

## Role Profile

(This document is to be read in conjunction with and supports the relevant Job Family)

<b>Job Title</b>	Lead Private Sector Housing Manager		
<b>Job Family</b>	Lead Specialist		
<b>Level</b>	N/A	<b>Grade:</b>	CCC-17
<b>Directorate/Service</b>	Locality Services		
<b>Reports to (job title)</b>	Head Of Locality Services		
<b>DBS</b>	Basic: No	Standard: No	Enhanced: Yes
<b>Way of Working i.e. Flexible or Fixed</b>	Flexible	<b>Politically Restricted Post</b>	No

### ROLE SPECIFIC ACCOUNTABILITIES

- € Lead the development and performance management of the Private Sector Housing Team including the delivery of excellent, customer focused, value for money services in compliance with budgetary, statutory, and professional practice responsibilities
- € To develop and ensure effective delivery of statutory functions.
- € To provide expert knowledge and advice on interpretation and implementation of legislation related to the post holder's specialist areas of work and knowledge.
- € To act as an expert resource in legal proceeding, public hearings, or tribunals on behalf of the council.
- € To lead on the development of policies and strategies with particular emphasis on the Renters Right Act and other relevant legislation impacting on the private rented sector.
- € Execute a structured stock condition survey programme to ensure comprehensive data collection on our assets, thereby supporting more effective strategic asset management.
- € Lead delivery of the Disabled Facilities Grant (DFG), Aids and Adaptations and discretionary grants programme, ensuring high standards in specification, contractor performance, customer communication and sign-off.
- € Provide effective management of the delivery of the Council's Social Letting Agency ensuring compliance with key regulatory frameworks.
- € To develop and maintain strategic and operational relationships with other internal and external service providers and ensure that appropriate arrangements are in place to facilitate effective working and achieve desired outcomes. To represent the council on policy and partnership groups.
- € To represent the department at meetings at officer, councillor and public level when required and as directed by the Head of Service and to liaise with other agencies, departments, or bodies as necessary to ensure that appropriate information is exchanged to support the provision of a quality service to customers.

£ To lead on the Council's response to empty homes across the district.

<b>ROLE SPECIFIC REQUIREMENTS</b>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrable knowledge of Renter Right Act 2025, Housing Act 2004, Housing &amp; Planning Act 2016, HHSRS and related statutory frameworks.</li> <li>• Demonstrable knowledge and understanding of the scope and role of regulatory codes of practice, the Police and Criminal Evidence Act and Regulation of Investigatory Powers Act</li> <li>• Extensive knowledge on construction, building engineering services, materials and common property defects.</li> <li>• Extensive understanding of contract and procurement processes relevant to DFG and works in default.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Extensive senior management experience, including direct responsibility for statutory housing functions within a local authority.</li> <li>• Leading complex enforcement investigations and preparing legal cases.</li> <li>• Overseeing technical housing work such as HHSRS assessments, DFGs and licensing.</li> <li>• Managing contractors and ensuring quality in property-related works.</li> <li>• Developing policies and service improvements.</li> <li>• Proven experience of managing complex income and expenditure budgets and related resources</li> <li>• Proven experience of developing and maintaining effective working relationships across departmental boundaries and with external stakeholders</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong technical analysis and problem-solving skills.</li> <li>• Ability to motivate and develop staff within a performance management/business improvement culture, leading change, setting targets and objectives, monitoring performance, and dealing with non-performance in an effective manner.</li> <li>• High-quality report writing and presentation skills.</li> <li>• Strong planning, organisation and project management.</li> <li>• Ability to collaborate effectively with partners and stakeholders.</li> <li>• Good financial literacy and budget management skills</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree or professional qualification in Environmental Health, Housing, Surveying or a related field.</li> <li>• Membership of a relevant professional body (CIEH, RICS, CIOB) – desirable.</li> <li>• Leadership or management training.</li> </ul>
<b>JOB DIMENSIONS - <i>Include key statistics relating to the job</i></b>	
<b>Annual budgetary amounts - <i>State if impact is direct or indirect</i></b>	Indirect: £530,000 Direct: £2,000,000

<b>Services / Teams reporting to the job holder - directly &amp; indirectly</b>	Direct: 10
<b>Any other relevant statistics</b>	
<b>WORKING ENVIRONMENT CONTEXT</b>	
Full driving licence.	

<b>ROLE PROFILE SIGN-OFF</b>		
<b>Completed by</b>	<i>Name -</i>	<i>Date</i>
<b>Reviewed/Agreed by</b>	<i>Name</i>	<i>Date</i>
<b>Job Holder</b>	<i>Name</i>	<i>Date</i>