#### **A logo of a tree and water  AI-generated content may be incorrect.**

Information pack for the post of

**Strategic Lead, Housing**

#### Job reference number 1273

#### **Closing date: Sunday 7 September 2025 (11:59pm)**

Interview date: Friday 19 September 2025

##### **Guidance on completing the application form.**

##### Please ensure all sections of the application form are complete.

Before filling in your application form, please read the job description carefully. This outlines the duties to be performed, the person specification will outline the skills, abilities and qualifications required of the postholder. You will need to demonstrate that you meet the requirements of the job description, (or at least have the potential to do so), in order to be shortlisted for an interview.

Please note, when copying and pasting text into the online application form the formatting may change, so please check before submitting.

**Disclosure and Barring Service (DBS)**

Some posts may be subject to a basic or an enhanced DBS check. This will be stated in the advertisement, Job Description or Person Specification. Further information about this check can be obtained from the following website: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

**Politically Restricted Post**

Some posts may be politically restricted which means Under the Local Government and Housing Act 1989 some posts will be disqualified from being a Councillor, Member of Parliament or Member of the European Parliament. The regulations restrict you from undertaking:

Candidature for election

Holding office in a political party

Canvassing at elections

Speaking or writing publicly on matters of party political controversy.

**Additional Clearance**

Some posts may at any time be required to undertake additional clearance or checks.

These may be required in order to comply with a request from a Government body or as a result of a statutory requirement and may include some form of criminal record check.

**Referees**

References must cover the last 3 years together with a reasonable account of any significant periods (6 months or more) of time spent abroad.

Ensure that the names of referees that you supply relate to people who you know in a professional capacity. Ideally, at least one referee should be your current manager or college tutor. Previous managers or tutors can also be named, but where possible, you should avoid providing names of colleagues or friends as referees.

Your referees will be asked to supply information regarding your professional and technical ability, your character and personality, and your timekeeping and reliability. They will also be asked for information regarding your general health and absences on the grounds of sickness over the last two years.

**Evidence of information provided in your application form**

Successful candidates will be required to provide documentary evidence of the qualifications required to do the job. We reserve the right to verify any information given on the application form and failure to provide such evidence will result in the offer being withdrawn or in dismissal.

**Equality and diversity**

Spelthorne Borough Council is committed to equality of opportunity for all in relation to the services and functions it carries out and in the employment practices it follows. As a responsible employer, the Council will conduct its affairs in a manner which will not unlawfully and unjustifiably cause disadvantage to any employee or job applicant on the following grounds: age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief or marriage and civil partnership.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

Complaints about equality and race equality issues will be dealt with promptly and seriously. Please refer to our website for further information.

**Eligibility to work in the UK**

The Asylum and Immigration Act makes it a criminal offence for employers to recruit staff who are not entitled to work in the UK. Therefore any offer of

employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

**What happens after I submit in my application?**

The shortlisting panel will look at your application form after the closing date to see how well your skills, experience and knowledge meet the requirements of the job set out in the person specification. Candidates who are shortlisted for interview will be advised of the arrangements.

Telephone **01784 444263** or e-mail **recruitment@spelthorne.gov.uk** with any queries.

### **You are also able to apply online using** [**www.surreyjobs.info**](http://www.surreyjobs.info)



[www.spelthorne.gov.uk](http://www.spelthorne.gov.uk)



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**ADVERT**

**Strategic Lead, Housing**

**Salary £61,118- £65,146 per annum, plus essential car user allowance and market supplement of £9,628 pa**

**Hours 36 per week (flexible)**

**This post is for a fixed term period of two years**

It’s an exciting time to join the Community Wellbeing team within Spelthorne. We developed and built temporary accommodation for families, and purpose built supported accommodation for single homeless residents and continue to look for opportunities for permanent and temporary housing solutions. We have just launched our ambitious Homelessness & Rough Sleeping Strategy 2025-2030 which aims to end the use of bed and breakfast accommodation, promote independence and wellbeing, and maximise the use of the private rented sector for homelessness prevention and relief. We are working closely with partners to deliver innovative and appropriate options to facilitate discharge from hospital and prevent admissions.

In addition to all this, the Council is embarking on an ambitious housing delivery programme to meet the housing needs of local residents, including a significant proportion of affordable homes.

To support this work, we are looking for a new Strategic Lead for Housing. A large part of the role is to proactively engage with internal colleagues and external partners to enable affordable housing delivery. You will develop and lead the Council’s effective partnerships with Registered Providers and Homes England, as well as representing the housing service on internal development working groups in order to achieve this.

Together with your solid understanding of the economic and social issues that affect housing supply and demand locally, you will have a proven track record and significant experience in strategy policy and preparation. You will be an expert in housing and homelessness legislation as you will need to translate guidance, best practice, and case law into understandable and workable solutions.

You will be comfortable working with numbers and data in spreadsheets and databases and be able to translate the same into plain English for a variety of audiences. You will be able to use this data to not only drive business cases and funding bids, which will see new services commissioned in line with the Council’s strategic aims, but also to contract manage existing services. To do this effectively, you will need excellent ICT skills.

You will lead a small but effective team which you will be expected to coach and support. You will also support the Team Manager, Housing Options to ensure the Council’s statutory homelessness service is run according to legislation, statutory guidance, case law and best practice.

This is an exciting opportunity to make your mark in Spelthorne, and in doing so, support some of the most vulnerable residents in our community.

This post is identified as a hybrid post supporting both office and home working in line with Spelthorne Borough Council’s policy. The post holder will be required to attend the office in line with a rota and any service requirements. To work from home you will be required to have a suitable environment from which to work and have broadband internet available for work use.

The ability to converse at ease with customers and provide advice in accurate spoken English is essential for customer facing posts.  These posts fall within the scope of the Code of Practice on English language requirement for public sector workers.  The Council, therefore, has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. If you have any queries or would like to discuss this further, please contact Human Resources.

Spelthorne Borough Council use the Microsoft Authenticator app as a secure way of accessing our network.  Successful candidates will be required to use their own mobile device to download and use Authenticator.

In return, we can offer excellent conditions of service with a benefits’ package that includes flexible working hours, pension scheme and at least 23 days’ paid leave per year (pro rata for part time).

**Closing date: 07 September 2025 (11:59pm)**

**Interview date: Friday 19 September 2025**

**To apply please use the ‘apply online’ button below.**

CVs can only be accepted in support of a completed application form.

Unfortunately, we are unable to reply to all candidates. If we have not contacted, you within 3 weeks of the closing date then your application has been unsuccessful.

All shortlisted applicants will be contacted via email after the closing date.

*Working towards equal opportunities*

**Strictly No Agencies**

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# Job Description

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| **Date Prepared:** | April 2025 |
| **Post Title:** | Strategic Lead, Housing |
| **Post Numbers:** | 2760 | **Grade:** | SM2 |
| **Group:** | Community Wellbeing |
| **Section Head:** | Group Head Community Wellbeing |
| **Report To:** | Group Head Community Wellbeing |
| **Direct Reports:** | Housing Strategy & Policy OfficerHousing Data & Systems OfficerHousing Data & Contracts OfficerHealth & Housing Integration Officer |
| **Responsibility for resources:** | Affordable housing commuted sums and enabling fundMHCLG Homelessness Prevention Grant |
| **General Duties:** | * Lead on housing-related policy and business development.
* Leading on LAHF acquisition process and negotiations
* Proactively engage with internal colleagues and external partners to enable affordable housing delivery, including the Council’s housing delivery programme.
* Commission, de-commission and contract-manage housing-related services, making funding applications as necessary.
* Lead on housing-related data collection, analysis and returns.
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|  |  |
| **General Responsibilities:** | **Equal Opportunities**:The Council is committed to achieving equality of opportunity and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.**Health and Safety**:The Council is committed to providing a healthy and safe working environment and expects all employees to implement and promote policies in all areas of their work including attending training as appropriate.**GDPR:**The council is committed to the principle of confidentiality and the requirements of the Data Protection Act and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate |

**Particular Duties and responsibilities:**

1. Lead on the efforts to enable the delivery of more affordable homes for local residents, including close liaison with the Council’s Asset Management team in the delivery of the Council’s housing development programme.
2. Lead on LAHF acquisition process and negotiations.
3. Develop, maintain and continuously improve effective partnerships with Registered Providers operating within the borough in order to monitor performance against contractual and nominations agreements, and enable the delivery of more affordable homes.
4. Proactively engage with Homes England in enabling the delivery of more affordable homes locally, including completing any necessary returns in relation to grant-funded schemes.
5. Consider developer proposals for affordable housing contributions on major planning applications and provide planning colleagues with a formal consultation response on behalf of local housing authority.
6. Be the primary source of expertise on housing and homelessness legislation, local, regional and national housing policy, including providing analysis of new housing legislation and related policy.
7. Be the main contact for MHCLG, Home Office and Homes England liaison
8. Lead on the development, review, updating and monitoring of the Council’s housing related strategies and policies, and their associated action plans.
9. Ensure that all housing services operate in compliance with legislation, statutory guidance, best practice and the Council’s political priorities and standing orders.
10. Work with key stakeholders, such as Surrey Chief Housing Officers (SCHOA), Surrey County Council Round Table, local residents and the voluntary sector in improving service quality and promoting creative and innovative ways of meeting the housing needs of local residents.
11. Prepare, produce and present reports, data analysis, formal consultation responses, briefing notes and funding bids for a range of elected members, senior officers, government departments and other parties.
12. Lead on business development activities, including horizon-scanning for potential funding opportunities and leading on bid writing.
13. Lead on commissioning new housing services as necessary, including compiling service specifications and working with procurement colleagues to ensure that the Council’s legal obligations are met. De-commission services as necessary.
14. Leading on immigration matters – refugee, asylum seekers, funding, strategic approach to management of demand
15. Oversee the contract management of housing-related commissioned services.
16. Ensure that the Council meets its obligations as a provider of social housing, including ensuring that rents and service charges are accurately set and complaints are handled in line with regulatory and ombudsman requirements.
17. Be accountable for the effective and efficient use of budget, making proposals for savings and growth as necessary, and ensure that financial procedures are followed.
18. Lead on major technical and other transition projects; such as software replacement and policy change
19. Respond to queries from elected members on strategic housing issues.
20. Ensure the timely submission of government statistical returns.
21. Represent the Council at various stakeholder and networking events which may include travel.
22. Proactively manage and coach direct reports to support their professional development and growth.
23. Support other services within Community Wellbeing to ensure that services dovetail and the diverse needs of our community are met.

# Carry out such other duties as may be required by your Group Head/Deputy Chief Executive appropriate to your skills and to a level of responsibility not exceeding the grade on which you are appointed. In accordance with the Equality Act any reasonable adjustments will be made to overcome any factor which puts a disabled employee or applicant at a disadvantage.

#  **A logo of a tree and water  AI-generated content may be incorrect.**

# Person Specification

| **Post:** Strategic Lead, Housing | **Post number:** 2760 |
| --- | --- |
| **Key job requirements** | **Desirable/****essential** | **Testing mechanism\*** |
| **1. Skills** |  |  |  |
| Proven research experience demonstrating clear comprehension and analytical skills. Able to efficiently digest policy and legislation and provide summary information at an appropriate level. | Essential | A / I / T |
| Able to successfully build effective relationships with internal and external stakeholders. | Essential | A / I |
| Excellent standards of written and verbal communication in plain English and also to a high standard of complexity for technical reports or Councillor submissions. | Essential | A / I / T |
| Problem solving skills - confidently analyse and interpret information from a variety of sources and take effective pre-emptive action if required | Essential | A / I / T |
| Demonstrate political awareness. | Essential | A / I / T |
| Excellent ICT skills including Microsoft 365, databases, and spreadsheets.  | Essential | A / I |
| **2. Experience** |  |  |  |
| Proven track record and significant recent experience in strategy and policy preparation.  | Essential | A / I |
| Demonstrate through experience a broad understanding of the Housing sector and current challenges and legislation. | Essential | A / I / T |
| A proven record of building and maintaining positive relationships with key stakeholders colleagues, partners and clients in a political environment. | Essential | A / I |
| Experience of working in or with local government or similar organisation. | Desirable | A / I |
| **3. Knowledge** |  |  |  |
| Knowledge of economic and social issues that affect supply and demand for affordable housing across Surrey/London and the wider local area. | Essential | A / I / T |
| Detailed understanding of current Housing and homelessness legislation, ministerial guidance, trends and challenges affecting homelessness, tenants and tenancies and landlords in local government and the wider public sector. | Essential | A / I / T |
| An understanding of what options are available and how to use appropriate tools to realise service improvements/initiatives. | Essential | A / I |
| An understanding of how to work in a politically driven organisation whilst operating in a high-pressure dynamic environment. | Essential | A / I |
| Ability to work with minimum supervision to a high standard. | Essential | A / I |
| **4. Qualifications** |  |  |  |
| Degree in related field or substantial equivalent relevant experience. | Essential | A |
| Valid driving licence and access to a vehicle insured for business use. | Essential | A |
| Membership of an appropriate professional body, obtained through examination or equivalent. | Desirable | A |
| **5. Personal Qualities** |  |  |  |
| Determination – able to adapt to successfully deal with a variety of situations and handle interpersonal relationships effectively. | Essential | A / I |
| Self-motivation – able to reflect on own practice and use challenge in a positive way. | Essential | A / I |
| Resilience – demonstrates a flexible approach together with the tenacity and resourcefulness to get things done. | Essential | A / I |

\* Testing mechanisms: (A) Application, (I) Interview, (T) Test