and is a requirement of the Scottish Housing Regulator</li> <li>○ Development and monitoring of the Housing &amp; Social Work Services' Service Plan and contribution to Corporate Plan; Community Plan and Single Outcome Agreement.</li> </ul> <p>A post holder with the necessary skills and experience is required in order to lead on all these areas of work, and other areas of work that directly support the delivery of the housing service.</p>	

**What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate?**

This post manages the Strategy team and directly line manages 5 staff, each with distinct areas of responsibility and workloads. There are no other posts at this grade within the Development section. The structure of the Development Section was reviewed within the recent Phase 4 re-structure within Housing Services and the revised structure that was approved in March 2013 is the most appropriate structure to meet the needs of the service and deliver its statutory responsibilities.

**The following documents are enclosed with this form:**

(✓)

1. Job Description

2. Organisational Chart (detailing location of post in structure and including number of posts at same level)

**I confirm that, for the reasons set out above, that the filling of this vacancy is considered essential.**

**Signature**

**Executive Director:**

*Mary Coads*

**Date:** 14/8/13

**Human Resources use:**

**Date of Vacancy Monitoring Sub-Committee** \_\_\_\_\_

**APPROVE / NOT APPROVE / CONTINUE**

**North Lanarkshire Council**  
**Housing & Social Work Services**  
**Housing Services (Development Section)**

**JOB DESCRIPTION**

**Post:** Housing Strategy Manager

**Grade:** NLC14

**Job Outline**

Reporting to the Development Manager and managing a small staff team the postholder will be responsible for the assessment of housing needs and the development of the Council's housing strategy including its contribution to the Council's wider strategic objectives.

**Key Duties**

1. To supervise and manage staff within the section including development and monitoring of work priorities and identification of development and training needs.
2. To develop and maintain appropriate information systems to assess local housing requirements, inform development of housing strategy and respond to relevant information requests.
3. To commission and manage research projects as required to inform the council's housing strategy and development of the housing service, including stock condition surveys and housing needs assessment.
4. To develop, review and monitor the impact of the Council's Local Housing Strategy (LHS) and ensure relevant stakeholder consultation and involvement.
5. To ensure local housing needs assessments are undertaken to help identify investment priorities
6. To work in partnership with other services and agencies to help secure the necessary investment to implement the housing strategy, including preparation of funding bids as appropriate.

7. To co-ordinate the development of the council's annual Strategic Housing Investment Plan (SHIP) for submission to the Scottish Government to identify investment priorities for the Affordable Housing Investment Programme.
8. To work closely with Planning to ensure consistency between LHS and land use planning, and contribute to the development of the local Development Plan to help identify housing requirements and achieve strategic housing objectives.
9. To lead the development of an Affordable Housing Policy in North Lanarkshire including identification of housing need/ shortfall and development of policy and procedures for its implementation.
10. To contribute to, and develop the council's response to new or proposed legislation or national housing policy
11. To contribute to the development, implementation and monitoring of corporate strategies and objectives, including the Corporate Plan; Community Plan and Local Outcome Agreement.
12. To contribute to the Joint Future and Community Care agendas and work closely with Social Work, Health and other housing providers to develop appropriate accommodation and support services to help people with particular needs live as independently as possible in the community.
13. To develop, review and monitor the implementation of the Council's Homelessness Strategy and Temporary Accommodation Strategy, including production of monitoring information as required to the Scottish Government and management of related budgets.
14. To lead on the development and commissioning of appropriate temporary accommodation and related housing support services, including independent sector providers.
15. To develop, review and monitor the implementation of the Council's Tenant Participation Strategy.
16. To manage Tenant Participation budget, including arrangements to provide support to tenants groups and the North Lanarkshire Tenants Federation.
17. To co-ordinate regular monitoring of tenant/service user satisfaction to inform development of housing services and housing strategy; including commissioning of surveys/ focus groups etc.
18. To develop, review and monitor the Council's Private Sector Housing Strategy.

19. To lead on the preparation of the council's section 72 statement under the Housing (Scotland) Act 2006 outlining the Scheme of Assistance to enable owners to maintain; repair and adapt their properties.
20. As part of the Local Housing Strategy, develop strategy for identifying and addressing Below Tolerable Standard housing and Housing Renewal Areas.
21. To co-ordinate the development and monitoring of the Service Plan for Housing & Social Work Services.
22. To ensure the effective promotion of the Housing Service, in liaison with Corporate Communications, including development of high quality promotional and information material; production of newsletters and press releases, and updating web site.
23. To actively promote the Equalities agenda, co-ordinate Housing Services' response to Equalities legislation, contribute to wider corporate equalities strategies and ensure all housing strategies have been equality impact assessed.
24. To contribute to national policy development as required, including responses to consultation documents; participation in external working groups and briefing of elected members/ senior management.
25. Ensure services are tendered for and controlled in accordance with council standing orders and financial regulations
26. Undertake such duties and responsibilities as may be required in terms of the Health and Safety at Work etc Act 1974
27. Represent the council as necessary including attendance at conferences, seminars, meetings, working groups, public enquiries and tribunals.

# STRUCTURE – Housing Development

